



Rector's Decree no. 526 of 19th September 2024

Notice of submission of calls for transfer

MSc MEDICINE AND SURGERY (LM41) IN ENGLISH – Rome Campus

Saint Camillus International University of Health Sciences – UniCamillus

Academic Year 2024/2025

THE RECTOR

- Given** Law no. 264 of 2nd August 1999, "Rules on access to university courses"
- Given** Ministerial Decree no. 270 of 22nd October 2004, "Amendments to the regulation 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 fees and contributions Regulations for the academic year 2024/25 approved by Board of Directors on November 6th, 2023;
- Given** the several Decrees of the Minister of University and Research, which have defined, among other things, the places for degree programmes, with scheduled access, in Medicine and Surgery, Dentistry and Dental Prosthetics, and the Health Professions for 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 programmes occurs within the limits of places available for Italian, EU and non-EU students legally residing in Italy, pursuant to Article 26 of Law no. 189 of 30th July 2002, as well as within the limits of non-EU citizens residing abroad, pursuant to Article 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 renunciation or transfers to other universities;
- Considered** the availability of places made available for the MSc in Medicine and Surgery with national programming.
- Considered** the need to announce the filling of vacancies for MSc in Medicine and Surgery taught in English – Rome Campus

HEREBY DECREES

Article 1 – Available places

For the academic year 2024/2025, the available places for access by transfer from another Italian or non-Italian University to the MSc Medicine and Surgery taught in English – Rome Campus - with scheduled admission at the Saint Camillus International University of Health Sciences (hereinafter referred to as UniCamillus) are indicated in the following table:

DEGREE PROGRAMME	Places Available	Year of course
MSc in Medicine and Surgery	25	2nd
MSc in Medicine and Surgery	22	3rd
MSc in Medicine and Surgery	10	4th

The number of available places may be increased by the same number of places made available due to withdrawal from studies or outgoing transfers from UniCamillus University.

Article 2 - Admission Requirements

Candidates may apply as follows:

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

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

ECTS related to internships will not be taken into consideration.

Under no circumstances are students who are currently enrolled in a degree course (three-year or single-cycle) at Unicamillus (in Rome, Venice or Cefalù) allowed to participate in this Call.

For students coming from non-Italian universities, UniCamillus will evaluate the educational path taken by students who request a transfer, with particular attention to the peculiarities of the master's degree programme, the exams taken, the theoretical studies carried out, the practical experiences acquired at the university of origin, and their compatibility with the teaching regulations of UniCamillus.

Applications of students enrolled or graduated under university regulations preceding the university reform set out in Ministerial Decree no.270 of 22nd October 2004 will not be accepted.

Article 3 - Methods and terms for submitting the application

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 to the portal the following documentation:

- 1) application for participation in this call (downloadable online from the portal): the candidate may request transfer to the 2nd, 3rd, or 4th year, indicating only one option in the application for participation. In case the application for participation is received without indication of 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 participation fees to this call of € 170,00 (one hundred seventy/00);
- 4) syllabus of each exam taken for which recognition is requested, issued by the home University;
- 5) copy 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 coming 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 no later than 3 days after the deadline indicated in 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 set by this announcement (Art. 2) 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, the Committee reserves the right to proceed with a new evaluation of the credit recognition amending 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. The enrolment certificate must be issued 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 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 grading system applied or the value scale, accompanied by a faithful translation into Italian. Finally, students coming from foreign Universities are required to hand in a declaration issued by the Italian Embassy or Italian consulate certifying that their previous Institution is legally recognised as a University by the local government.

Any other documentation will not be considered by the Evaluation Committee. 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 no. 679 of 27th April 2016 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, drawn up in accordance with the 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 from the online portal*).

Please note: the files uploaded to the platform must not exceed a total of 30 megabytes in size.

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 transfer. Should such checks reveal any irregularities resulting in failure to satisfy the requirements set forth in this call, 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.

The fee for participating in the transfer application process is € 170,00 (one hundred and seventy euros/00), and payment must be made exclusively through the methods permitted by the online procedure before and no later than the due date (see art. 4).

Applications will not be considered complete until payment of the fee is made within the deadline specified in Art. 4. If the transfer application is submitted without the required payment, the application will not be considered.

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.

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.

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. The deadline for the submission of the applications is 15th October 2024.

If the number of valid applications received is equal to or lower than the number of available places, no ranking list will be drawn up, subject to what is provided for students/graduates in courses other than Medicine and Dentistry in points 4) and 5) of Article 2 of this announcement. Therefore, all eligible candidates will be considered admitted to the transfer.

However, if the number of valid applications received is greater than the number of available positions, the ranking list will be drawn up considering the chronological order of submission of the applications. If multiple applications are received at the same time, the Committee 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.

Only exams officially passed and officially recorded by the deadlines indicated in Article 4 will be considered in the evaluation of the credits recognition. Moreover, 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 Committee 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.

The deadline of this announcement is set on 31st December 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.

Article 5 – Ranking list Formation

The ranking will be published within 24th October 2024 on the official website (www.unicamillus.org).

The ranking will include:

- a complete list of received applications in chronological order
- the candidates' details in anonymous form (initials of surname, name, and date of birth)
- information regarding the outcome: admitted, eligible, not eligible.

Details of outcomes:

Admitted: the candidate can proceed with the transfer according to the procedures indicated in articles 6 of this announcement;

Eligible: the candidate can proceed with the transfer only in the event of admission following the scrolling of the ranking, due to seats that remain vacant.

