

CALL FOR ADMISSION TO THE INTERNATIONAL MD PROGRAM RESERVED

FOR EU CITIZENS

AY 2024/2025

FOREWARD:

The EU quota includes European citizens, non-European citizens residing in Italy, non-European citizens with EU equal status and citizens from Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino and the Holy See State of Vatican City (Ministerial Prot. N° 7802 of March 24, 2015.)

GENERAL INFORMATION:

- Admittance to the **International MD Program** is subject to selection through the Università Vita-Salute San Raffaele's admission test. **86 places** are reserved for European citizens for the AY 2024/2025. There will be **four test sessions scheduled in two periods (see relevant scheme at Art. 3.1.)** The admission test will be held **online**.
- Registration for the test is done exclusively online through the University website. This process is considered complete once all requested fields are filled in and the **test fee corresponding to € 200 for each period (one period includes two test sessions)** is paid. Online registration for the **first testing period** opens on **March 27, 2023 and closes on May 18, 2023 at noon (CEST)**. Registration for the **second testing period** opens on **September 4, 2023 and closes on February 15, 2024 at noon (CET)**.
- Candidates will receive technical instructions for the online test via e-mail **starting 5 days prior to the test date**.
- An official **English language certification corresponding to level C1 of the CEFR** is required for enrolment.

**Every hour/time frame indicated in this call always refers to the local time in Milan, Italy.*

Only the Italian version of this Admission Call has legal value. This is a translation of the articles listed in the Chancellor's Decree n. 8113 originally in Italian language. It is only meant for information purposes and does not have any legal value.

CALL FOR ADMISSION TO THE INTERNATIONAL MEDICAL DOCTOR PROGRAM
(with license to practice medicine – Classification LM-41)
RESERVED FOR EUROPEAN CITIZENS
AY 2024/2025

Article 1 – number of places available

Selection for admission to the single-cycle Degree Course in Medicine and Surgery in English language – ‘International MD Program’ – (Classification: LM-41) is disciplined by an entrance test and based on the number of places available, which are to be confirmed by the resolution of the Italian Ministry of University and Research – MUR. **The number of places available for European citizens for the AY 2024/2025 is 86.**

Article 2 – Definition of the European quota and academic requirements

2.1 – Definition of the European quota

EU citizens, non-European citizens residing in Italy and non-European citizens with EU equal status¹ as indicated by the Ministerial Circular of March 14, 2022, named “Procedures for entry, residency and enrolment of international students and the respective recognition of qualifications, for higher education courses in Italy for the academic year 2022-2023” and subsequent modifications and additions, available on the official webpage of the MUR website: <https://www.studiare-in-italia.it/studentistranieri/>.

Hereafter they will all be referred to as *European citizens*.

2.2 – Academic requirements for enrolment in the IMD Program

The selection is open to students attending their second to last year (school year 2022-2023) or last year of high school or having already been awarded their final high school qualification.

In order to enrol in the International MD program, candidates must have a high school leaving qualification (Diploma/Certificate) as per law n. 910 art.1, December 11, 1969.

Students with non-Italian high school qualifications must refer to the academic requirements indicated in the Ministerial Circular of March 14, 2022, named “Procedures for entry, residency and enrolment of international students and the respective recognition of qualifications for higher education courses in Italy valid for the academic year 2022-2023” and subsequent modifications and additions.

¹ Citizens from Norway, Iceland, Liechtenstein, Switzerland, Republic of San Marino and the Holy See State of Vatican City compete for the EU Citizens’ quota.

Candidates having a non-Italian high school leaving certificate or attending the second to last year of an international/non-Italian high school are invited to consult the documents published on the University's website at <https://www.unisr.it/en/servizi/ammissioni/titoli-esteri> for detailed information on the academic requirements to access university courses in Italy and are required to send a copy of their final Diploma/Certificate or a copy of their most recent transcripts at ammissioni@unisr.it **before registering for the admission test.**

The Admissions Office will carry out a preliminary check of the school documents to determine whether the academic requirements for enrolment in the Course are met.

Article 3 - Admission test timing and methods

Registration for the test must be completed exclusively online through the University website: <https://unisr.esse3.cineca.it/Root.do>

In order to sit the admission test, candidates must create an Intranet profile, complete the test registration, book the available sessions and pay the test fee established for each of the two admission test time periods.

