

**CALL FOR ADMISSION TO THE MASTER'S DEGREE IN BIOTECHNOLOGY AND MEDICAL  
BIOLOGY RESERVED FOR EUROPEAN CANDIDATES  
ACADEMIC YEAR 2024/2025**

**FOREWARD**

This Call is reserved for 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*. If none of these categories apply to you, you must participate in the admission competition reserved for non-EU candidates.

**GENERAL INFORMATION:**

- Admittance to the Master's Degree in Biotechnology and Medical Biology is subject to selection through the University's admission test.  
**48 places** are reserved for European candidates for the academic year 2024/2025.
- The admission test will be held **online on September 19, 2024**.
- Registration for the test is done exclusively online through the University website. Online registration **opens on July 1, 2024 and closes on September 12, 2024 at noon (CEST\*)**. Registration is considered complete once all requested fields are filled in and the **test fee corresponding to € 150** is paid.
- Candidates will receive technical instructions for the online test via e-mail starting **5 days prior to the test date**.
- Enrolment for admitted students will **open from the day after the publication of the ranking list and for three consecutive days**.

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

*Only the Italian version of this Call for Admission has legal value. This is a translation of the articles listed in the Chancellor's Decree n. 8956, originally in Italian. It is only meant for information purposes and does not have any legal value.*

# **CALL FOR ADMISSION TO THE MASTER'S DEGREE IN BIOTECHNOLOGY AND MEDICAL BIOLOGY (classification LM-9) RESERVED FOR EUROPEAN CANDIDATES**

## **ACADEMIC YEAR 2024/2025**

### **Article 1 - Number of places available**

Selection for admission to the Università Vita-Salute San Raffaele's Master's Degree in Biotechnology and Medical Biology (Classification: LM-9) is based on an entrance test and academic titles evaluation according to the number of places available.

For the academic year 2024/2025 the **number of places** available is **60, 48 of which are reserved for European candidates**.

### **Article 2 - Definition of the European quota and academic requirements**

#### 2.1 - Definition of the European quota

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 compete for the EU quota.

Official reference document is the Ministerial Circular of March 15, 2024, 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 2024-2025" and available on the official webpage of the MUR website: <https://www.studiare-in-italia.it/studentistranieri/>.

#### 2.2 - Academic requirements for enrolment in the Master's Degree in Biotechnology and Medical Biology

In order to enrol in the Master's Degree in Biotechnology and Medical Biology, candidates must have a Bachelor's Degree (law n° 910 art.1 December 11, 1969) or any title equivalent to an Italian Bachelor's Degree in Biotechnology (Former Ministerial Decree no. 270; Classification L-2 "Biotechnologie") or Biological Sciences (Classification L-13) awarded abroad according to the Ministerial Circular dated March 15, 2024, 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 2024-2025."

**Candidates having a non-Italian Academic qualification or attending the last year of an international University/College** are invited to consult the documents published on the University website at <https://www.univr.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 Bachelor's certificate with the list of exams taken or a copy of their last year's transcripts at [enrolment.biotechnologyEU@unisr.it](mailto:enrolment.biotechnologyEU@unisr.it) **before registering for the admission test**. A preliminary check of the academic documents will be carried out to determine whether the academic requirements for enrolment in the Master's Degree are met.

**During the online admission test's registration procedure, candidates may also upload, only if available, further certifications related to the Course** e.g. scientific publications and internships in laboratories in Italy or abroad not related to the thesis internship.

**All documents can be uploaded in PDF format and in their original language. If the original document is not in English or Italian, candidates must upload the original version and a self-certified translation.**

### **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 session and pay the **test fee**, which amounts to **€ 150**.

Online registration opens on **July 1, 2024 at noon and closes on September 12, 2024 at noon (CEST)**.

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](http://www.paypal.com).

