



UniSR
UNIVERSITÀ
VITA-SALUTE
SAN RAFFAELE

ADMISSION TO THE INTERNATIONAL MD PROGRAM A.Y 2017/2018

CALL RESERVED TO EU CITIZENS

FOREWARD:

This call is reserved to European Citizens.

This quota includes: EU Citizens, Non-European citizens already residing in Italy, Citizens from Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino (Ministerial Prot. N° 7802 of March 24, 2015)

GENERAL INFORMATION:

1. Admittance to the International MD Program is subject to selection through the University's admission test. N° 36 places are reserved for European Citizens in the A.Y 2017/2018 and the test will be **computer-based** and held on **August 28 and 29, 2017 in Milan**.
2. Registration to the test is done online through the University website. Registration is considered complete once you have filled in all fields requested and paid the test fee corresponding to € 170.
3. Registration to the admission test **opens on June 19 and closes on August 21 at 12:00 am (CEST)**.
4. The minimum requirement for enrolling is the possession of a high school diploma with at least 12 years of education. Further details on specific foreign High school diplomas can be found at this link: <http://www.unisr.it/en/masters-degree-medicine-and-surgery/international-md-program/#requirements>. Foreign high school diplomas must have the declaration of Validity (Dichiarazione di Valore) which is issued by the Italian Consulates. It is the Student's responsibility to verify s/he has the requirements and obtains the necessary papers from the Consulate in time for enrolling. For assistance contact info.medicine@unisr.it
5. An English language Certification is requested as well in order to finalize enrolment. Verify the details in point 7.
6. The enrollment procedure can start the first working day after the publication of the ranking list and closes three working days later at 3 pm. You will follow the indications given to you in the online enrolment procedure.
7. Notes marked with *** means the information is not present in the Italian competition call but is added for extra information useful to foreign Students.

The Regulation for Admittance to the A.Y 2017/2018 in English, translates and lists the points of the Competition Call only for information purposes. It does not have legal value since the Italian version of the Competition Call, the Rectoral Decree n°5191 is the official document regulating the competition.

COMPETITION REGULATION FOR ADMISSION TO THE INTERNATIONAL MD PROGRAM

A.Y 2017/2018

1. NUMBER OF PLACES AVAILABLE

Selection for admission to the single-cycle degree course in Medicine and Surgery in English – the 'International MD Program' (Classification: LM-41) is disciplined by an examination and based on the number of places available which are to be confirmed by the resolution of the Italian Ministry of Education, University and Research – MIUR. **The number of places available for European Citizens in the A.Y. 2017/2018 is 36.**

2. PARTICIPATION TO THE COMPETITION and DEFINING THE EUROPEAN QUOTA

2.1 Who can participate to this competition? EU Citizens, Non-European citizens residing in Italy and Citizens from Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino (Ministerial Prot. N° 7802 of March 24, 2015) can participate to this competition. Hereafter they will all be referred to as *European Citizens*.

2.2 What are the academic requirements for enrolling to the MD Program? A High School Certificate (law n°910 art.1 December 11). Students who possess a foreign (non-Italian) High School Certificate/Diploma, must verify they meet the requirements indicated by the Ministerial Prot. N° 7802 of February 28, 2017 (http://www.studiare-in-italia.it/studentistranieri/moduli/2017/Circolare2017_2018.pdf) in order to be eligible for enrolment.

The regulation for admittance to Italian Universities and requirements is defined by the Italian Ministry of Education, University and Research MIUR. European students who intend to enroll to the International MD Program, compete for the specific number of seats reserved to them which is n°36 places for the academic year 2017/2018. The International MD Program course is entirely taught in English therefore proof of Italian language knowledge is not requested. The availability of the programmed number of places is subject to the conditions of approval from the MIUR.

3. REGISTRATION TO THE ADMISSION TEST

3.1 Registration – In order to sit the admission test, candidates are requested to pay the test fee which amounts to euro 170,00. Payment is done according to the modalities indicated on the online registration form. Registration to the test is considered complete when the registration form has been filled in and the test fee paid. Payment alone of the test fee does not mean the candidate has registered correctly to the test. Registration alone to the test without the payment does not mean the candidate has registered correctly to the test. The fee will not be reimbursed should the candidate not sit the test no matter what reasons S/he has.