Four test sessions divided into two time periods are available as detailed in the following table:

ADMISSION TEST TIME PERIODS	REGISTRATION PERIOD	TEST FEE	FINAL RANKING LIST AND ENROLMENT	WHO MAY TAKE THE TEST?
<p>First period</p> <p>Session of May 2023</p> <p>Session of July 2023</p>	<p>From 27/3/2023 at noon CEST to 18/5/2023 at noon CEST</p>	<p>200 Euros</p>	<p>Final ranking list: publishing in March 2024</p> <p>Enrolment for: first year AY 2024/2025</p>	<p>1. Students attending their second to last year of high school</p> <p>2. Students attending their last year of high school</p> <p>3. Students having already been awarded their final high school qualification</p>
<p>Second period</p> <p>Session of February 2024</p> <p>Session of March 2024</p>	<p>From 4/9/2023 at noon Italian time to 15/2/2024 at noon Italian time</p>	<p>200 Euros</p>	<p>Final ranking list: publishing in March 2024</p> <p>Enrolment for: first year AY 2024/2025</p>	<p>1. Students attending their last year of high school</p> <p>2. Students having already been awarded their final high school qualification</p>

Candidates may decide to register for the two test sessions scheduled in the first time period alone or for all the four test sessions of both time periods within the deadlines set for online registrations as indicated in the table above.

The final ranking list will be drawn up considering only the candidates' best score among the tests taken.

Payment for the test fee has to be done through the PayPal platform.

It is not necessary to have a PayPal account but only a valid credit or debit card active for online payments.

For further information on PayPal please visit the website www.paypal.com.

Please note that the registration procedure for the admission test is considered complete once the test fee is paid and the sessions are booked.

The test fee payment is non-refundable, regardless of circumstance.

3.1 - Registration procedure

In order to register for the test, candidates have to:

1. Create a UniSR Intranet profile at <https://unisr.esse3.cineca.it/Root.do>;
2. Log in to the UniSR Intranet portal, click on "Menu" – "Admission test" – "Register for the test", select the competition for International MD Program EU candidates reserved and follow the online procedure;
3. At the end of the procedure click on the link to the payment portal (Selexi portal) available under the test registration summary. The payment portal is accessible with the same credentials of the Intranet;
4. Pay the test fee within **60 minutes** following the test session booking. Otherwise, the reservation will be automatically cancelled;
5. After paying the test fee, candidates will receive a confirmation of registration and payment via e-mail and the procedure will be concluded;
6. If payment is NOT done within 60 minutes following the test booking, the reservation will be automatically cancelled and the candidate will have to repeat booking procedure and payment;
7. If payment is done after 60 minutes following the test booking, the candidate will receive a payment confirmation e-mail, but the test session reservation will be automatically cancelled and it will have to be repeated as soon as possible.

The system will prevent bookings if the session is already fully booked. In this case candidates will have to select another session available.

Changes of the test session must be carried out directly by the candidate by:

1. Entering the system with username and password;
2. Verifying the availability of places in the new chosen session;
3. Making a new reservation that will replace the previous one.

The candidate will then receive an e-mail confirming the change of test session and the new reservation that will replace the previous one.

A change of the test day will be permitted only **within the deadline set for each period or registration as detailed in the table in the Art. 3.1.**

Any candidate who is not able to take part to the selected session and has not changed session before the deadline, will not be allowed to sit the test on another date even if there are available seats.

Information on registration, chosen session and payment is always available in the candidates' personal area (www.unisr.it and Selexi Portal) and can be checked anytime by logging in with the credentials obtained upon registration. **Information contained in the candidates' personal area is the only official confirmation of registration, chosen session and payment.**

Important: each candidate is responsible for the details indicated during the registration procedure. In case of wrong, missing or untruthful data, the candidate will be prevented from entering the final ranking list and therefore from enrolment.

The University will randomly verify the information provided by the candidates.

Any possible e-mail communication from the university's provider Selexi or from the Admissions Office will be sent to the e-mail address indicated by the candidate during the creation of the UniSR Intranet profile.

Therefore, it is strongly recommended to verify the accuracy of the personal e-mail address before confirming it.

Article 4 - About the admission test

The admission test for the International MD Program reserved for non-EU candidates is **home-based** and takes place with an **online proctoring system** on the dates indicated in the table below:

ADMISSION TEST TIME PERIODS	TEST SESSIONS	REGISTRATION PERIOD	WHO MAY TAKE THE TEST?
<p><u>First period</u></p> <p>Session of May 2023</p> <p>Session of July 2023</p>	<p>MAY 27, 2023 3.30 p.m. (Italian time)</p> <p>JULY 27, 2023 2.00 p.m. (Italian time)</p>	<p>From 27/3/2023 at noon CEST to 18/5/2023 at noon CEST</p>	<p>1. Students attending their second to last year of high school</p> <p>2. Students attending their last year of high school</p> <p>3. Students having already been awarded their final high school qualification</p>
<p><u>Second period</u></p> <p>Session of February 2024</p> <p>Session of March 2024</p>	<p>FEBRUARY 24, 2024 3.30 p.m. (Italian time)</p> <p>MARCH 23, 2024 3.30 p.m. (Italian time)</p>	<p>From 4/9/2023 at noon CEST to 15/2/2024 at noon CET</p>	<p>1. Students attending their last year of high school</p> <p>2. Students having already been awarded their final high school qualification</p>

4.1 – Technical information

Starting 5 days prior to the test date technical requirements and instructions for the admission test will be sent from the e-mail address **convocazioni@ilmiotest.it** to each candidate’s personal e-mail address indicated during the online registration procedure.

