



Rector's Decree No. 66 of 9th March, 2023

Notice for the submission of calls for transfer.

MASTER'S DEGREE IN 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	22	2nd
MSc in DENTISTRY AND DENTAL PROSTHETICS	20	3rd
MSc in DENTISTRY AND DENTAL PROSTHETICS	25	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

Applications for participation in the announcement must be made exclusively online (as indicated in Annex 1 guide) through the student portal within the deadlines indicated in Article 4 of this notice. Within the portal, the candidate, after entering all the required data, must upload 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 with details of the exams taken, grades obtained, number of credits, and subject code; if it is not possible to present the certificate within the prescribed deadline, an appropriate self-certification may be provided, only by students from Italian universities, to be drafted on the format downloadable online from the portal, containing all the above-mentioned data. The self-certification has a provisional value and does not replace the certificate, which must be presented, even later, but in any case within a maximum of 3 days following the deadline for the session in which the candidate intends to participate (see Article 4). In case of non-presentation of the certificate, the University will carry out the necessary checks to verify the truthfulness of the data declared in the self-certification. If the access requirements requested by this announcement are not met, the application for participation will not be considered and will be excluded. In this case, the University will not refund what has already been paid and may contact the competent authorities, given that the issuance of untrue statements is punishable under the Criminal Code and special laws. Students enrolled or already graduated from non-Italian universities cannot submit self-certification but must attach certifications issued by the University of origin attesting to the required information, accompanied by a translation into Italian authenticated by the competent authorities in accordance with the current regulations. In case of submission of the enrolment certificate, the same must be issued no more than 90 days prior to the submission of the transfer application. The study plan and syllabus of each exam taken must

be produced on the letterhead 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 verifications of truthfulness, together with the related official translation legalized in Italian and a declaration issued by the competent Academic Authority attesting to the voting system applied or the scale of values, accompanied by a faithful translation into Italian. Finally, students from non-Italian universities must also present a declaration issued by the Italian Embassy or the competent Italian Consulate General attesting to the recognition of the University by the respective Government. Any other documentation will not be considered by the Evaluation Commission. The described documentation must always be sent through the student portal in the designated sections.

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 random checks on the documentation provided by the candidates, even after the possible enrolment following admission for transfer to the degree programme subject to this call. If such checks were to reveal irregularities that would determine failure to meet the requirements requested by this call, enrolment in the course will be considered null and void. In this case, the University will not proceed with the refund of any amount already paid and may refer the matter to the competent authorities, as the issuance of false statements is punishable under the criminal code and special laws on the matter.

The application is not considered complete until the payment of the fee is made within the deadline set for the session in which the candidate is participating. If the transfer application is received without the payment required within the deadline indicated for the session in which the candidate is participating, the application will not be considered, and the candidate will have to submit a new one.

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 application fee will not be refunded for any reason, even in case of exclusion of the application for failure to meet the required requirements.

Note: The files uploaded on the platform must not exceed a total of 30 megabytes.

Incomplete applications, those submitted in a manner different from what is provided for in this call and/or received after the last deadline indicated in article 4, will not be evaluated and will be considered null and void.

For information regarding the transfer procedure, you can 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 notice 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 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.

If, on the other hand, the number of valid applications received is greater than the number of available places, a ranking list will be drawn up, considering the chronological order of submission of the applications. If more applications are received at the same time, the Commission, for the purpose of drawing up a ranking list, will consider the credits that can be validated, giving priority to the candidate who has obtained the highest number of credits. In the event of a tie in the number of credits, the younger candidate will prevail.

For the recognition of credits, only exams officially passed and recorded by the deadlines set out in Article 4 will be taken into consideration. Only exams related to subjects that correspond to the UniCamillus study plan, as provided for in this announcement, will be evaluated.

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

Training credits will not be recognized if acquired more than eight solar years ago unless the evaluation commission decides otherwise.

Transfer requests from students enrolled or graduated under university regulations prior to the university reform referred to 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 for the validity of this announcement is set for 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 their right to enrolment and, if still interested, may participate in any subsequent transfer announcement 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 and 7 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.

The ranking lists will be published in chronological order in compliance with the deadlines indicated in Article 4. Therefore, candidates who, at the end of the session in which they participated, are eligible but not admitted to the ranking list due to the exhaustion of available places, will have priority over eligible candidates in subsequent ranking lists, in case places become available following renunciations or transfers. The ranking lists will remain valid until the final deadline of October 31st 2023, unless otherwise communicated. After this date, no further updates will be made, even if there are still eligible candidates in the ranking lists.

All updates regarding the availability of additional positions and the implementation of the ranking lists will be made public on the institutional website. The publication of the ranking lists and all related notices on the University's website has an official value for the interested parties. Any personal communications that may be sent to the email addresses entered in the application form will only serve to facilitate them in following the competition process but will not in any way replace the notices published on the University's website. It remains the candidates' responsibility to verify their position in the ranking list by using the methods and within the deadlines provided to proceed with pre-registration or enrolment. Candidates who withdraw or who do not complete the pre-

registration and/or enrolment procedure within the deadlines indicated in this notice will not be refunded the amounts already paid and will be automatically considered as forfeited.

Article 6 - Pre-enrolment and Ranking List Procedure

The candidate who is admitted to the ranking list may proceed with the transfer by completing the pre-enrolment procedure within 5 working days from the publication of the ranking list, by 1:00 p.m. The procedure must be carried out exclusively online through the Gomp student portal. The admitted candidates must:

- a) make the payment of the first instalment for administrative fees for pre-enrolment in the amount of € 6,000.00 (six thousand / 00).
- b) submit a declaration in which they attest to having read the Student Contract and the Fees and Contributions Regulations for the academic year 2023/2024 in full (available on the University website at the following link <https://www.unicamillus.org/en/regulations/>).