Registration to the test is done exclusively online by following the links available on the University website <https://intranet.univr.it/esse3/Home.do>

Registration to the admission test **opens on June 19 and closes on August 21 at 12:00 am (CEST).**

3.2 Modalities – The registration to the test consists of 4 steps:

1. The candidate enters his/her personal data;
2. After having registered, s/he follows the link to the website where s/he will be able to see the active sessions still available and pay for the chosen test;
3. After the payment confirmation, the candidate will be able to book his/her seat for the admission test choosing among the slots available;
4. The candidate receives a mail confirming his/her registration and the test booking.

Each candidate will be able to choose the exam session among those available **only after having paid the test fee**. The system will prevent bookings if the session is already fully booked. In this case the candidate will have to select another session available. Changes of the test session can be carried out directly by the candidate by:

1. Entering the system with username and password
2. Verifying the seat availability in the new chosen session
3. Making a new reservation.

A change of the test day is permitted until August 21, 2017 at 12:00. This is a definite deadline. Any candidate who is not able to take part to the selected session and has not changed session before the deadline, will be not be allowed to sit the test on another date even if there are available seats.

A summary table will be published on the University website (www.unisr.it) after August 21, 2017 with the pre-enrolment code for each candidate and for each test session.

Please be aware that each candidate is responsible for the details s/he indicates on the registration form. 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 make checks on the information provided by the candidates.

4. DELIVERY OF THE ADMISSION TEST

4.1 Registration and session selection

The admission test for the San Raffaele International MD Program reserved to the EU citizens' quota **will be held on August 28 and 29, 2017 at the Selexi test Center, (Centro Direzionale Valtorta, Torre A, 1B floor - via G. Vida, 11, Milan). The test will be computer-based.**

Based on the number of candidates who registered for the last admission tests and due to the availability of computer seats, the admission test is organized in two sessions.

Please find below dates and time of the two sessions:

Day	Time	Seats Available
Monday 28 th August 2017	14:00	300
Tuesday 29 th August 2017	14:00	300

Should technical problems prevent one or more candidates from taking or finishing the test, the University will schedule an extra session *only* for those candidates who have experienced such problems.

Should the total number of seats available be not sufficient for the number of candidates registered for the admission test, a new session will be scheduled. In this case, information and details will be available on the University website.

Candidates are requested to present at the time indicated in the table. The test will start when the candidate identification procedure has ended.

Candidates will be permitted to sit for the test upon handing a valid identity document at their arrival.

Candidates will be taking the test using a computer, equipped with a mouse only, which will be exclusively connected to the exam session software. The admission test will start contemporarily for all candidates once the person in charge of the session will proceed with the test activation. Each candidate will be able to choose his/her own seat and will have to insert username and password s/he was given during the identification procedure.

Each candidate can finish the admission test before the given time by clicking on "finish the test" or can stay in the hall until the time finishes. In both cases, the software tracks and saves every change done before the time runs out.

Thanks to the matching between the Candidate PIN code given to each candidate during the identification procedure and the test code, which is created randomly only when the test begins, each candidate will be unequivocally and automatically linked to the test taken.

Candidates who arrive late and after the official beginning of the test, which is given by the President of the Admission test Committee, will not be allowed to sit for the test no matter what reasons they have for their lateness.

Furthermore, candidates with any kind of permanent or temporary disability in need of extra means of support, must formally request the support they will need for this test in relation to the extent of their disability, be it also further time for completing the test (*law n° 104 February 5, 1992 and as modified by the law n.17/1999*). Candidates with learning disabilities according to the law n°170 October 8, 2010 with the new regulation concerning *specific learning disabilities within the educational environment* can request the special terms foreseen from the Ministerial Decree n. 5669, July12, 2011.

All these requests must be accompanied by a medical certificate and sent to the Head of the Selection Procedure via e-mail to dsa.sd@unisr.it no later than the application deadline for registration foreseen by this competition call. According to the law, certificates confirming learning disabilities must not be older than 3 years and must be issued by specialists or offices of the National Health System or by private health institutions recognized by the National Health System.

4.2 CONTENTS OF THE TEST

The test is entirely in English and consists of 100 multiple choice questions divided as follows:

- 50 logic and problem solving questions
- 10 questions on Text Comprehension
- 40 questions on Science subjects (Biology, Chemistry, Mathematics and Physics)

Candidates have 120 minutes to complete the test.

