



## **Rector's Decree no. 528 of 2<sup>nd</sup> October 2025**

Notice of submission of calls for transfer requests to years following the first  
**MSc MEDICINE AND SURGERY (LM41) IN ITALIAN – Cefalù Campus**  
Saint Camillus International University of Health Sciences – UniCamillus  
Academic Year 2025/2026

### **THE RECTOR**

- Given** Law no. 264 of August 2<sup>nd</sup>, 1999, "Rules on access to university courses"
- Given** Ministerial Decree no. 270 of October 22<sup>nd</sup>, 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 June 8<sup>th</sup>, 2001;
- Given** the "Tuition and Fees Regulation for EU and Non-EU Students of the Single-cycle Master's Degree Programs for the A.Y. 2025/2026 – Cefalù Campus" approved by the Board of Directors on December 18<sup>th</sup>, 2024;
- 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 January 28<sup>th</sup>, 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 July 30<sup>th</sup>, 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 August 31<sup>st</sup>, 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 Italian – Cefalù Campus.

### HEREBY DECREES

#### Article 1 – Available places

For the academic year 2025/2026, the available places for access by transfer from another Italian or non-Italian University to the MSc Medicine and Surgery taught in Italian – Cefalù Campus with scheduled admission at the Saint Camillus International University of Health Sciences (hereinafter referred to as UniCamillus) are indicated in the following table:

Single-cycle Master's Degree Programs	Places Available	Year of course
Medicine and Surgery taught in Italian Cefalù Campus	14	2nd

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

This call is reserved for Italian and EU candidates, and those in the categories referred to in Article 26 of Law No. 189 of 30 July 2002, as amended. Citizens of Norway, Iceland, Liechtenstein, the Swiss Confederation, the Republic of San Marino, and the Holy See are treated as EU candidates.

## 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 second year to MSc Medicine and Surgery programme;
4. students enrolled in other master's degree programmes 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. Only courses and ECTS credits obtained by candidates corresponding to the first two years of the UniCamillus study plan will be evaluated depending on the case of transfer to the second 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. Only courses and ECTS credits obtained by candidates corresponding to the first two years of the UniCamillus study plan will be evaluated depending on the case of transfer to the second year.

ECTS related to internships will not be taken into consideration.

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.

Under no circumstances are students who are currently enrolled in a degree course (three-year or single-cycle) at one of the Unicamillus campuses (Rome, Lido di Venezia, 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.

Calls for transfers 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 GOMP student portal within the deadlines indicated in art. 4 of this Call. All candidates, after entering all the required information, must upload into the portal the following documentation:

- 1) application for participation in this call (*downloadable online from the portal*): the candidate may request transfer to the 2<sup>nd</sup>, indicating the option in the application for participation;
- 2) study plan;
- 3) payment of participation fees related to this call in the number 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) enrollment 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.

In the event that discrepancies are found following the checks, concerning the credits earned and the grades obtained in the previous career, the Committee reserves the right to proceed with a new assessment of the credit recognition to correct the previous one and potentially revise the ranking.

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 enrollment certificate must be made 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 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 grading system applied or the evaluation 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.

The described documentation must always be submitted through the GOMP student portal within the provided deadlines (see Art. 4).

Any other documentation will not be considered by the Evaluation Committee.

- 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 April 27<sup>th</sup>, 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 online portal*).
- 8) self-certification, drawn up in accordance with the Decree of the President of the Republic no. 445 of December 28<sup>th</sup>, 2000, attesting to the truthfulness and accuracy of the data and documentation submitted (*downloadable from the online portal*).

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 enrollment following admission to the degree programme referred to in this Call. Should such checks reveal any irregularities resulting in failure to satisfy the requirements set forth in this call, enrollment 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/00 euros), and payment must be made exclusively through the methods permitted by the online procedure before the deadline specified for the session for which the candidate is applying (see art. 4).

The application shall not be considered complete until the required fee has been paid within the deadline indicated in Article 4. Should the transfer request be submitted without the payment, the application will not be taken into consideration.

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](mailto: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 17<sup>th</sup> October 2025.

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, a ranking list that considers the chronological order of submission of the applications will be drawn up. 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 prior to this Call, 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 31<sup>st</sup> December 2025, 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 enroll.

#### **Article 5 – Ranking lists formation**

The ranking will be published within 28<sup>th</sup> October 2025 on the official website ([www.unicamillus.org](http://www.unicamillus.org)).

The ranking will include:

- a complete list of received applications, in chronological order
- candidate details in anonymous form (initials of surname, name, and date of birth)

- information regarding the outcome: admitted, eligible, not eligible.

Each ranking will include:

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

Detail of outcomes:

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

*Eligible:* the candidate can proceed with the transfer only in the event of admission following the “sliding procedure” due to available places.

