



Rector's Decree no. 67 of 9th March 2023

Notice of submission of calls for transfer
BSc programmes in the HEALTH PROFESSIONS
Saint Camillus International University of Health Sciences – UniCamillus
academic year 2023/2024

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 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** the UniCamillus' Code of Ethics and Organizational, Management and Control Model pursuant to Legislative Decree no. 231 of 8th June 2001;
- Given** various decrees of the Minister of University and Research, which have defined, among other things, the seats available for degree programmes with scheduled access in Medicine and Surgery, Dentistry and Dental Prosthetics, and the Health Professions in 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, as a result of inter-ministerial provisions regulating the enrolment of foreign citizens in university degree programmes;
- Considering** that access to nationally provided study courses occurs within the limits of seats available for Italian, EU, and non-EU citizens legally residing in Italy under Art. 26 of Law no. 189 of 30th July 2002, and within the limits of non-EU citizens residing abroad,

under Art. 46 of the Decree of the president of the republic no. 394 of 31st August 1999;

Considering 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.

Noting the availability of places made available for the BSc programmes in the health professions with national programming.

Considered the need to announce the filling of vacant places in the BSc programmes in the health professions at UniCamillus

HEREBY DECREES

Article 1 – Available places

For the academic year 2023/2024, the available places for access through transfer from another Italian or non-Italian university to the BSc programmes in the health professions 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	Available seats	Year of course
BSc in Physiotherapy (in English)	15	2nd
BSc in Nursing (in English)	1	2nd
BSc in Radiology, Diagnostic Imaging and Radiotherapy Techniques (in English)	18	2nd
BSc in Midwifery (in Italian)	13	2nd
BSc in Laboratory Techniques (in Italian)	18	2nd

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

Article 2 - Admission Requirements

Candidates may apply as follows:

1. Students enrolled in a BSc programme in the Health Professions, coming from other Italian or foreign universities.
2. Graduates in a BSc programme in the Health Professions who require recognition of their previous career for admission to the 2nd year of a BSc programme in the Health Professions at UniCamillus, different from the one for which they obtained their degree.
3. Students enrolled in other degree programmes from other Italian or foreign universities who have earned at least 24 ECTS credits in subjects that can be validated in the BSc programme in the Health Professions at UniCamillus, chosen for transfer to the 2nd year. Only the courses and ECTS credits obtained by candidates corresponding to the first two years of the study plan of the BSc programme in the Health Professions at UniCamillus chosen will be evaluated.
4. Graduates in other degree programmes who have earned at least 24 ECTS credits in subjects that can be validated in a BSc programme in the Health Professions at UniCamillus chosen for transfer to the 2nd year. Only the courses and ECTS credits obtained by candidates corresponding to the first two years of the study plan of the BSc programme in the Health Professions at UniCamillus chosen will be evaluated.

In the case of students coming from non-Italian universities, UniCamillus will evaluate the educational path undertaken by the student requesting the transfer about the peculiarities of the 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 systems of UniCamillus.

ECTS credits related to internships will not be taken into consideration.

Calls for transfer of enrolled or graduate students belonging to education systems prior to the university reform referred to in Ministerial Decree no.270 of 22nd October 2004 will not be accepted.

Candidates referring to points 3) and 4) of this article who have less than 24 ECTS credits will not be eligible for any transfer.

Article 3 - Methods and terms for submitting the application

Applications for participation in the announcement must be made exclusively through an online procedure (as indicated in Annex 1) through the student portal within the deadlines indicated in art. 4 of this notice. Within the portal, the candidates, after entering all the requested 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 year, indicating in the application for participation the chosen BSc programme in the Health Professions. If the application for participation is submitted without this indication or if multiple options are indicated, the application will be considered null and void.

2) study plan.