Should the communication from convocazioni@ilmiotest.it not be received it is advisable to check the SPAM box.

If the e-mail is not found in the SPAM box either, it is necessary to contact Selexi at convocazioni@ilmiotest.it asking them to send the communication again.

Candidates are responsible for verifying the speed, stability and quality of the signal in the location where the test is going to be taken.

Candidates are considered solely responsible for possible signal interruptions that may occur during the admission test that would prevent them from partially or fully completing the exam.

Should the bad signal or a signal interruption impede the proctor's monitoring of the location where the test is being taken the Head of the Competition Procedure, in agreement with the Commission, has the authority to exclude the candidate from the competition.

Candidates are required to follow any further instructions or technical details Selexi might provide.

By activating the video connection candidates give their consent for the video recording and the collection of personal data necessary for the time tracing and reconstruction of each phase of the test.

4.2 – Technical requirements

In order to take the test, it is necessary to have:

1. A laptop (operating system Windows 8 or later versions or LINUX) or a MAC PC (MAC-OS 10.14 or later versions) with webcam and microphone.
2. Browser GOOGLE CHROME (81.0 or later versions). No other browser has to be used.
3. Internet connection with a minimum upload and download speed of 1.5 Mbps.
4. A smartphone or tablet (Android 4.1 or later versions – IOS 8 or later versions) with functioning webcam.

It is recommended to use a wi-fi connection.

Candidates will be required to download an APP (34 MB) available on Google Play for Android or App Store for IOS on the smartphone or tablet used for the test.

Please note that a tablet may be used in place of the smartphone alone and NOT of the laptop or MAC.

Should a candidate make and pass the technical checks using devices with lower technical features than those indicated above, the possibility to take the admission test is not guaranteed and possible technical problems that may occur during the exam are the candidate's responsibility alone.

4.3 – Check requirement

Starting 5 days prior to the test date Candidates will receive instructions, as indicated at the paragraph 4.2, to take the check requirement. Check requirement must be carried out within 24 hours prior to the test. Specifically, Candidates must:

- Install the Google Chrome Proctor Exam plug-in, needed for the video surveillance during the test.
- Install the App Proctor Exam on the smartphone or tablet in use during the test.

Candidates must follow the procedure to test the correct setup and operation of:

- PC / Mac audio and microphone
- PC / Mac webcam
- smartphone / tablet webcam
- Internet connection

At the end of the check requirement, candidates receive a second e-mail from convocazioni@ilmiotest.it with the link to access the exam with date and time of convocation.

The indicated time must be strictly respected in order not to slow down the identification operations that precede the exam.

4.4 - Taking the test

On the day and at the scheduled convocation time, candidates must proceed with the connection of the devices already verified during the "check requirement" and, subsequently, the resumption of the workstation and the environment in which the exam takes place using the webcam of the smartphone / tablet.

Subsequently, candidates will have to connect the smartphone / tablet to a power outlet and place it behind them so that it is always able to frame the surrounding environment.

The identification procedure requires you to show and take two photos: one photo of the identity document and the other of the candidate's face.

The identity documents allowed are:

- identity card
- driving license with photo
- passport
- firearms license

It is allowed, after remote verification by the proctor during the identification phase, the use of two sheets of white paper and a pen to carry out any calculations.

At the end of the setup of the workstation and the identification phase, candidates must click the link to the exam test and will view a page with instructions for carrying out the test and using the exam application (duration of the test, scores of the answers, mode of operation, rules of behaviour to be observed).

Candidates will have the necessary time to read the operating instructions and will have to wait until the start of the test.

Candidates who log in after the identification phase has ended or without a valid identity document will not be admitted to the test, regardless of circumstance.

Candidates who are absent from the test after the closure of the identification procedures will be considered as having withdrawn.

The duration of the waiting time may vary depending on the progress of the identification operations for all the candidates called.

In case of need, it will be possible to contact technical assistance via the Chatbox available on the platform for the entire duration of the identification procedures and the test itself.

At the end of the identification phase of all the candidates called, the "Start the Test" button will appear on the screen: from that moment the candidates must click on the button and start the test.

During the test, candidates are allowed to use exclusively their own PC or MAC without any additional screens, keyboards, mouse or other external devices.

At the end of the time scheduled for the test, candidates must log out by clicking on the appropriate button and then the "End test" button.