**Please note that the registration procedure for the admission test is considered complete once the test fee is paid.**

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

#### 3.1 – Registration procedure and timing

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 the Master's Degree in Biotechnology and Medical Biology reserved for EU candidates 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. Check and book the available test session in the Selexi portal;
5. Pay the test fee within **60 minutes** following the test session booking. Otherwise, the reservation will be automatically cancelled. 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.

Information on registration and payment is always available in the candidates' personal area on the Selexi Portal and accessible at any time by logging in with the credentials obtained upon registration. **Information contained in the candidates' personal area is the only official confirmation of registration 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.

Should the number of candidates be higher than the number of virtual seats available for the online test session, further sessions could be scheduled and notified on the University website [www.unisr.it](http://www.unisr.it) before the closing date of test registrations.

In this case, possible changes in the chosen session must be made directly by the candidate by:

1. accessing the Selexi portal;
2. verifying the availability of places in a different session;
3. booking a new session, which will replace the one previously booked.

The candidate will receive an e-mail confirming the booking of the new session. This e-mail will replace the one received for the prior booking.

It will be possible to modify the choice of the admission session no later than September 12, 2024 at noon (CEST). After this date, no change of session will be possible, regardless of circumstance.

## **Article 4 – About the admission test**

The admission test for the Master's Degree in Biotechnology and Medical Biology reserved for EU candidates will be held on **September 19, 2024, at 10:00 am (Italian time)**.

The admission test is **home-based** and takes place with an **online proctoring system**.

### 4.1 – Technical information for the admission test

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](mailto:convocazioni@ilmiotest.it) to each candidate's personal e-mail address indicated during the online registration procedure.

Should the communication from [convocazioni@ilmiotest.it](mailto: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](mailto: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 before or during the test.

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 point 4.1, for the technical checks ('check requirement').

In particular, candidates have to:

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

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

- PC's or Mac's audio and microphone;
- PC's or Mac's webcam;
- Smartphone's or tablet's webcam;
- internet connection.

At the end of the check requirement, candidates receive a second e-mail from [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it) with the link to access the exam and the date and time frame to take it.

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 of the test, candidates must proceed with the connection of the devices already verified during the "check requirement" and with the recording of the workstation and the location where the exam is going to take place using the webcam of the smartphone or tablet.

Subsequently, candidates have to connect the smartphone or tablet to a socket and place it behind them so that it can always frame the surrounding environment.

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

The accepted identity documents 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 on the link to the exam where a page with instructions for taking the test and using the exam's application (e.g. duration of the test, scores for the answers, mode of operation, rules of behaviour to be observed) will appear.

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

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 renunciative.

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

In case of need, it will be possible to contact the technical assistance using 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 for all candidates, the "Start the Test" button will appear on the screen. At that moment the candidate has to 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 specific button and then on the "End test" button.

If a candidate finishes the test before the time limit expires, they can click on the "Close the test" button and then on "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 or other technological tools such as smartphones, smartwatches, calculators or glasses equipped with a video camera or 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](mailto:ammissioni@univr.it) **no later than September 19, 2024 at 23.59 (CEST)**.

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 20/09/2024.

The spare session for authorized candidates is pre-scheduled on 21/09/2024 at 2 p.m. (CEST).

The spare session 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.

### **Article 5 – Content of the test**

The admission test is entirely in English and consists in the comprehension of a scientific article from one of the main scientific journals in the biotechnological-biomedical field.

This scientific article, whose title and abstract will not be given, will be the same for all candidates. The comprehension of the content of the article, as well as its hypothetical and theoretical implications, will be assessed through:

- The candidate's ability to **define a title and write an abstract in English** (points assigned: from 0 to 20);
- The **answers given to 2 open questions** that require the writing of a brief hand-written essay by the candidate (points for each question: from 0 to 9);
- **30 multiple choice questions** whose score will be calculated as follows:
  - 2 points for each correct answer
  - - 0,75 points for each incorrect or not valid answer
  - 0 points for each non-given answer

**All questions, as well as the answers given by the candidates, will be in English.**

Candidates will have **180 minutes** to complete the test.

