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Università Vita-Salute
San Raffaele

ADMISSION TO THE MASTER'S DEGREE IN BIOTECHNOLOGY AND MEDICAL BIOLOGY

AY 2022/2023

CALL RESERVED FOR EU CITIZENS

FOREWARD:

This call is reserved for European Citizens.

This quota includes: EU Citizens, Non-European citizens already residing in Italy, 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 **MSc in BIOTECHNOLOGY AND MEDICAL BIOLOGY (LM-9)** is subject to selection through the University's admission test. **48 places** are reserved for European Citizens in the AY 202/2023. The test will be **computer-based** and held on **September 28, 2022 in Milan only**.
- Registration for the test is done online through the University website. Registration is considered complete once the candidate has filled in all fields and paid the test fee corresponding to € 150.
- Registration to the admission test **opens on July 1, 2022 at noon (CET) and closes on September 21, 2022 at noon (CET.)**

This is a translation of the articles listed in the Chancellor's Decree n. 7306 originally in Italian language. It is only meant for information purposes and does not have any legal value.

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COMPETITION REGULATION FOR ADMISSION TO THE MASTER'S DEGREE IN BIOTECHNOLOGY AND MEDICAL BIOLOGY (Classification LM-9) RESERVED FOR EUROPEAN CITIZENS OR NON-EUROPEAN CITIZENS ALREADY RESIDING IN ITALY AY 2022/2023

Article 1 - number of places available

Selection for admission to the **MSc in BIOTECHNOLOGY AND MEDICAL BIOLOGY** (Classification LM-9) taught in English is disciplined by an examination and based on the number of available places. **The number of available places reserved for European citizens for the AY 2022/2023 is 48.**

Article 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 Non-European citizens with EU equal status as indicated by the Ministerial Circular of April 19, 2021, 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 2021-2022", 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 What are the academic requirements for enrolling to the Master's Degree in Biotechnology and Medical Biology?

A Bachelor's Degree (law n° 910 art.1 December 11, 1969) or any title equivalent to a Bachelor's Degree in Biotechnology (Former Ministerial Decree no. 270; Classification: L-2 "Biotechnologie") or Biological Sciences (Classification: L-13) or any other 5-year MSc

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program in Biology or Biotechnology - subject to verification of the candidate's preparation awarded abroad according to the Ministerial Circular dated April 19, 2021, available on the MUR website: <https://www.studiare-in-italia.it/studentistranieri/>.

Further information on academic requirements for students who are obtaining or have obtained a Non-Italian academic qualification can be also found on the UniSR website at the following page:

<https://www.unisr.it/en/servizi/ammissioni/biotechnology-medical-biology>

The MSc in BIOTECHNOLOGY AND MEDICAL BIOLOGY course is entirely taught in English. Therefore, the candidates' knowledge of Italian language will not be tested for admission.

However, an Italian language Certification, corresponding to level B2 (CEFR), will be requested within 18 months from the matriculation (see art. 7).

Article 3 - registration to the admission test

In order to sit the admission test, candidates are requested to pay the test fee, which amounts to **Euro 150.00**. Payment is done according to the indications given on the online registration portal.

Payment of the test fee alone does not mean the candidate has completed the registration for the test.

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

Registration to the test must be done **exclusively online** through the University website (www.unisr.it). Online **registration opens on July 1, 2022 and closes on September 21, 2022 at noon (CET)**. The registration procedure requests candidates to enter their personal details and pay the test fee as described at point 3.1 below.

3.1 Registration procedure and timing

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

1. Enter their personal data;
2. Pay the test fee **within 30 minutes from registration**;
3. After paying the test fee, candidates will receive a confirmation e-mail of registration and payment and the procedure will be concluded.

After having registered online and having paid the test fee by the set deadline (September 21, 2022), **all candidates can send via e-mail to enrolment.biotechnologyEU@univr.it**, if in possession, 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 must be in Italian or in English. If the original document is not in English, candidates must send both copies of the original version and of the verified translation.

Candidates who will fail to send the above-mentioned documentation within the set deadline will be considered renunciative. The test fee will not be reimbursed under any circumstances.

Important: please be aware that each candidate is responsible for the details they indicate 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 verify the information provided by the candidates.

Article 4 - delivery of the admission test

The admission test for the MSc in BIOTECHNOLOGY AND MEDICAL BIOLOGY AY 2022/2023 reserved for the EU citizens will be held on **September 28, 2022 at 10:00 a.m. at the Selexi Test Center (Centro Direzionale Valtorta, Torre A, floor 1B – via G. Vida, 11, Milan.)**

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The test will be **computer-based**.

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. If an anomaly occurs during the test, the exam software continuously registers and saves any input given by the candidate together with the time still available. Therefore, if a single computer accidentally stops working, the issue will be immediately dealt with by the staff: the candidate will be able to resume the exam from his/her computer or from a different computer reserved to emergency cases, without this affecting the exam itself.

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

Candidates are requested to show up at the time indicated earlier in this call. The test begins when the candidate identification procedure has finished for all candidates.

Candidates will be allowed 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 only a mouse, which will be exclusively connected to the exam session software. 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. The admission test will start contemporarily for all candidates once the person in charge of the session will proceed with the test activation. Until that moment the software used for the exam will remain encrypted.

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.

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

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

4.1 Candidates with disability and special needs

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, July 12, 2011.

The request for certified compensatory tools must be entered when registering for the admission test (art. 3.2) by attaching the form “Request for compensatory tools”. The form is available and downloadable online from the website www.unisr.it/servizi/inclusione. Medical certificate must not be attached during the registration procedure.