Not eligible: the candidate cannot proceed with the transfer under any circumstances.

The ranking will be drawn up taking into account the chronological order in which applications were received in accordance with the deadline indicated in article 4).

The ranking will remain valid until the final deadline of 31st December 2024, unless otherwise communicated. After this date, no more scrolling will be made, even if there are still eligible candidates in the rankings.

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 enrolment.

Candidates who withdraw or who do not complete the enrolment procedure within the dates indicated in this announcement for applications, will not be reimbursed for 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 from the publication of the ranking list until 31st October 2024, 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:

- a) Application for enrolment addressed to the Rector and acceptance of the UniCamillus Code of Ethics.
- b) Student Contract.
- c) Digital photo.
- d) Identity document and tax code, and, for foreigners legally residing in Italy, a valid residence permit.
- e) Privacy information.
- f) 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 31st December 2024 at the latest. After this deadline, students will be deemed to have forfeited their place and will not be refunded any fees paid.
- g) Stamp duty of €16.00.
- h) Receipt of payment of the regional tax, to be made directly to Regione Lazio.
- i) Receipt showing payment of the first instalment in the amount of €10,500.00 (ten thousand five hundred/00) as provided for in Article 3 of the "Tuition and Fees Regulations for the Academic Year 2024-2025 for EU and Non-EU Students – Rome Campus". The second and the third instalments, in the amount of €5,250.00 (five thousand two hundred fifty/00) each, must be paid by 30th November 2024 and 28th February 2025.

The payments indicated in letters g), h) and i) must be made exclusively through the payment systems available on the GOMP student portal. Other payment systems are not allowed.

Candidates, who do 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.

The enrolment procedure must be carried out following the instructions in the "Guide for incoming transfer enrolment" which will be made available on the institutional site at the time of publication of the results. Any requests for assistance or any reports of technical problems that may be encountered during the registration process must be sent exclusively by e-mail to office@unicamillus.org. Such requests shall only be met if they are received within the deadlines set out in this Article for the completion of the procedure. Requests received after these deadlines or sent to different institutional e-mail addresses of the University will not be considered.

Please note: For the completion of the registration procedure it is necessary to have authentication and digital signature tools. The envisaged tools are:

- Authentication and digital signature via **SPID** or via **CIE** (strongly recommended and reserved for all adult students with an Italian identification document);

or, in alternative to SPID or CIE

- Authentication and digital signature via **OTP** (particularly reserved for adult students who do not have an Italian identification document). The OTP authentication procedure can be easily performed, before enrolment, directly on the GOMP student portal.

In the case of a minor, the registration procedure must be carried out by a parent or by a person exercising parental responsibility. In this case, it will be the care of the parent or the person exercising parental responsibility to have one of the above mentioned tools of authentication and digital signature.

Italian and foreign students with secondary school diplomas obtained abroad must submit to the Registrars' Office by 31st December 2024, under penalty of exclusion, the official translation of their qualifications 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. Alternatively, students can submit their school diploma with a sworn translation in Italian or English, accompanied by the Verification and Comparability Certificates issued by CIMEA. Until the students provide a Declaration of Value, or the certificates issued by CIMEA, 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 of scrolling of the ranking list;
- the admitted candidates after "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 31st December 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 sending a tracked letter with notice of delivery using registered mail.

In the event of exercising the right of withdrawal, UniCamillus will refund the students the costs incurred for enrolment within the following 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 specified otherwise. Exercising the right of withdrawal is equivalent to submitting a study waiver request.

Outside of the expressly provided cases listed in this announcement, no refunds 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 "study waiver application" using the online procedure by accessing the student portal (Gomp) with their login details, going to the "career>applications>study waiver application" section.

Withdrawal from studies is completed with the release of the related leaving certificate which will only be issued to students who are up to date with the payment of the fees at the time of the request.

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.

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.

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 Fees 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, in the following 30 days, 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 banned from participating in any 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 31st December 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 – Processing of personal data

Pursuant to article 13 of Regulation EU/2016/679, UniCamillus University (located in Via di Sant'Alessandro n. 8, 00131 Rome), acting as Managing Authority in this matter, declares that the required personal data provided by the interested parties will be processed exclusively for the completion of the procedures referred to in this Notice. The complete privacy policy is published on the following link <https://www.unicamillus.org/privacy-policy/>

Article 10 - Warnings

The University reserves the right, at any stage of the enrolment process, to independently verify the truthfulness of the candidates' declarations, by requesting confirmation from the relevant authorities, in accordance with current legislation. The candidates must therefore provide all necessary elements to allow for the appropriate verifications. If false or misleading statements are found in the documentation submitted by the candidate, notwithstanding the sanctions provided for by the Criminal Code and special laws on the matter, and the claim for damage by interested parties against the declarant, any enrolment may be cancelled, any benefits granted may be recovered, and fees and university contributions paid may be retained.

For all communication related to the transfer procedure, the University will relate exclusively with the candidate who has submitted the application for the Call, if of age. 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, which is an integral part of this announcement. For legal and interpretative purposes, only the announcement approved by Rector's Decree no. 526 of 19th September 2024, deposited and available at the offices of the Registrars' Office and drawn up in Italian of which a certified copy can be obtained. For all matters not covered in this announcement, reference is made to the Statute, the Tuition and Fees Regulations for the Academic Year 2024/2025, the Student Regulations, and the Teaching Regulations of the MSc programme in Medicine and Surgery.

Sgd THE RECTOR
Giovan Crisostamo Profita