### **Article 6 – Ranking list**

After the test will have been corrected, **the ranking list** will be drawn up according to the following criteria:

- maximum 98 points for the answers given to all questions related to the scientific article;
- maximum 2 points for the evaluation of other certifications (scientific publications of the candidate, internships carried out in laboratories in Italy or abroad and not related to the students' thesis internship).

In case of a draw in the final score, the place is assigned to the youngest candidate.

In order to verify the candidates' compliance with the testing rules and in order to process the final results, all candidates' tests will be reviewed at the end of the examination sessions using the Proctor Exam video recording.

At the end of the score calculation, each candidate will have access to the **Online Review** through the university website [www.unisr.it](http://www.unisr.it) where they will be able to view their test and the score obtained by accessing the system **with the credentials received from [convocazioni@ilmiotest.it](mailto: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](http://www.unisr.it) informing on the opening of the Online Review system after the last admission test session will have taken place.

**The final ranking list will be published within 15 days following the test date** on the University's online Board <http://www.univr.it/ateneo/albo-online/> and on the dedicated pages of the website <https://www.univr.it/en/servizi/graduatorie-immatricolazioni>.

## **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 candidates' e-mail address indicated during the registration are merely intended to help them through the whole procedure and do not replace the official ones published on the website. Therefore, it is the candidate's responsibility to verify their position and meet the given enrolment deadlines by checking the webpage regularly.

The Master's Degree in Biotechnology and Medical Biology is taught in English.

Admitted candidates are required to submit an **English language Certification corresponding to level B2 of the Common European Framework of Reference CEFR within 18 months from enrolment.**

English mother-tongue candidates and those who have studied entirely in English in their University/College for at least the past two years preceding enrolment, are exempted from presenting the above-mentioned English language certification.

**It is also required, exclusively for international students, an Italian language Certification corresponding to level B2 within 3 months from enrolment or the achievement of the qualification at the end of the Italian language training activity offered by the Università Vita-Salute San Raffaele.**

### 7.2 - Online enrolment

Admitted candidates have to proceed with the online enrolment by accessing the dedicated webpage with the credentials received upon registration for the admission test and following the instructions published on the University website by the Admissions Office.

**Enrolment will be possible from the day after the publishing of the ranking list and for three working days**, according to the indications given in the online enrolment procedure.

Within the set deadline, candidates must:

- **Complete the online** enrolment procedure by accessing the Intranet personal area under the Menu item "Enrolment": the procedure also requires the candidate to self-declare any current enrolments at other universities in Italy;
- **Pay the first tuition fee instalment;**
- **Download, fill out and sign the enrolment form** available on the University website;

- **Access the Intranet personal area again** under the Menu item "Enrolment" **and click on the available link "Upload documents for completing enrolment"**; upload the documents as detailed below:
  1. Copy of the filled out and signed **enrolment form**;
  2. Copy of the **payment receipt** of the first tuition fee instalment;
  3. Self-declaration of the **secondary school leaving** certificate (downloadable from the university website);
  4. **For Candidates with a foreign diploma**: copy of the original **Bachelor's Degree** translated into English or Italian or, if not available yet, Bachelor's last year's transcripts;
  5. **For non-EU Candidates residing in Italy**: copy of the residence permit;
  6. **For Candidates previously enrolled in another University**: copy of the transfer or withdrawal request.

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](http://www.unisr.it).

**Once the documents have been uploaded, the candidate must click on the "Confirm and close" button and the Admissions Office will send an e-mail to confirm enrolment within the following day.**

Candidates who do not upload the above-mentioned documents 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.