A medical certificate in support of the above-mentioned kind of requests must be sent exclusively via e-mail to inclusione@unisr.it no later than the application deadline for registration indicated by this competition call. Otherwise the request will not be accepted.

Candidates diagnosed with Specific Learning Disabilities (SLD) (law n° 170/2010) must present a medical certificate issued no more than 3 years before by National Health System structures or by structures accredited by the NHS itself.

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4.2 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 in total to complete the test.

Article 5 – ranking list and admission

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

- maximum 98 points for the answers given in the admission test;

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- 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.

Candidates who have scored less than 22/100 will not be admitted to enrolment.

The final ranking list will be published on the official University's online Board (www.unisr.it/AlboOnline) within the deadline set by the Italian law.

Article 6 – admission to enrolment

Admitted Candidates must complete the **online enrolment within 3 working days after the publishing of the ranking list.**

If a candidate does not complete the enrolment procedures within the deadlines for whatever reason, s/he loses the assigned place and will not be allowed to enrol any longer. The free place will be assigned to another candidate according to the ranking order and to the indications given by the Admissions Office.

Article 7 – Enrolment procedure

7.1 Foreword

Notices and ranking lists published on the University website are the only 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 his/her position and meet the given enrolment deadlines by checking the webpage regularly.

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Students must hand in an **English language Certification corresponding to level B2 of the Common European Framework of Reference CEFR within 18 months from the matriculation.**

The personal English language knowledge will be assessed through the admission test.

Those who have studied entirely in the means of the English language in their University/College for at least the past two years preceding enrolment, are exempted from presenting the above-mentioned English language certification.

International students only must also hand in and Italian language Certification corresponding to level B2 of the Common European Framework of Reference CEFR within 18 months from the matriculation.

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 detailed instructions published on the University website by the Registrar's Office.

The online enrolment procedure will open starting from the day after the publishing of the ranking list and will remain open for four consecutive days.

During this period of time, admitted candidates must:

- Complete the online **enrolment procedure**;
- Download, fill out and sign the **enrolment form** available at the end of the online procedure;
- Make the **payment of the first instalment** using the MAV form available at the end of the online enrolment procedure;

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- Send the following documentation in PDF format via e-mail to enrolment.biotechnologyEU@univr.it specifying in the subject “Biotechnology and Medical Biology enrolment”:
 1. Copy of the filled out and signed **enrolment form**;
 2. Copy of the **payment receipt** of the first tuition fee instalment;
 3. Copy of a valid **identity document**.
 4. **Official Bachelor’s Degree** with verified translation into Italian and legalization by the local Italian Diplomatic Authorities of reference;
 5. **“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 the information on the evaluation system of academic qualifications in the country where it was obtained (final score, minimum and maximum score that can be assigned.)
 6. **For Non-EU Citizen already residing in Italy**: copy of the residence permit.

Candidates will receive confirmation of their enrolment via e-mail within one working day from when the Admissions Office receives all the enrolment documents.

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

7.3 enrolment and original documents required for students with a foreign qualification only

Candidates who have completed the enrolment procedure as indicated in art. 7 will receive a confirmation e-mail from the Admissions Office with the details needed to finalize the matriculation.

The following original documentation must be handed in to the Front Office of the

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Student Center (Polo Studenti) by the person concerned only. Documentation sent by mail or fax will not be accepted.

- Official Bachelor's Degree with verified translation into Italian and legalization 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 the information on the evaluation system of academic qualifications in the country where it was obtained (final score, minimum and maximum score that can be assigned)
- For Non-EU Citizen already residing in Italy: copy of the residence permit.

Requests of Evaluation of previous university credits can be officially handed in only after the student has finalized the enrolment and within three months by handing to the Front Office of Student Center (Polo Studenti) the filled-out form available in the student's Intranet together with all the attachments and tax stamp required.

Please acknowledge that enrolment must be compliant to the Italian regulation on Higher Education (art 14.2 T.U. sull'istruzione superiore) which forbids contemporary registration to different Universities and/or study courses in Italy.

7.3.2 Students already enrolled in other courses at Vita-Salute San Raffaele University:
see Italian version of the Call, Bando di Ammissione art. 7.1 and art. 8.2

7.4 Candidates with disability

Admitted Candidates with any kind of permanent or temporary disability must formally request the support they will need for their studies. Candidates with learning disabilities according to the law n. 170 October 8, 2010 with the new regulation concerning specific

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learning disabilities within the educational environment can request the special terms envisaged by the Ministerial Decree n. 5669, July 12, 2011. In order to apply, candidates have to download the form available online, <https://www.unisr.it/servizi/inclusione>, and send it to inclusione@unisr.it together with all the enrolment papers.

Article 8 – reserve list

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

8.1 reopening of the ranking list

Starting from the day of the publishing of the notice with the number of available places, the Admissions Office will indicate the candidates who have been admitted to the online enrolment procedure according to the ranking order. This information will be posted online. The newly admitted candidates will have to proceed with online enrolment by 3 p.m. (CET) of the second working day after the reopening of the rankings.

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 into the course until there are places available.

Article 9 – tuition fees

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The yearly tuition fees for students enrolling to the AY 2022/2023 amount to Euros 7,640.00 divided into 3 installments:

- First installment: euro 2,640.00 to be paid upon enrollment;
- Second installment: euro 2,500.00 deadline January 31, 2023;
- Third Installment: euro 2,500.00 deadline March 31, 2023.

The above-indicated amounts include the Euros 140.00 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 10 – 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.

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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,

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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.

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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

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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 11 - 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.

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The President of the Admission Competition and Supervision Committee nominated as resolved by the Faculty Board Meeting on November 11th, 2020 is Prof. Marco E. Bianchi and Dr. Alessandro Sessa and Dr. Nicola Clementi.

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

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