3) payment of participation fees 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) 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 home university detailing the exams taken, grades obtained, number of ECTS credits earned, and subject code. If the certificate cannot be submitted by the deadline, a specific self-certification may be provided only by students from Italian universities (*to be drawn up using the format downloadable online from the portal*), which must contain all the above-mentioned information. The self-certification has a provisional value and does not replace the certificate, which must still be submitted, even later, but within a maximum of 3 days after the deadline for the session in which the candidate intends to participate (see Article 4). If the certificate is not submitted, 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 the announcement have not been met, the application for participation will not be considered and will be excluded. In this case, the University will not refund any fees already paid and may refer the matter to the competent authorities, given that the issuance of false 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 home university attesting to the required information, accompanied by a translation into Italian authenticated by the competent authorities in accordance with 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 the syllabus of each exam taken must be produced on letterhead of the foreign university of origin, with the stamp and signature of the person in charge of 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 voting system applied or the scale of values, accompanied by a faithful translation into Italian. Finally, students coming from non-Italian universities must also present a declaration issued by the Italian Embassy or Consulate General competent for the territory attesting to the recognition of the University by the respective Government. Any other documentation will not be considered by the Evaluation Committee. The described documentation must always be submitted through the student portal in the sections provided.

7) Declaration of having read the Information on the processing of personal data pursuant to Articles 13 and 14 of the EU Regulation no. 679 of 27th April 2016 on the "protection of natural persons with regard to the processing of personal data" (hereinafter also referred to as "GDPR") provided by UniCamillus (downloadable online from the portal).

8) Self-certification, drawn up in accordance with Decree of the president of the republic no. 445 of 28th December 2000, attesting to the truthfulness and accuracy of the data and documentation presented (downloadable online from the portal).

The University reserves the right to carry out checks on the documentation submitted by candidates, also subsequently the possible enrolment following admission for transfer to the degree course subject of this announcement. If these checks reveal irregularities that result in the failure to meet the requirements specified in this announcement, the enrolment in the BSc programme will be considered null and void. In such cases, the University will not refund any fees already paid and may turn to the competent authorities, as false declarations are punishable under the Criminal Code and other special laws.

The application will not be considered complete until the payment of the fee is made within the deadline specified for the session in which the candidate is participating. If the transfer application is received without the payment being made within the deadline specified 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 participation fee for the transfer application is €170,00 (one hundred seventy/00) and must be paid exclusively through the methods allowed by the online procedure within the deadline specified for the session in which the candidate is participating (see art. 4).

The participation fee for the application will not be refunded for any reason, even in case of exclusion from the selection process due to failure to meet the specified requirements.

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

Incomplete applications and/or those sent in a manner different from what is specified in this announcement and/or received after the last deadline indicated in article 4 will not be evaluated and will be considered null.

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 and will be evaluated within the following deadlines:

1st deadline: from the date of publication of this announcement 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 of the above-mentioned deadlines, if the number of valid applications received is equal to or lower than the number of available seats, no ranking list will be drawn up, without prejudice to what is provided for students/graduates of courses other than Healthcare Professions in points 3) and 4) of article 2 of this call. Therefore, all eligible candidates will be considered admitted to the transfer.

If, on the other hand, the number of valid applications received exceeds the number of available seats, a ranking list will be drawn up based on the chronological order of submission of the applications. If several applications are received at the same time, the Commission will consider the recognized ECTS credits for the purpose of drafting the ranking list, 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.

To evaluate the recognition of credits, only the exams passed and officially recorded by the deadlines indicated in article 4 will be considered. Only exams related to courses that correspond to UniCamillus' study plan, as provided for in this announcement, will be evaluated.

ECTS credits related to internship activities will not be considered.

ECTS credits are not recognized if acquired more than 8 solar years ago unless the Evaluation Commission decides otherwise.

Calls for transfers from students enrolled or graduated in university systems preceding 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 regularly, the deadline of this announcement is set to 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 any right to enrol and, if still interested, may participate in any new transfer calls subsequently 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 list will include:

- a complete list of received applications in chronological order
- candidate references in anonymous form (initials of last name, first name, and date of birth);

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

Details of 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 revision for available seats.
- c) Not eligible: the candidate cannot proceed with the transfer in any case.

