

Rector's Decree n. 61/2020

New notice for the submission of transfer requests to academic years following the first
HEALTH PROFESSIONS DEGREE COURSES
 Saint Camillus International University of Health Sciences – UniCamillus
 A.Y. 2020/2021

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 various Decrees issued by the Minister of the University, regarding the assignment of slots for the Degree Courses with admission test in Medicine and Surgery and in Health Professions for the previous academic years at UniCamillus;
- Given** the Sentence of the Council of State No. 1, January 28, 2015 – in Plenary Assembly) *“.....secondo cui deve ritenersi meritevole di accoglimento la richiesta dello studente che - da iscritto in un corso di laurea dell’area medico-chirurgica presso università straniera - ha chiesto il trasferimento, con il riconoscimento della carriera e l’iscrizione ad anni di corso successivi al primo, presso università italiane; ai fini del suddetto trasferimento, infatti, non può essere assunto come parametro di riferimento l’obbligo del test di ingresso previsto per il primo anno, salvo restando, in ogni caso, il potere/dovere dell’Università di concreta valutazione del periodo di formazione svolto all’estero e salvo altresì il rispetto ineludibile del numero di posti disponibili per il trasferimento...”*

DECREES

Article 1 – Available slots

For the academic year 2020/2021 the slots available for the transfer from a different Italian or foreign University to one of the Health Profession Degree Courses at Saint Camillus International University of Health Sciences (herein after “UniCamillus”) are listed in the table below:

Degree Course	Available slots/places	Academic year course
Degree Course in Midwifery (in Italian)	8	2 nd
Degree Course in Physiotherapy (in English)	1	2 nd
Degree Course in Nursing (in English)	11	2 nd
Degree Course in Radiology, Diagnostic Imaging and Radiotherapy Techniques (in English)	9	2 nd



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Degree Course in Biomedical Laboratory Techniques (in Italian)	6	2 nd
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The number of slots available may increase due to possible withdrawals or transfers of currently enrolled students at UniCamillus.

Article 2 – Admission requirements

Students enrolled in an Italian or foreign University can apply for transfer to the second year.

For students coming from foreign universities, UniCamillus will evaluate the program and the single courses attended at the Home Institution with respect to the ones included in the UniCamillus Degree Course Study Plan.

Transfer requests from students enrolled in systems prior to the university reform as per Ministerial Decree “DM 270/2004” will not be accepted.

Article 3 – Application submission: methods and deadlines

The Application Form (*Attachment 1*) must be delivered, signed and clearly written in plain paper, **by September 18th, 2020** in one of the following ways:

- By hand delivery directly to the University (opening hours from **Monday to Friday** from **9 a.m.** to **1 p.m.**);
- By registered mail with return receipt to: Registrar’s Office - UniCamillus University of Rome - Via di Sant’Alessandro 8 - 00131 Rome;
- By certified mail: office.unicamillus@pec.it

The following documentation must be attached to the Application Form:

- Study Plan;
- Single courses programs;
- Copy of bank transfer of € 150,00; on the reason of the payment please state “Payment for transfer application”;
- Enrolment certificate issued by the Home Institution, stating passed exams and grades, FCU achieved, class of the Degree Course and Scientific Disciplinary Sectors; in the event the certificate cannot be provided within the deadline, a self-certification might be submitted, stating all information required. The self-certification is provisional and does not replace the certificate, that must be submitted, even beyond the planned deadline, during the evaluation by the Commission;
- 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.

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. The study plan and the single courses programs (to be delivered in original language and in Italian language – official legalized translation) must be issued on the Home Institution letterhead and must include stamp and signature of the person in charge of the procedure. Moreover, students coming from a foreign University must also send 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 certifying the acknowledgement of their Home institution by the related Government, complete of official certified translation in Italian language.

If the above documentation, or part of it, is missing, the transfer request will not be considered valid. For any information regarding the registration procedure, please contact the Registrar's Office at the following email address: trasferimenti@unicamillus.org.