If a candidate ends the test before the time limit expires, they can click the "Close the test" button and then "Logout" and "End test".

4.5 reasons for exclusion from the test

Candidates are required to observe the following provisions, under penalty of exclusion from the test:

1. connection interruptions that exceed the time frame of 5 minutes due to problems related to the devices used by the candidates or the poor Internet connection will result in an assessment by the Head of the Procedure on the legitimacy of the continuation of the test;
2. the room must be adequately lit;
3. the use of headsets, other technological devices such as smartphones, smartwatches, calculators or glasses equipped with a video camera or photo camera is not allowed;
4. the use or consultation of other applications, browsers or web pages is not permitted;
5. the use of books, notes or handouts is not allowed;
6. No other person than the candidate is allowed in the room;
7. It is not allowed to talk with other people;
8. It is not allowed to leave the room for any reason, even physiological;
9. It is not allowed to use ear plugs;

4.6 - Conditions for the establishment of and participation in a spare session

In the event of a disconnection of the examination platform due to proven technical and / or connectivity problems (for example: loss of connection or power supply of the user's terminal, interruption of services by the connectivity providers or electricity) not ascribable to the candidate, that impacts on the user's terminal or if for the aforementioned reasons the possibility of starting the test is inhibited, the possibility of carrying out a second test in a pre-established spare session will be given.

The platform disconnection reports can be sent at ammissioni@univr.it within the following deadlines:

FIRST ADMISSION TEST TIME PERIOD, session of May 2023: by 23.59 (CEST) of May 28, 2023;

FIRST ADMISSION TEST TIME PERIOD, session of July 2023: by 23.59 (cest) of July 27, 2023;

SECOND ADMISSION TEST TIME PERIOD, session of February 2024: by 23.59 (CET) of February 25, 2024;

SECOND ADMISSION TEST TIME PERIOD, session of March 2024: by 23.59 (CET) of March 24, 2024.

The reports will be examined by the Head of the Procedure assisted by the test provider, Selexi s.r.l., and the Commission for the admission tests and each candidate will receive the authorization or refusal to participate in the spare session within the day following the deadlines for the reports indicated above.

The spare sessions for authorized candidates are pre-scheduled as follows:

FIRST ADMISSION TEST TIME PERIOD, session of May 2023: May 31, 2023 at 2:00 p.m. (CEST);
FIRST ADMISSION TEST TIME PERIOD, session of July 2023: July 29, 2023 at 2:00 p.m. (CEST);
SECOND ADMISSION TEST TIME PERIOD, session of February 2024: February 28, 2024 at 2:00 p.m. (CET);
SECOND ADMISSION TEST TIME PERIOD, session of March 2024: March 27, 2024 at 2:00 p.m. (CET).

The spare sessions will take place in the same way as provided for in points 4.4 and 4.5 of this Call.

In the event of a disconnection of the examination platform not ascribable to the test provider, the candidate will be assigned the test score acquired at the time of disconnection if it is not possible for them to reactivate it.

In the event of disconnection of one or more video devices necessary to allow video surveillance (e.g. smartphone and / or tablet), for a period of more than 5 minutes, the Head of the Procedure assisted by the test provider and by the Commission for admission tests will assess whether to allow the candidate to proceed with the test or to determine its cancellation.

4.7 – Candidates with disability or with SLD

According to Italian Law 5 February 1992 n. 104 or other laws applicable to international candidates, Candidates with any kind of permanent or temporary disability in need of supportive measures must formally request the support they will need for the admission test in relation to the extent of their disability.

Candidates with learning disabilities according to the Italian law 8 October 2010 n. 170, stating “*New regulation concerning specific learning disabilities within the educational environment*”, or other laws applicable to international candidates, can request the special terms envisaged by the Ministry of University and Research Ministerial Decree 12 July 2011 n. 5669.

In order to submit the request for test accommodations, candidates are required to follow the procedure described below on the Selexi portal directly by the closing date and time for admission test registration mentioned in the previous art. 3.:

1. **Upload a valid medical certificate** (including expected revisions) to support the request.

It has to be noted that candidates with specific learning disabilities (SLD), according to Italian Law n. 170/2010, must upload a valid certificate. Certificates confirming learning disabilities must not be older than 3 years if when issued the person concerned was a minor and must be issued by National Health System bodies or specialists or private health institutions recognized by the National Health System.

2. Enter the request for test accommodations:

- extra time (50% in case of duly certified temporary or permanent disability; 30% in case of SLD);
- non-scientific calculator (provided by Selexi directly);
- tutor for the questions reading support or writing under dictation (selected and assigned by Selexi).

The Inclusion Office will provide feedback to each request entered at earliest convenience.