**Candidates who have not obtained their Bachelor's Degree yet, must submit via e-mail at [enrolment.biotechnologyEU@unisr.it](mailto:enrolment.biotechnologyEU@unisr.it) the final official Degree no later than December 31, 2024.**

**Failure to hand in the required documentation within the set deadline will result in forfeiture of matriculation.**

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.univr.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@univr.it](mailto:inclusione@univr.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 detailed in art. 7 will receive a confirmation e-mail from the Admissions Office with detailed information on documents needed to finalize enrolment.

8.1 - Students with a foreign high school leaving certificate enrolling for the first time in Italy

By the deadline indicated in the enrolment confirmation e-mail, students will have to hand in to the Admissions Office the following **original documentation**:

- **Official Bachelor's Degree** with, if needed, verified translation into Italian and legalization/Apostille by the local Italian Diplomatic Authorities of reference;
- **only if the academic qualification refers to an education system of a country not listed in the ARDI platform of CIMEA Italia (check the link <https://ardi.cimea.it/it>): Statement of Comparability issued by CIMEA Italia OR Declaration of Value (Dichiarazione di Valore)** of the qualification issued by the local Italian Diplomatic Authorities of reference (Italian Consulate/Embassy/Italian Cultural Centre). This declaration must contain the information on the evaluation system of the Certificate in the country where it was obtained (i.e. final score, minimum and maximum score that can be assigned.)
- **For Non-EU Citizen already residing in Italy:** copy of the residence permit.

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

### 8.2 - Students from other degree courses of Università Vita-Salute San Raffaele

Students from other study courses of Università Vita-Salute San Raffaele must send the duly completed and signed Application for Course Change, available on the Student Intranet, via e-mail at [enrolment.biotechnologyEU@univr.it](mailto:enrolment.biotechnologyEU@univr.it).

This form must be sent within the working day following the opening of enrolments 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 tuition fees within the deadline set for enrolment. The Admissions Office will send an e-mail confirming the successful transfer of course and the details to complete the procedure.

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

### 8.3 - Request of evaluation and recognition of previous university credits

Students enrolled in the first year of a UniSR Degree Course who are already graduated, transferring or withdrawing from another university, may submit a request for the evaluation and recognition of previous university credits no later than December 31 according to the procedure published in the students' Intranet personal area under the section "Documenti Comuni".

In case of enrolments after December 31, students must submit the evaluation request within one month from the enrolment date.

## **Article 9 – Reserve list**

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

The newly admitted candidates will have to proceed with online enrolment **by 3:00 p.m. (CEST) of the third working day after the publishing of the notice** following the procedure described in art. 7.

Should the admitted candidate fail to confirm online enrolment within the set deadline their place will be considered free and assigned to the next successful candidate in the ranking list no matter what reason there is for lateness in proceeding as requested.

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

## Article 10 – Tuition fees AY 2024/2025

The amount of tuition fees for students enrolling in their first year for the academic year 2024/2025 is **€ 7640** and it is divided into 3 instalments:

- First instalment: Euro 2640 to be paid upon enrolment;
- Second instalment: Euro 2500 deadline January 31, 2025;
- Third Instalment: Euro 2500 deadline March 31, 2025.

The above-indicated amounts include Euro 140 of 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.

## Article 11 – Processing of personal data

**Vita-Salute San Raffaele University**, with registered office in Milan, Via Olgettina 58, tax code 97187560152 (hereinafter the “**University**”) undertakes to constantly protect the personal data of data subjects, in accordance with the provisions of Reg. (EU) 2016/679 (hereinafter the “**Regulation**” or “**GDPR**”) and of Italian Legislative Decree no. 196 of 30 June 2003 (hereinafter the “**Data Protection Code**”).

### DATA CONTROLLER AND DATA PROTECTION OFFICER

The Data Controller is Vita-Salute San Raffaele University.

In accordance with the provisions **(i)** of the Regulation (see article 37) and **(ii)** of the CODAU University Administration Association Guidelines, the University has designated GSD SISTEMI E SERVIZI S.C.A.R.L. as its Data Protection Officer (hereinafter “DPO”).