The rankings will be published in chronological order in accordance with the deadlines indicated in Art. 4. Therefore, candidates who, at the end of the session in which they participated, are found to be eligible but not admitted to the ranking due to the exhaustion of places, will have priority over eligible candidates in subsequent rankings if places become available due to withdrawals or transfers. The rankings will remain in force until the final deadline of 31st October 2023, unless otherwise communicated. After this date, no more scrolling will be made, even if there are still eligible candidates remaining in the rankings.

All updates regarding the availability of additional positions and the entry into force of the rankings will be made public on the institutional website.

The publication of the rankings and all related notices on the University's website has 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 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 candidate's responsibility to verify their position in the ranking by following the procedures and deadlines indicated to proceed with pre-enrolment or enrolment. Candidates who withdraw or who do not complete the pre-enrolment and/or enrolment procedure within the times indicated in this announcement will not be refunded the amounts already paid and will be automatically considered as forfeited.

Article 6 - Pre-enrolment and scrolling procedure

The candidate who is admitted in the ranking list may proceed with the transfer by carrying out the pre-enrolment procedure within 5 working days from the date of publication of the ranking list, by 1:00 pm.

The procedure must be carried out exclusively online through the Gomp student portal. The admitted candidate must:

- a) pay the first instalment for the administrative registration fees, amounting to € 1,500.00 (one thousand five hundred/00); the second instalment must be paid in January 2024 and the third instalment in April 2024;
- b) submit a declaration stating that they have read and understood the Student Contract (available on the University's website at the following link: <https://www.unicamillus.org/it/regolamenti/>).

Any places made available because of withdrawals, outgoing transfers, or failure to pre-enrol by eligible candidates will be managed according to the following ranking procedure:

- publication of a notice of ranking scrolling on the website www.unicamillus.org in chronological order of the publication of the rankings;
- the candidates admitted through "scrolling" of the ranking list must pay the administrative registration fees referred to in the previous letter a) by 5:00 pm of the second working day following the reopening of the ranking list.

If the candidate is admitted through ranking scrolling 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 the available places are filled, but no later than October 31st 2023, unless otherwise communicated. After this date, no further ranking scrolling will be carried out, even if there are still eligible candidates remaining in the rankings.

In case the pre-enrolment has been carried out remotely or outside of the University, the student may exercise their right to withdraw within 14 (fourteen) days from the date of payment, by clearly communicating to UniCamillus their intention to withdraw through a registered letter with recorded delivery letter with advice of delivery. In case of exercise of the right of withdrawal, UniCamillus will refund the student the costs incurred for pre-enrolment within the next 14 (fourteen) days - withholding an amount equal to 5% of the amount paid for secretarial and registration services - using the same payment methods used by the User for payment, unless expressly indicated otherwise. The student who exercises the right of withdrawal loses any ranking position.

The candidate coming from another University who has carried out the pre-enrolment at UniCamillus within the terms provided for in this article may continue to follow their previous course of studies until they proceed with the enrolment. If, because of passing further exams, they obtain additional ECTS credits, they may submit a further request for credit recognition within 30 days from the enrolment procedure (see Article 7) may submit an additional request for credit recognition.

Article 7 – Enrolment

From 15/09/2023 to 13:00 on 26/09/2023, candidates who have completed pre-enrolment as provided for in article 6) of this notice may proceed with online enrolment, which involves the acquisition by the University of the following documentation:

- application for enrolment addressed to the Rector and acceptance of Uni-Camillus' Code of Ethics;
- student contract;
- digital photo;
- identification document and tax code, and if legally resident foreigners in Italy, a valid residence permit;
- privacy information;
- clearance for transfer issued by the previous University (excluding candidates who have already graduated). Until the student provides the clearance, they cannot attend classes and/or take exams. The clearance must be provided by 31/12/2023 at the latest. If this deadline is exceeded, the student will be considered as having forfeited their admission and will not be refunded any fees already paid.
- stamp duty worth €16.00;
- receipt of payment of the regional tax to be paid directly to the Regione Lazio.

Candidates who have pre-registered as provided for in article 6 but do not proceed with enrolment will be excluded from the ranking list and will lose any right to a refund of fees already paid.