5 - content of the test

The test is entirely in English and consists of 60 multiple choice questions divided as follows:

- 36 questions on logic, problem solving and reading comprehension;
- 24 questions on scientific subjects (Biology, Chemistry, Mathematics and Physics)

Candidates will have **80 minutes** to complete the test.

The questions of the admission test are property of Università Vita-Salute San Raffaele, managed by a third party and randomly extracted from a database.

Since the admission test is delivered in more sessions (as specified at point 4.1) and in order to guarantee transparency and impartiality, each exam session will have its own set of questions divided as previously explained.

For each exam session there will be a minimum of three different sets of questions available. One of these sets of questions will be randomly chosen through an automated tool before the beginning of each session.

5.1 Reserve questions and deleting procedure

At the end of the test (i.e. at the end of the 80 minutes or if the candidate decides to finish the test earlier) every candidate will have to answer **7 more questions** in a time which is proportional to the time given for the entire test and which is calculated automatically by the software. These reserve questions are coherent with those of the test and **WILL NOT count as part of the test** but will only be considered if, at the end of all scheduled sessions, an anomaly should emerge on one or more questions. Only in this case, the Head of the Selection Procedure, after having received the Committee's opinion, can decide to delete that particular question and substitute it with one of the extra questions on the same topic.

Article 6 – ranking list

In order to verify the correct execution of the test by all the candidates and in order to proceed with the elaboration of the final results, all the tests will be re-examined after the end of the sessions using the video recording of ProctorExam.

At the end of each session, the tests will be corrected anonymously and automatically and the related scores calculated.

Each candidate will be able to view their own score and their own percentile of placement with reference to the best score achieved by all candidates among all the sessions held.

The indication of the placement at the end of each session is to be understood exclusively for guidance purposes since the definitive final ranking will be drawn up and published at the end of all four scheduled sessions.

At the end of all the admission tests and the last test period, the Online Review System will be available on the university website www.unisr.it: each candidate will be able to review the tests carried out and the scores obtained, using the credentials received by convocazioni@ilmiotest.it in the e-mail containing the information to access the test.

The Admissions Office will publish a notice on the website www.unisr.it informing on the opening of the Online Review system after the last admission test session will have taken place.

For the elaboration of the ranking list, the score is calculated as follows:

- 1 point for each correct answer;
- -0,25 points for each incorrect answer;
- 0 points for each non-given answer.

The ranking is drawn up on the basis of **the best score obtained by each candidate in the tests taken.**

In case of a draw, the points scored by the candidates in logic and problem solving, reading comprehension, biology, chemistry, mathematics and physics will prevail in descending order.

In case of a further draw, the place is assigned to the youngest candidate.

The final ranking list will be published within 15 days from the last exam session on the University's online Board and on the dedicated pages of the website www.unisr.it.

6.1 – additional learning requirements (OFA)

In order to enable the fulfilling of any additional learning requirements, the Academic Board establishes supplementary teaching activities to be carried out within the deadline set by art. 16 of the R.d.A.

The need for additional learning activities is determined for all candidates by the results of the admission test in the subject areas of Chemistry, Physics, Mathematics and Biology where the number of correct answers is less than 50% for each area.

These supplementary activities, which will be held online, must necessarily be followed profitably by students in debt. A final exam is therefore set at the end of the activities. The deadline for passing the OFA coincides with the end of the exam session of the academic year of enrolment. In the event of failure to pass the OFA, the student's career may be blocked at the end of the first year (exams can no longer be taken after February 1st of the following academic year).

Any blocking of the career results in the freezing of any exams taken and the impossibility of taking new exams until the educational debit is fulfilled. The student will still be able to access the OFA tests and, once passed, will be able to continue their career.

Article 7 – admission and enrolment

7.1 Foreword

Only notices and ranking lists published on the University website are official communications. Possible personal communications sent to the candidate's e-mail address indicated during the online registration do not replace the official ones published on the website.

Therefore, it is the candidate's responsibility to verify his/her position and meet the enrolment deadlines by checking the webpage regularly.

In order to enrol, admitted candidates must submit an **official English language certification corresponding to level C1 of the Common European Framework of Reference CEFR.**

Candidates are invited to arrange to obtain the certification issued by a recognised Institution in time for enrolment.

Candidates without the necessary certification will not be allowed to complete enrolment and will lose their assigned place in the Course.

Those who have attended at least the last two years of high school or have completed a minimum of two years of college entirely in English are exempted from submitting the above-mentioned English language certification.

As the International MD program is entirely taught in English, proof of Italian language knowledge is not required.

7.2 online enrolment

Enrolment for admitted candidates will be possible by accessing the dedicated webpage with username and password received upon registration for the admission test and according to the instructions published on the UniSR website by the Admissions Office.

Online enrolment will open on July 1, 2024 at noon (Italian time) and will close on July 19, 2024 at noon (Italian time).

