



UNICAMILLUS

Rector's Decree no. 54/2022

New notice 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 various 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, Dentistry and Dental Prosthetics 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* "

DECREES

Article 1 – Available slots

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

Degree Course	Available slots	Year
Degree Course in Dentistry and Dental Prosthetics	8	2°
Degree Course in Dentistry and Dental Prosthetics	5	3°

The number of available slots may be increased to an extent equal to the number of slots made available following withdrawals or transfers of UniCamillus' students.

Article 2 – Admission requirements

Students enrolled in a Degree Course of an Italian or foreign University can apply for transfer. For students coming from foreign universities, UniCamillus will evaluate the programs and the single courses attended at the Home Institution with respect to the ones included in the UniCamillus Degree Course Study Plan.

Requests for the transfer of students enrolled 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

The application must only be submitted through the online procedure (as per the guide in Annex 1) through the Student Portal by 1 p.m. on 14 April 2022. Within the portal, the candidate, after entering all the required data, will have to upload the following documentation:

- Application form (*available on the Portal*);
- Study Plan;
- Proof of payment of Euro 170,00 compensating for the expenses of participation in this transfer notice;
- Courses programs issued by the Home Institution;
- Enrolment certificate issued by the Home Institution, stating passed exams and grades, CFU achieved (University Credits) and Scientific Disciplinary Sectors; in the event the certificate cannot be provided within the deadline, a self-certification (*available on the Portal*) might be submitted, stating all information required. The self-certification shall be provisional and does not replace the certificate, that must be submitted, even beyond the planned deadline, but by 21 April 2022 at 1 p.m. If the Commission does not receive this certification by that deadline it 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*).

The contribution to the expenses of participation in this transfer notice 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 for application.

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

Students enrolled at a foreign University, in lieu of the self-certification, must attach to the above certified documents issued by the Home Institution, a translation in Italian language certified by the responsible bodies pursuant to current legislation. The study plan and the courses programs must be issued on the Home Institution letterhead and must include stamp and signature of the person in charge of the procedure, together with official legalized translation in Italian and a declaration issued by the competent Academic Authority proving the applied voting 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 documents, released by the competent Italian Embassy or Consulate General, certifying the acknowledgement of their Home Institution by the related Government.

Any other documentation will not be taken into consideration by the Evaluation Commission. The documentation described must always be sent through the Student Portal in the sections provided.

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

In the absence of the aforementioned documentation, 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.

Article 4 – Criteria and evaluation of the applications

Transfer applications will be accepted based on the chronological order of presentation detected by the Portal.

Applications received without the required documentation and / or sent in a different manner from what provided for in art. 3 of this Call for application, will not be evaluated and will be considered null and void.

Applications deemed valid will be examined by a special Commission which will evaluate the curriculum studiorum of each candidate and will provide for the recognition of the CFU (University Credits) on the basis of the candidate's achievements at the University of origin and the provisions of the teaching regulations of the UniCamillus Degree Courses. To this end, for transfers to the second year of the Degree Course in Dentistry and Dental Prosthetics, among the courses and credits obtained by the candidate, only those corresponding to the first year of the UniCamillus's study plan will be examined by the

Evaluation Commission, while for transfers to the third year of the Degree Course in Dentistry and Dental Prosthetics, among the courses and credits obtained by the candidate, only those corresponding to the first and second year of the UniCamillus's study plan will be examined by the Evaluation Commission. Please, see UniCamillus study plans attached to this notice.

For enrolment in years following the first, the candidate must be recognized, at the undersigned University, at least the number of CFU listed below:

minimum 24 CFU for the 2° year

minimum 52 CFU for the 3° year

Credits relating to internship activities will not be taken into consideration.

Candidates who report 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 decree.

Article 5 – Admission to the Degree Course

By 29 April 2022 UniCamillus will publish the ranking on the website www.unicamillus.org.

The ranking will report:

- complete list of applications received with indication of the chronological order of arrival;
- references of the candidate in anonymous form (initials of surname, name and date of birth);
- indication of admission to transfer.

Within the limit of available slots indicated in this call for applications, candidates will be considered admitted if they, following the assessment of credit recognition by the Commission, will have reached the minimum threshold of CFU (University credits) useful for the transfer (24 CFU / 52 CFU) and in any case giving priority to the chronological order of arrival of applications.

With the same date of submission of applications according to the provisions of Article 3 of this call, the candidate who obtains the highest number of CFU recognized by the Commission prevails. In case of further equality, the younger candidate prevails.

Should the number of available slots increase, following further withdrawals or transfers, the University reserves the right to draw on this ranking or to issue a new notice. In any case, the validity of this ranking expires on 15 May 2022.