Candidates admitted following the publication of the ranking list or admitted because of subsequent ranking movements after 7 September 2023 must directly carry out the enrolment procedure as described in this article and complete it within 5 working days, by 13:00, from the publication of their admission on the institutional website. In this case, they must pay the first instalment of the university fees for a total amount of €1,500.00 (one thousand five hundred/00).

Italian and foreign students with degrees obtained abroad must provide the Registrars' office, by 30 October 2023, with the official translation of their academic qualifications into Italian, complete with legalization where necessary, and a Declaration of Value issued by the Italian Embassy or Consulate General competent for the territory in which the degree was obtained, under penalty of exclusion. Alternatively, they can present their high school diploma with a sworn translation in Italian or English, accompanied by the Verification and Comparability Certificates issued by CIMEA. Until the student provides the Declaration of Value, or the certificates issued by CIMEA, they cannot attend lectures and/or take exams.

Enrolment is not considered complete if one or more of the documents required in this article are missing.

If the 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 the intention to withdraw, through registered mail with recorded delivery letter with advice of delivery. In the event of exercising the right of withdrawal, UniCamillus will refund to the student the costs incurred for enrolment within the following 14 (fourteen) days - withholding an amount equal to 5% of the amount paid for administrative and enrolment services - using the same means of payment used by the User for payment, unless expressly indicated otherwise. The exercise of the right of withdrawal is equivalent to the submission of a request to withdraw from studies.

Outside of the specific cases expressly provided for in this call, payments made will not be refunded under any circumstances.

Article 8 - Methods for Withdrawal, Transfer, and Abandonment of Studies

Students who wish to withdraw from their studies must submit a "request for withdrawal from studies" using the online procedure by accessing the student portal (Gomp) with their credentials, going to the "careers>requests >request for withdrawal from studies" section.

The withdrawal from studies will be considered complete upon the release of the corresponding discharge certificate. This certificate will only be issued to students who are in good standing at the time of the request, with payment of the required fees and contributions.

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

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

Students who abandon their studies after the start of the courses are still obliged to pay the full fees and contributions required by the Fees and Contributions Regulation for the Academic Year to which they are enrolled, which can be easily consulted on the University 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 9 - Mandatory Vaccinations

The student, at the time of enrolment, declares their commitment to submit, within 30 days from the enrolment date, the documentation attesting to:

- the Mantoux test for tuberculosis, as provided for by the guidelines for the control of tuberculosis (Resolution of 17th December 1998 of the Conference of the Regions and Autonomous Provinces) and by Decree of the president of the republic No. 465 of 7th November 2001 which regulates anti-tuberculosis vaccination.
- the vaccination against viral hepatitis B, as provided for by Law No. 165 of 27th May 1991.

The declaration form can be downloaded directly from the University's institutional portal. If the students fail to produce the required health documentation within the indicated deadline, they will be prevented from participating in academic activities, without prejudice to the satisfaction of all other administrative obligations provided for by the University Regulations.

If the above-mentioned documentation does not arrive by the deadline of 31st December 2023, the student will be considered forfeited and will not be entitled to any refund of what has been paid.

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

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 declarations made by the candidates, in accordance with current legislation. Therefore, the candidates must provide all necessary elements to allow for appropriate verification. If false or misleading declarations are found in the documentation submitted by the candidate, without prejudice to the sanctions provided for by the criminal code and special laws, and subject to possible legal action for compensation by interested parties, the enrolment will be cancelled, any benefits granted will be recovered, and tuition fees paid will be retained.

Participation in the announcement implies full and non-reviewable acceptance of the provisions contained therein, including the provisions contained in the "Student Contract," which is also published on the University website and forms an integral part of this Call. For legal and interpretation purposes, only the announcement approved by Rector's Decree no. 67 of 9th March 2023, deposited and available at the offices of the Registrars' Office and drawn up in Italian, of which a certified copy may be obtained, shall be valid. For all that is not provided for in this announcement, reference is made to the Statute, the Student Regulations, and the Teaching Regulations of the Degree programme in Dentistry and Dental Prosthetics.

Sgd THE RECTOR
Giovan Crisostamo Profita