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

Since the admission test will have to be delivered in more sessions and in order to guarantee transparency, and impartiality, each exam session will have its own set of questions always divided as previously explained.

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

4.3 Reserve questions and deleting procedure

At the end of the test (i.e. at the end of the 120 minutes or if the candidate decides to finish the test earlier) every candidate will have to answer 6 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, coherent with those of the test, WILL NOT count as part of the test but will only be taken into consideration 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.

4.4 Delivery of the test

Each candidate will have to confirm his/her presence by signing a register and will be given a pen and sheet for writing notes and calculations. Candidates will not be allowed any other equipment with exception for what is permitted for candidates with disabilities (point 4.1).

After the identification procedure has been completed, the candidates will be accompanied to the test hall and will be asked to occupy a computer seat. Each candidate will then be able to enter the system using the PIN code s/he was given during the identification procedure and will be allowed to access the following information on:

- How to answer the test questions and precisely on:
 - o How to confirm the chosen answer by using the mouse and selecting the corresponding box. Answers written on the paper sheets given for making notes will not be considered.
 - o How to modify or delete the answers given. This will be possible for the entire duration of the test.
 - o The possibility of making notes and calculations and how to ask for more paper if needed.
- How to leave the hall for particular needs accompanied by a staff member.

During the test, candidates will not be allowed to talk or to write to anyone apart from the staff and supervising committee. Candidates will also not be allowed to keep personal belongings with them such as bags, books or notes, dictionaries, mobile phones, smartwatches, calculators or any electronic device. Candidates will be given indications for storing these items in a specific place. The Test Committee will ensure that rules are respected and will act accordingly if any violation occurs.

5 – THE RANKING LIST

After all exam sessions have ended, the tests will be anonymously corrected and scores assigned as follows:

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

The automatic correction of the tests and the elaboration of the ranking lists through the matching between the scores and the Candidate names, will be done only once all sessions have closed.

In case of a draw, the points scored by the candidate in the logic and problem solving subjects, Biology, Chemistry, Physics and Mathematics will prevail in descending order. In case of a further draw, the place is assigned to the youngest candidate.

The scores obtained by the candidates and the ranking list will be available on line on the University website: <http://www.univr.it/ateneo/albo-online/>

Each candidate will be able to check his/her own ranking position by entering the system available on the website www.unisr.it with the username and password used for registering to the test.

Candidates who are ranked among the first 36 positions and have scored equal or higher than 40/100 can proceed with enrolment for the International MD Program being acknowledged they do not have missing educational requirements. Candidates who are ranked among the first 36 positions, or have gained admission thanks to the scrolling of the lists, but have scored less than 40/100 will be requested to recover the missing educational requirements according to the indications they will receive from the Academic Board once they have enrolled. Candidates who have scored less than 35/100 will not be admitted to the course even if they are ranked among the first 36 positions.

6 – Admission to ENROLMENT

Publication of the ranking lists on the university web-site is the **only official means of their communication**. The Registrar's Office may send emails to the personal email address entered by the candidates during the registration process only for helping them out with the enrollment procedure. These communications, however, **will never be considered as substitution for the official messages published on the university web-site**. It is, therefore, the candidate's responsibility to verify his/her position in order to proceed with enrollment within the given deadlines by checking the webpage regularly.

Admitted candidates must follow the detailed instructions for enrolment which will be published online on the University website by the Registrar's Office.

The admitted candidate will proceed by entering the online enrolment page indicated on the university website which s/he will be able to access by using the data inserted when registering to the test.

The online enrollment procedure can start the first working day after the publication of the ranking list and closes at 3 pm, three working days later. In these 3 days all candidates (apart from those who are already enrolled to a degree course of Vita-Salute San Raffaele University, in this case see point 7.1) will have to:

- Follow the online enrolment procedure indications
- Print out the form at the end of the enrolment procedure (enrolment request form)
- Make the payment of the first instalment using the MAV form available at the end of the online enrolment procedure
- Send as pdf attachment (no other format is accepted) the enrolment request form filled out and signed, a copy of the payment confirmation, a copy of the English Knowledge certificate (please see point. 7), a copy of a valid identity document to the email address enrolment.imd@unisr.it specifying as Re: Enrolment to the International MD Program".