Article 6 – Pre-enrolment

Candidates entitled to enrol must, under penalty of exclusion, carry out the pre-enrolment procedure within May 3rd 2022 at 1 p.m., according to the following procedure:

1. paying the first installment of the university fee for an amount equal to Euro 7,000.00 (seven thousand / 00);
2. submitting a declaration certifying that that the candidate has 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 the value of official communication 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 in no way replace the notices published on the University website. It therefore remains the responsibility of the candidate to verify his / her position by taking action in the manner and within the terms provided for proceeding with enrolment.

Any candidate who waives or does not complete the enrolment procedure within the time limits indicated in this notice will not be reimbursed in any case the amounts already paid and will be automatically considered waived.

In case the pre-enrolment is completed in remote modality or not at the University's premises, the student, within 14 (fourteen) days from the date of pre-enrolment (the count of the date starts from the date in which payments were made), can exercise the right of waiver, expressly informing UniCamillus regarding his intention to waive, through certified letter with return receipt. If the right of reconsideration is exercised, UniCamillus will reimburse the student for the amounts paid for the pre-enrolment within the following 14 (fourteen) days, withholding only the 5% of the amount paid by the student, 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 expressly indicated a different means of payment.

Apart from the mandatory cases expressly provided for in this announcement, no reimbursement of payments made will be made under any circumstances.

Article 7 - Enrolment

In order to enroll in the second or third year of the course, candidates who have acquired the right to enroll must, from September 5th 2022 and until 4 p.m. on September 14th 2022, complete the online enrolment procedure by sending the following documentation:

- enrolment application addressed to the Rector, available online, and acceptance of the UniCamillus Code of Ethics;
- Student Contract, signed for acceptance (form available online);
- digital photograph (to be uploaded)^[1]_{SEP}
- photocopy of an identity document and photocopy of the health card (fiscal code) - foreigners legally residing in Italy must also submit a valid residence permit;^[1]_{SEP}
- Privacy Policy (form available online);
- statement of no impediment to the transfer issued by the home Institution;
- proof of payment of the second instalment of the tuition fees, of Euro 7.000,00 (seven thousand / 00). Payment of the third 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/>).

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

In the event that enrolment has been completed remotely or outside the University spaces, the student, within the term of 14 (fourteen) days, starting from the date of signing the Student Contract (in case of failure to indicate of the date on the Student Contract, the time will be calculated starting from the date in which payments were made), can exercise the right of reconsideration by clearly communicating to UniCamillus the will to reconsider, by registered letter with return receipt. In case of exercise of the right to reconsider, UniCamillus will proceed to reimburse the student for the costs incurred for enrolment within the following 14 (fourteen) days - withholding for secretarial and enrolment services an amount equal to 5% of the amount paid - using the same means of payment used by the User for the payment, unless a different means of payment is expressly indicated.

Exercising the right to reconsider is equivalent to submitting a study waiver request.

Article 8 - Procedures for waiver, transfer and abandonment of studies

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

Except in the case expressed in the above paragraph, 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. The student who waives from his / her studies after regular enrolment or abandons them after the start of lessons, is in any case 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 payments made except in the cases expressly governed by this Call for application.

Article 9 - Mandatory vaccinations

Upon enrolment, the admitted student states his commitment to be screened, within 15 days from the 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 in the institutional portal of the University.

The student also declares his / her commitment to undergo any other vaccination available, from time to time deemed appropriate by the University for the safety of the student and all those with whom he / she may come into contact due to the academic activities required that you participate.

The student also declares his / her commitment to undergo any other available vaccination, which, from time to time, might be deemed appropriate by the University for the safety of the students themselves and of all those they can come into contact with, due to the academic activities they take part in.

The declaration model will be available at the Registrar's Office.

Article 10 – 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. The candidate must therefore provide all the necessary elements to allow for the appropriate checks. In the event that the documentation submitted by the candidate contains false declarations, without prejudice to the penalties provided for by the penal code and by the special laws on the matter and the declarer's exposure to the action for damages by the other parties, the enrolment will be cancelled, any benefits granted will be recovered and the tuition fees paid will be retained (and they will not be reimbursed in any case).

The participation in the call for application implies the full and unquestionable acceptance of the provisions contained therein, included the provisions contained in the Student Contract attached to this Call and that constitute an integral part of it. For juridical and interpretative purposes the Call approved with Rector's Decree no. 54/2022, filed and available at the Didactic Office and drawn up in Italian language, and available upon request in certified copy, shall exclusively prevail.

For any matter not provided for in this call for application please refer to the Statute, the Didactic Regulations of the Degree Course and the Tuition Fees Regulations 2022/2023 of the University.

Rome, 03/03/2022

Signed THE RECTOR
Giovan Crisostamo Profita