Within the set deadline, admitted candidates, apart from those who are already enrolled in a Degree Course of Università Vita-Salute San Raffaele (see point 8.2), must:

- Complete the online enrolment procedure by accessing the reserved area under the Menu item "Enrolment": the procedure also requires the candidate to self-declare any current enrolments at other universities;
- Print out, fill in and undersign the enrolment form at the end of the online procedure;
- **Pay the first installment of tuition fees** using the MAV form available at the end of the online enrolment procedure;
- Access the reserved area again under the Menu item "Enrolment" and click on the available link "Upload documents for completing enrolment"; upload the mandatory and optional documents as detailed below:
 1. Filled out and signed **enrolment form**;
 2. Copy of the **payment receipt** of the first tuition fee instalment;
 3. The filled out and signed **form 'autocertificazione'** available on the UniSR website;
 4. Copy of the **C1 level English language certification**;
 5. **For students with a non-Italian high school leaving certificate**: copy of the official secondary school leaving certificate with indication of the final grade or, only if the final diploma is not yet available, certificate issued by the school with reference to the last year and indication of the path attended and/or predicted grades;
 6. **For Non-EU Citizen already residing in Italy**: copy of the residence permit;
 7. **Students previously enrolled at other Italian Universities**: copy of the transfer or withdrawal request submitted to the University they were previously attending.

Those entitled will be able to make use of the provisions of the D.P.R. 28 December 2000 no. 445 on substitutive declarations, using the attachment to the application available on the website www.unisr.it.

Once the documents have been uploaded, the candidate must click on the "Confirm and close" button and the Admissions Office will provide confirmation of the enrolment by the following working day.

Candidates who do not send the above-mentioned documents and payment within the set deadline will lose the assigned place and the possibility to proceed with the enrolment with no exceptions whatsoever. Their seat will be assigned to the next eligible candidate in the ranking list according to the indications given by the Admissions Office.

Admitted candidates already enrolled in degree courses at other universities must alternatively:

- submit a transfer application to the university of origin and request, during the enrolment procedure, the *Nulla osta* using the form available on the UniSR website;
- submit a withdrawal request to the university of origin (paying attention to the rules of the withdrawal procedure);
- submit a double enrolment request, which will be evaluated by the Academic Board of the Degree program pursuant to Law n. 33 of April 12, 2022 and related implementing decrees.

7.3 Candidates with disability or with SLD

According to Italian Law 5 February 1992 n. 104, or according to other international laws applicable, candidates with any kind of permanent or temporary disability admitted to enrolment may submit an explicit request to use any dispensatory and compensatory tools.

Candidates with specific learning disabilities according to the Italian law 8 October 2010 n. 170, stating "*New regulation concerning specific learning disabilities within the educational environment*", or according to other international laws applicable, can request the special terms envisaged by the Ministry of University and Research Ministerial Decree 12 July 2011 n. 5669.

In both cases, to submit the requests, admitted candidates to enrolment have to fill in and send via email the form available online at this link: <https://www.unisr.it/en/servizi/inclusione/ausilii-iscritti>, together with the valid medical certification to support the request. The form has to be sent by email to: inclusione@unisr.it

The Inclusion Office will examine the request together with the Rector's Delegate for Equal Opportunities and Disabilities and will provide appropriate feedback.

Article 8 – enrolment and original documents required

Candidates who have completed the enrolment procedure as indicated in art. 7 will receive a

confirmation e-mail from the Admissions Office with details needed to finalize enrolment.

8.1 - Students enrolling for the first time at an Italian University with a non-Italian secondary school leaving certificate

Those students have to hand in the **original documents** listed below within the deadline indicated in the enrolment confirmation e-mail:

- **Official secondary school leaving certificate** with verified translation into Italian and legalization/Apostille by the local Italian Diplomatic Authorities of reference;
- **Dichiarazione di Valore** (Declaration of Value) of foreign titles issued by the local Italian Diplomatic Authorities of reference (Italian Consulate/Embassy/Italian Cultural Centre). This declaration must have information on the evaluation system of Certificates in the country where it was obtained (final score, minimum and maximum score that can be assigned). As an alternative, students may request the CIMEA Statement of Comparability.
- **For Non-EU Citizen already residing in Italy:** copy of the residence permit.

Documentation sent by mail or fax will not be accepted. The above-listed documentation must be handed in to the Admissions Office by the person concerned only.

8.2 - students from other degree courses of the Università Vita-Salute San Raffaele

Students from other study courses of the Università Vita-Salute San Raffaele must send the duly completed and signed Application for Course Change, available on the Student Intranet, by email to enrolment.imdprogram@univr.it.