*Not eligible:* the candidate cannot proceed with the transfer.

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 rankings will remain valid until the final deadline of 31<sup>st</sup> December 2025, 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 the enrollment.

Candidates who withdraw or who do not complete the enrollment procedure within the times indicated in this Call will not be refunded the amounts already paid and will be automatically considered as forfeited.

## **Article 6 – Enrollment 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 4<sup>th</sup> November 2025, 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) enrollment application submitted to the Rector and acceptance of the UniCamillus University Code of Ethics.
- b) student Contract.
- c) digital photography.



- d) valid identity document and tax code and, if foreign nationals legally residing in Italy, a valid residence permit.
- e) privacy information notice.
- f) *nihil obstat* transfer issued by the previous University, in Italian or in English, (excluding candidates who have already graduated). Until the students deliver a transfer clearance certificate, they cannot access the University, take lessons and cannot take exams. Delivery must be made by December 31<sup>st</sup>, 2025 at the latest. Delivery must be made by December 31<sup>st</sup>, 2025 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.
- i) Receipt showing payment of the first instalment in the amount of €6,000.00 (six thousand/00) as provided for in Article 3 of the "Tuition and Fees Regulations for the Academic Year 2025-2026 for EU and Non-EU Students – Cefalù Campus". The second and the third instalments, in the amount of €6,000.00 (six thousand/00) each, must be paid by 30<sup>th</sup> November 2025 and 28<sup>th</sup> February 2026

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 enrollment procedure must be completed by following the instructions in the "Guide for Enrollment" which will be made available on the official website when the results are published. Any requests for assistance or reports of technical issues encountered during the enrollment procedure must be sent exclusively via email to [office@unicamillus.org](mailto:office@unicamillus.org). Such requests will be addressed only if received within the deadlines specified in this article for completing the procedure.

Requests received after these deadlines or sent to different institutional addresses of the University will not be considered.



Please note: To complete the enrollment procedure, it is necessary to have authentication and digital signature tools. The required tools are:

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

*or, in alternative to SPID or CIE*

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

In the case of a minor student, the enrollment procedure must be completed 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 degrees obtained abroad must submit their school diploma with a legalized translation in Italian or English, accompanied by the Verification and Comparability Certificates issued by CIMEA to the Registrar's Office by December 31<sup>st</sup>, 2025, under penalty of exclusion. Until the students provide a Declaration of Value, or the certificates issued by CIMEA, they cannot attend classes or take exams.

Enrollment 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](http://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 3:00 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 31<sup>st</sup> December 2025, 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 enrollment 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 what is expressly provided in this article, no refunds of the paid contribution will be made in any other case.

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, after enrollment, wish to withdraw from their studies must submit a "study waiver application" using the online procedure by accessing the student portal (GOMP) with their credentials, then going to the section "career>applications>withdrawal from studies request."

The withdrawal from studies is completed with the release of the related leaving certificate. This form will only be issued to students who are in good standing with respect to payment of the required fees and contributions at the time of submission 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 under any circumstances.

The approval for outgoing transfer and the release of the related documentation can only be granted to students who are in good standing with the payment of academic contributions, fees, and stamps at the time of submission of the request.

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://unicamillus.org/en/services/annual-tuition-fees>.

**No refunds will be issued for payments made except in the cases expressly governed by this notice.**

### **Article 8 - Mandatory Vaccinations**

Upon enrollment, 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 31<sup>st</sup> December 2025, 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 EU Regulation 2016/679, UniCamillus University (located in Via di Sant'Alessandro n. 8, 00131 Rome), acting as Data Controller in this matter, declares that the required personal data provided by the interested parties will be processed exclusively for the fulfillment of the procedures described in this Notice. The complete privacy policy is published on the following link <https://unicamillus.org/en/privacy-and-cookie-policy/>

### **Article 10 - Warnings**

For any communication regarding the transfer procedure and, more generally, all matters related to the student's academic career, once the student has become of age (18 years old), the University will interact exclusively with the candidate who has submitted the application for the call.

The University reserves the right to independently verify the truthfulness of the declarations made by the candidate at any stage of the enrolment process, 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 any 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.

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 Call for Transfer approved by Rector's Decree no. 528 of 2<sup>nd</sup> October 2025, filed and available at the Competitions, Decrees, and Regulations Office and drafted in Italian, shall be considered binding. A certified copy of the document can be requested. For all

matters not covered in this announcement, please refer to the University's Statute, the Tuition and Fees Regulations for the Academic Year 2025/2026, the Student Regulations, and the Teaching Regulations of the MSc programme in Medicine and Surgery.

**Sgd THE RECTOR**  
**Giovan Crisostamo Profita**