The Registrar's office will send an email to confirm enrolment within the next working day from the receiving date of the email with the documents. Candidates who do not send the above-mentioned documents and payment within the deadline will lose the possibility to enroll with no exceptions and their seat will be assigned to the next candidate in the ranking list and according to the modalities established by the Registrar's Office.

7 – ENROLMENT PROCEDURE AND NECESSARY DOCUMENTS

In order to be eligible for enrolment, admitted candidates must possess an English language Certification corresponding to the C1 level of the Common European Framework of Reference *CEFR*.

Candidates must organize themselves in order to obtain the certificate in time for enrolment. Candidates without the necessary certification will not be allowed to enroll and will lose their place in the course.

Candidates who have studied entirely in the means of the English Language in their Secondary School or University/College for at least the past two years preceding enrolment, are exempted from presenting the above mentioned English Language certification.

Candidates who have done the enrolment procedure as in point. 6 will receive from the Registrar's Office a confirmation email with the details needed to close the enrolment procedure.

7.1 Students who enroll for the first time in an Italian University

These students have to send per registered mail, or hand in personally in a closed envelope within the deadline given in the confirmation mail, the following documents:

- **Enrolment Request Form** (already sent via email)
- English Language knowledge Certification (original copy)
- For students with an Italian Maturita': 'autocertificazione conseguita Maturità' (online form)
- For students with foreign high school diplomas: original Diploma/Certificate with verified translation into Italian and **DICHIARAZIONE DI VALORE** for foreign titles given by the local Italian diplomatic authorities (Italian Consulate/Italian Cultural Centre). This declaration must have the information on the evaluation system of Certificates in the Country where it was obtained (final score, minimum and maximum score that can be assigned)
- Signed Privacy statement form (online)
- Photocopy of a valid ID document (and permit to stay badge if Non-EU Citizen already residing in Italy)
- Copy of the codice fiscale badge for Italian Students – ****Foreign students can request one at their local Italian Consulate or obtain it once in Italy****
- 1 signed passport size photograph signed on its back

The above mentioned documentation must be sent to:

Segreteria Studenti CdS
Front Office, Dicit 2 – Ciborio, piano -1
Via Olgettina, 58
20132 Milano

Enrolment documentation will not be accepted if sent via email or fax.

7.2 Italian Students already enrolled in other course within Vita-Salute S. Raffaele University: *see Italian Bando di Ammissione art.7.2*

7.3 Italian Students transferring from other Italian medical Schools: *see Italian Bando di Ammissione art.7.3* . Preceding Career Evaluation Requests: Any student who wishes to ask for an evaluation of a preceding career may do so only after enrolment has been completed by downloading the specific form and handing it to the Registrar's office with all the necessary attachments and the revenue stamp.

8 – RESERVE LISTS

At the deadline for online enrolment, a notice will be posted on the University website (www.univr.it) indicating the number of places still available which can be assigned according to the procedure hereby described.

Starting from the first working day after the publishing of the number of available places, the Registrar will indicate the candidates who have been admitted to the online enrolment procedure according to the ranking order of the lists. This information will be posted online. The admitted candidates will have to proceed with online enrolment within 3 pm (CEST) of the three working days following the publishing of the reserve lists.

Should the admitted candidate fail to confirm online enrolment, his/her place will be considered free and assigned to the next successful candidate in the ranking list.

Candidates will be admitted and enrolled to the course until there are places available.

9 – TUITION FEES A.Y 2017/2018

The yearly tuition fees for students enrolling to the A.Y 2017/2018 amount to euro 19.640,00 and can be divided into 3 installments:

- 1st installment: euro 6.640,00 to be paid upon enrollment
- 2nd installment: euro 6.500,00 deadline January 31, 2018
- 3rd Installment: euro 6.500,00 deadline March 31, 2018.

The above indicated amounts include the euro 140 regional tax which is defined each year from the Lombardy Region Council. Any variation to this tax will be communicated once the Council's resolution has been confirmed.

11 – MISCELLANEOUS

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 Dott.ssa Paola Tedeschi.

Candidates will be able to access their test, the answer chart and the algorithm used for calculating the scores of the ranking lists through a specific link which will be available on the university website.

The President of the Test and Supervision committee is Prof. Massimo Clementi as resolved by the Faculty Board Meeting on May 24, 2017.

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

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