Any places made available as a result of renunciations, outgoing transfers, or failures to pre-enrol by eligible candidates will be managed according to the following ranking list adjustment procedure:

- publication of a notice of ranking list adjustment on the website www.unicamillus.org, following the chronological order of the publication of the ranking lists;
- candidates admitted through the ranking list for “scrolling” must proceed with the payment of administrative fees referred to letter a) by 5:00 p.m. of the second day following reopening of the ranking list;

If a candidate is admitted as a result of ranking list adjustment after September 7th 2023, they must proceed directly with the enrolment procedure as provided for in article 7) of this notice.

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

If pre-enrolment has been made remotely or outside of the University, the student may exercise their right to withdrawal within 14 (fourteen) days from the payment date, by clearly

communicating their intention to withdraw via registered mail with recorded delivery letter with advice of delivery. If the right of withdrawal is exercised, UniCamillus will refund the students the costs incurred for pre-enrolment within the next 14 (fourteen) days - retaining an amount equal to 5% of the amount paid for administrative and enrolment services - using the same payment method used by the user for payment, unless expressly indicated otherwise. The right to ranking list admission is lost upon exercising the right of withdrawal.

Candidates coming from another University who have completed the pre-enrolment procedure at UniCamillus within the terms provided for in this article may continue to follow their previous course of study until they proceed with the enrolment. If, because of passing additional exams, they acquire additional ECTS credits, they may submit an additional request for credit recognition within 30 days of the enrolment procedure (see article 7).

Article 7 – Enrolment

Starting from 15th September 2023 and until 1:00 PM on 26th September 2023, candidates who have proceeded with pre-enrolment as provided for in article 6 of this call can proceed with online enrolment, which provides for the acquisition by the University of the following documentation:

- application for enrolment addressed to the Rector and acceptance of the Uni-Camillus 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.
- clearance for transfer issued by the University of origin (excluding candidates who have already graduated). Until the student delivers the clearance, they cannot attend classes and/or take exams. However, delivery must be made by December 31st 2023. After this deadline, the student will be considered lapsed and will not be refunded any amounts already paid.
- receipt certifying payment of the second instalment of € 6,000.00 (six thousand/00). The payment of the third instalment for the amount of € 6,000.00 (six thousand/00) must be paid by January 2024;
- revenue stamp worth € 16,00.
- receipt of payment of the regional tax to be made directly to the Regione Lazio.

Candidates who pre-enrolled within the terms provided for in article 6 but do not proceed with enrolment are excluded from the ranking and lose any right to a refund of amounts already paid.

Candidates admitted following the publication of the ranking or admitted following the re-ranking after 7th September 2023, must directly carry out the enrolment procedure as described in this article and complete it within 5 working days, by 1:00 PM, from the publication of their admission on the institutional website. In this case, they must proceed with the payment of the first and second instalments of university fees for a total amount of € 12,000.00 (twelve 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 30th October 2023, under penalty of exclusion, the official translation into Italian of their complete study qualifications, legalized where necessary, and the Declaration of Value issued by the Italian Embassy or competent Italian Consulate for the territory in which the qualification was produced. Alternatively, they may submit their school diploma with a sworn translation in Italian or English, accompanied by the Verification and Comparability Certificates issued by CIMEA. Until the student delivers the Declaration of Value, or the certificates issued by CIMEA, they cannot attend classes and/or take exams.

Enrolment is not deemed complete in the absence of one or more documents provided for in this article.

In the event that enrolment has been completed remotely or outside of the University, the student may exercise the right of withdrawal within 14 (fourteen) days from the date of payment, by clearly communicating to UniCamillus their intention to withdraw, by registered letter with return receipt requested. In the event of the exercise of the right of withdrawal, UniCamillus will refund the student the costs incurred for enrolment within the following 14 (fourteen) days - retaining an amount equal to 5% of the amount paid for secretarial and registration services - using the same means of payment used by the user for payment, unless otherwise indicated.

Outside of the cases expressly provided for by this announcement, no refunds will be made under any circumstances for payments already made.

Article 8 - Withdrawal, Transfer and Abandonment of Studies Procedures

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

The withdrawal from studies is considered complete with the issuance of the relevant leave form. This form will only be issued to students who comply, at the time of the request, with the payment of fees and contributions required.

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

The authorization for transfer and the issuance of the relevant documentation can only be granted to students who comply, at the date of application submission, with the payment of academic contributions, fees and taxes.

A student who abandons their studies after the start of classes is required to pay the full amount of fees and contributions provided for by the Taxes and Contributions Regulations for the Academic Year to which they are enrolled, easily accessible on the University's website at the following link <https://www.unicamillus.org/en/regulations/>.

Refunds will only be made in the cases expressly provided for by this announcement.

Article 9 - Mandatory Vaccinations

At the time of enrolment, the student declares their commitment to provide, within 30 days of enrolment, documentation attesting to:

- the Mantoux technique tuberculin test, according to the guidelines for the control of tuberculosis (17.12.1998 measure of the Conference of State Regions) and no. 465 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, their academic activities will be suspended, without prejudice to the fulfilment of all other administrative obligations required by the University Regulations.

If the above-mentioned documentation is not received by the deadline of December 31st 2023, the student will be considered forfeited and will not be entitled to any refund of the amount paid.

The student also declares their commitment to undergo any other available vaccination, deemed appropriate from time to time by the University for the safety of the student and all those with whom they may come into contact due to the academic activities they participate in.

Article 10 - 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.

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. 66 of March 9th 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