This form must be sent within the working day following the opening of the enrolment or of the scrolling of the ranking list in order to allow the transfer of course and therefore the payment of the first installment of fees and contributions within the time limits set for enrolment. The Admissions Office will send an e-mail confirming the successful transfer of course and the details to complete the procedure.

Documentation sent by mail or fax will not be accepted. The above-listed documentation must be handed in to the Admissions Office by the person concerned only.

Students must deliver their magnetic identification card (Badge) relating to the previous course of enrolment to the Front Office of the Student Center by the deadline that will be indicated in the confirmation email.

8.3 Request for evaluation of previous career

Students enrolled in the first year of a UniSR Degree program, transferred from another university or withdrawing from it or, finally, already in possession of an academic qualification, may submit an online application for evaluation of their previous career within 3 months of enrolment, and in any case no later than 31 December of each year, according to the provisions of the procedure published on the students' Intranet area, in the section named "Common Documents". In the case of enrolment after December 31, interested students must submit the application for evaluation of their previous career no later than one month from enrolment.

Article 9 – reserve lists

At the deadline for enrolment, a notice will be posted on the University website (<https://www.unisr.it/en/servizi/graduatorie-immatricolazioni>) indicating the number of places still available that can be assigned according to the procedure hereby described.

Starting from the deadline indicated in the notice mentioned above, candidates included in the ranking list in the status of NOT ADMITTED will have three days to explicitly express their willing to be admitted to enrollment.

The procedure will be available in the Intranet reserved area, under the Menu item "Admission Test". At the end of the third day, the Admissions Office will publish the list of those who have expressed their willing to be admitted and will proceed to enroll the candidates on the basis of the number of places available and the order of the ranking list.

The newly admitted candidates will have to proceed with online enrolment **by 3 p.m. (CET) of the third working day after the reopening of the ranking list** following the procedure described in art. 7. In the event of failure to enroll within the set deadlines, the student is considered to have withdrawn and forfeits the right to enroll, the reason given being irrelevant.

Candidates will be admitted and enrolled in the course until all places available are covered.

Article 10 – tuition fees

The amounts of fees for the International MD Program for the a.y. 2024/2025 will be available on the UniSR website on the Degree program dedicated page before the publication of the ranking list.

Article 11 – privacy policy

Università Vita-Salute San Raffaele, with registered office located in Milan, Via Olgettina no. 97187560152 (hereinafter referred to as “**UniSR**”) undertakes to constantly safeguard the privacy of the data subjects. This information notice is aimed at disclosing the privacy policy implemented by UniSR in

order to: **(i)** explain to the data subjects the terms and conditions pursuant to which their personal data are processed; and **(ii)** allow the data subjects to provide their explicit and conscious consent to the processing of their personal data. The above in compliance with the provisions set forth under both Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as “**Regulation**”) and the Italian Legislative Decree 30 June 2003, no. 196 (hereinafter referred to as “**Privacy Code**”).

The information and the personal data supplied or otherwise collected shall be processed in accordance with the provisions of both the Regulation and the Privacy Code and in compliance with the confidentiality obligations inspiring UniSR activity.

According to the provisions of both the Regulation and the Privacy Code, any processing of personal data carried out by UniSR shall be lawful, fair and transparent and shall be consistent with the following principles: limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality.

DATA CONTROLLER AND DATA PROTECTION OFFICER

The controller of the personal data is Università Vita-Salute San Raffaele.

According to **(i)** Article 37 of the Regulation and **(ii)** the CODAU Guidelines, by resolution of the Board of Directors dated 22 January 2018, UniSR appointed GSD SISTEMI E SERVIZI S.C.A.R.L., with registered office located in Milan, Corso di Porta Vigentina no. 18, VAT no. 06959200962 (hereinafter referred to as “**GSD**”), as data protection officer (hereinafter referred to as the “**DPO**”).

The professional indicated by GSD for the purposes of the carrying out of the DPO activities is Mr. Gabriele Tettamanti, born in Como, on 8 August 1980, Tax Code TTTGRL80M08C933F.

The DPO is available for any information regarding the data processing carried out by UniSR.

The contact details of the Data Processor and of the DPO are the following: privacy@univr.it

CATEGORIES, NATURE AND PURPOSES OF THE PROCESSED DATA

The personal data collected by UniSR for institutional purposes - ID data, contact data, scholarship data, carrier data, economic data, sensitive and judicial data - will be processed for institutional purposes only, including the possible publication of the personal data on UniSR website, for the purposes of all fulfilments imposed to UniSR by any applicable laws in compliance with the Regulation and the Privacy Code as well as with the aforementioned principles of limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality in connection with the purposes for which such data are processed.

The personal data could be also processed for historic, statistic, scientific purposes in compliance with

any applicable laws and deontological code.