The professional nominated by GSD to serve as DPO is Gabriele Tettamanti.

The DPO is at data subjects' service for any information regarding the University's personal data processing operations.

The contacts of the Data Controller and DPO are as follows:

Data Controller's email: [titolare.privacy@univr.it](mailto:titolare.privacy@univr.it)

DPO's email: [privacy@univr.it](mailto:privacy@univr.it)

### CATEGORIES AND TYPES OF DATA PROCESSED AND PURPOSES OF THE PROCESSING

The personal data which you contribute – personal details, contacts, data concerning your academic/educational career, financial data and health data (all together defined as “Personal Data”) – are processed for purposes relating solely to the process of selection for and admission to the university course for which you have applied.

Data will be processed in accordance with art. 6, para 1, point e) of the GDPR and, with regard to health data, in accordance with art. 9, para 2, point g). Except for your special categories of data, your personal data may be disseminated through the online publication of the student rankings. You will never be publicly identified by means of your name and/or surname; only your ID code (pre-registration number) will be used.

### COMPULSORY NATURE OF THE CONTRIBUTION OF DATA AND STORAGE TIMES

The contribution of the Personal Data requested is compulsory and in case of failure to contribute them it will be impossible to proceed with the selection process.

The Personal Data acquired will be stored for a period of 1 year from the end of the selection, after which your data will be completely anonymised.

#### **DATA PROCESSING PROCEDURES**

Personal Data are processed using manual and automated tools, by methods strictly correlated to the relative purposes, by means of appropriate security measures and for the period of time required by the current regulatory framework.

#### **DISCLOSURE OF DATA**

Your Personal Data will not be disseminated. This will, however, not apply if the disclosure or dissemination of your Personal Data is required, in accordance with the law, by public authorities for the purposes of defence, security or the prevention, investigation or repression of crimes, or by public entities (government bodies, ministries, Inland Revenue, pension and welfare institutions, public health surveillance organisations and the police) in accordance with legal obligations. The aforesaid will usually operate as independent Data Controllers for their respective processing operations.

#### **DATA PROCESSOR**

Your Personal Data may be disclosed to the providers of services strictly related to and necessary for the Data Controller's operations, normally acting as data processors under art. 28 of the GDPR. The full list may be requested from the Data Controller at any time by writing to the contacts provided above.

#### **AUTHORISED PROCESSORS**

Your Personal Data may be processed by staff of the departments assigned to pursue the purposes set out above, who have been specifically authorised to process them and have received appropriate operating instructions in accordance with the provisions of art. 29 of the GDPR.

#### **TRANSFER OF PERSONAL DATA**

Personal data acquired by the University will not be transferred outside the EU.

#### **RIGHTS OF DATA SUBJECTS**

Data subjects are entitled to apply to the University, at any time, for access to their personal data, or for their rectification or erasure, or to object to their processing in the circumstances envisaged by art. 20 of the Regulation, and are entitled to request the restriction of processing in the circumstances covered by art. 18 of the Regulation, and to obtain the personal data concerning them in a structured, commonly used, machine-readable format (portability) in the circumstances envisaged by art. 20 of the Regulation.

Requests must be sent in writing, by email to the Data Controller and the DPO.

Data subjects are entitled at all times to lodge a complaint with the competent supervisory authority (Italian Personal Data Protection Authority), under art. 77 of the Regulation, if they believe that their data are being processed in breach of the current law.



## **Article 12 – Miscellaneous**

For all other issues not mentioned in this 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 Italian competition call will be published on the official University's online Board. (<http://www.unisr.it/ateneo/albo-online/>).

*Only the Italian version of this Call for Admission has legal value. This is a translation of the articles listed in the Chancellor's Decree n. 8956, originally in Italian. It is only meant for information purposes and does not have any legal value.*