The fee will not be refunded for any reason.

Application for transfer is possible only for one Degree.

Article 4 – Transfer request: evaluation and criteria

The transfer applications will be evaluated by a dedicated Commission.

The transcript of each candidate will be assigned a score as specified below, according to the University Formative Credits achieved at the Home Institution and acknowledgeable by the Commission within the course program of UniCamillus:

a) Score given according to the acquired recognizable FCUs:

from 40 FCU upwards, achieved at the Home Institution and acknowledgeable by UniCamillus	40 points
from 35 to 39 FCU achieved at the Home Institution and acknowledgeable by UniCamillus	25 points
from 29 to 34 FCU achieved at the Home Institution and acknowledgeable by UniCamillus	15 points
from 24 to 28 FCU achieved at the Home Institution and acknowledgeable by UniCamillus	5 points
from 0 to 23 FCU achieved at the Home Institution and acknowledgeable by UniCamillus	0 points

b) Score given according to the arithmetic mean of the grades of the recognizable exams:

average grade higher than or equal to 28/30	30 points
average grade higher than or equal to 25/30 and lower than a 28/30	24 points
average grade higher than or equal to 22/30 and lower than 25/30	15 points
average grade lower than 22/30	6 points

The FCU related to the internship will not be taken into account.

The assessment on the acknowledgement of the FCU and the related score is valid only for the competition referred to in this decree.

Article 5 – Admission to the Degree Course

By September 25th 2020 UniCamillus will publish the ranking on the website www.unicamillus.org, ensuring the anonymity of the candidates.

The admission to the Degree Course is based on the ranking drawn up according to the total score achieved by each candidate and expressed in hundredths.

Candidates scoring less than 10 points are not admitted, regardless of their position in the ranking. In case of parity the youngest candidate will prevail.

Article 6 – Enrolment

Candidates entitled to enrol must carry out the online enrolment procedure within 5 working days from the publication of the results, submitting the following documentation:

- enrolment application, available online, signed and addressed to the Rector, and acceptance of the UniCamillus Code of Ethics;
- Student's Contract, signed for acceptance (form available online);
- two passport-sized photographs (please indicate name and surname on the back); ^[1]_{SEP}
- photocopy of an identity document and photocopy of the 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 first instalment of the tuition fees of Euro 1.500,00;
- 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 the beginning of the academic year 2020/2021 (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.

Candidates who do not enrol within the deadlines indicated above, will be considered withdrawing and the remaining empty slots will be made available for the eligible applicants according to the ranking.

Eligible applicants are informed of the assignment of any residual slots by the Registrar's Office via e-mail sent to the email address stated in the transfer application form (*Attachment 1*). **It is the candidate's responsibility to ensure in good time to receive the communication by the University.**

The candidate eligible for enrolment who, once duly notified, does not comply with the above mentioned deadlines, will be considered withdrawing.

Article 7 - Mandatory vaccinations

Upon enrolment, the admitted student states his commitment to be screened, within 30 days from the enrolment:

- for tuberculosis (*prova tuberculina*) 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. 7.11.2001 n. 465, regulating tuberculosis vaccination;
- for viral hepatitis B, pursuant to Law n. 165 of 27.5.1991.

The form for this statement will be available at the Registrar's Office.

The admission to the degree courses in Health Professions is subject to assessment of the suitability for the performance of the activities specific to their professional profile. Failure to undergo medical assessment or any evaluation of unsuitability will result in the impossibility to finalize the enrolment procedure or the cancellation of the enrolment.

Article 8 – Remarks

The University reserves the right, in any stage of the procedure, to ascertain the truthfulness of the declarations made by the candidate, in accordance with the 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.

For juridical and interpretative purposes, the Italian call for application approved with Rector's Decree n. 61 of July 28th 2020, filed at the Academic Office, shall prevail.

For any matter not provided for in this call for application please refer to the Statute and Regulations governing the functioning of the University's activities.

Signed THE RECTOR
Giovan Crisostamo Profita

Roma, March 20th 2020