As per the so called sensitive data (*id est* personal data allowing the disclosure of racial or ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character, as well as personal data disclosing health and sex life) and judicial data (*id est* personal data disclosing the measures referred to in Section 3(1), letters a) to o) and r) to u), of Presidential Decree no. 313 of 14 November 2002 concerning the criminal record office, the register of offence-related administrative sanctions and the relevant current charges, or the status of being either defendant or the subject of investigations pursuant to Sections 60 and 61 of the Criminal Procedure Code) within the employment relationship UniSR may collect any of the following data:

- a) data regarding students and/or their relatives affected by any handicap or economic data for the purpose of any control and/or granting of any benefit provided under applicable laws and/or management of extraordinary contributions;
- b) data concerning the status of refugee;
- c) data concerning pregnancy for academic purpose and for the purpose of the granting of any benefit provided under applicable laws;
- d) personal data allowing the disclosure of political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character,
- e) sensitive and judicial data concerning disciplinary proceedings against students;
- f) data regarding handicap;
- g) data regarding health necessary for any eligibility evaluation of the students, also through specific medical visits, and for safety measures.

The sensitive and judicial data referred to above, regarding academic activities and the inscriptions of students collected from the data subject or from third parties, shall be processed through paper and electronic support.

Please find below the main legal provisions justifying the data processing of sensitive and judicial personal data: Royal Decree no. 1592/1933 and subsequent amendments; Royal Decree no. 1269/1938 and subsequent amendments; Presidential Decree no. 382/1980; Law no. 168/1989; Law no. 398/1989; Law no. 341/1990; Law no. 390/1991; Law no. 104/1992; Ministerial Decree no. 224/1999; Italian Legislative Decree no. 445/2000; Law no. 148/2002; Ministerial Decree no. 270/2004; Presidential Decree no. 334/2004; Ministerial Decree no. 142 of 25/3/1998 and Law 24 giugno 1997, no. 196; Presidential Decree 9 April 2001; Law no. 14 February 2003, no. 30; *Contratto Istituzionale Socrates Erasmus*; By-laws, UniSR Regulations; Regional Laws in force.

MANDATORY COLLECTION OF PERSONAL DATA

Within the aforementioned principles of limitation of scopes, conservation and minimization of data, please be informed that the collection of personal data is mandatory for the purpose of the relationship with UniSR.

PROCESSING

Personal data are processed with both handwriting and electronic systems, in strict compliance with the scope of the processing, through adequate safety measures and for the period provided under applicable laws.

TRANSFER OF PERSONAL DATA

In compliance with the aforementioned principles of lawfulness, fairness and transparency, limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality, the personal data collected by UniSR could be transferred to third countries, including extra UE countries.

In such cases UniSR undertakes to preliminary verify and impose to the third subject to which the personal data should be transferred the compliance with the principles and the applicable provisions pursuant to the Regulation and the Privacy Code. To such purpose UniSR could impose to the third subject to which the personal data are transferred to sign a specific deed of appointment in accordance with Article 29 of the Privacy Code and Article 28 of the Regulation.

RIGHTS OF THE DATA SUBJECT

At any time you are entitled to ask UniSR to have access to your personal data, to modify or cancel the same or to object to their processing according to Article 20 of the Regulation. You are further entitled to request for a restriction of processing according to Article 18 of the Regulation, and for the portability according to Article 20 of the Regulation.

Any request should be addressed in writing to the Data Controller and the DPO.

You are always entitled to make a claim before the competent supervisory authority (*Garante per la Protezione dei Dati Personali*) according to Article 77 of the Regulation, should you consider any data processing being in breach of the applicable laws.

Article 12 – miscellaneous

Vita-Salute San Raffaele University has signed an agreement with the Gulf Medical University. The aim of the agreement is to allow students who are ranked successfully and admitted to enrolment to the International MD Program, as described in this call, to participate in the international mobility aimed at attending the first three years of the MD Program in the UAE by enrolling to the Associate Degree in Pre-clinical Sciences and, therefore, to follow internationally integrated didactic paths. The call to apply for

this mobility program will be published subsequently on the University online Board.

For all other issues not mentioned in this translation of the competition regulation, reference is to the existing Italian laws.

According to the law n. 241 of August 7, 1990, the Head of the Competition Procedure is Mrs. Paola Tedeschi.

The Presidents of the Admission Competition and Supervision Committee nominated as resolved by the Faculty Board Meeting on February 22, 2023 are Prof. Andrea Salonia and Prof. Luigi Anastasia.

The Italian competition call will be published on the official University online Board (<http://www.unisr.it/ateneo/albo-online/>).

Only the Italian version of this Admission Call has legal value. This is a translation of the articles listed in the Chancellor's Decree n. 8113 originally in Italian language. It is only meant for information purposes and does not have any legal value.