

Prot.n.4368

Rep. n. 48

Bari,16.07.2024

A.Y. 2024/2025

THE PRESIDENT OF THE MEDICAL SCHOOL

HAVING REGARD TO	Law 9 th of May 1989, No. 168;
HAVING REGARD TO	Law 2 nd of August 1990, No. 241, "New rules on administrative procedure and right of access to administrative documents" as amended and integrated;
HAVING REGARD TO	Law 19 th of November 1990, No. 341 reforming the University regulations;
HAVING REGARD TO	Law 5 th of February 1992 No. 104, "Law on assistance, social integration and the rights of disabled persons", as amended and integrated;
HAVING REGARD TO	Law 2 nd of August 1999, No. 264, as amended by the Law dated 8 th of January 2002, concerning rules on access to university courses;
HAVING REGARD TO	the Statute of the University of Bari Aldo Moro, issued by R.D. No. 423 dated 04.02.2019;
HAVING REGARD TO	the current University teaching Regulations;
CONSIDERING	the Student Fee Regulations for the A.Y. 2024/2025, that will be available at the following link https://www.uniba.it/it/ateneo/statuto-regolamenti/studenti/regolamenti-sulla-contribuzione-studentesca ;
HAVING REGARD TO	the D.P.R. 28.12.2000, No. 445, " <i>Legislative provisions on administrative documentation</i> " as amended;
HAVING REGARD TO	Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27 th 2016 on the protection of individuals with regard to the processing of personal data, as well as their free movement and which repeals the Directive 95/46/EC (General Data Protection Regulation);
HAVING REGARD TO	Legislative Decree No. 101 of 10 th of August 2018 " <i>Regulations for the compliance of the national law with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th of April 2016 on the protection of individuals regarding the processing of personal data and its free movement and repealing Directive 95/46/EC (General Data Protection Regulation)</i> ";
HAVING REGARD TO	Ministerial Decree No. 472 dated 23-02-2024 Defining the methods for holding the 'TOLC' test and the contents of the admission tests for single-cycle degree courses in medicine and surgery, dentistry and dental prosthesis and veterinary medicine for the 2024/2025 academic year
HAVING REGARD TO	the Ministry of Universities and Research's circular document published on its website at the following url: http://www.studiare-in-italia.it/studentistranieri/ on ' <i>Procedures for the entry, stay and enrolment of international students and the related recognition of qualifications for higher education courses in Italy valid for the 2024-2025 academic year</i> ';
HAVING REGARD TO	the current Teaching Regulations of the single-cycle Master degree courses with scheduled access relating to the School of Medicine;

HAVING REGARD TO	the abstract from the minutes of the Board of the School of Medicine of 28.03.2024, item 10 on the agenda, which approved the ' <i>Regulations for university transfer/course changing to years subsequent to the first one of the single-cycle degree courses in Medicine and Surgery, Medicine and Surgery in English and Dentistry and Dental Prosthesis, Academic Year 2024/2025</i> '.
HAVING REGARD TO	the prot. notice n. 137960 dated 29.05.2024 issued by the Medicine and Surgery and Dentistry Unit informing the number of available places for the granting of transfer authorisation to years subsequent to the first one for the single-cycle degree courses in Medicine and Surgery in Italian language in Bari and in Taranto, in English language in Bari and Dentistry and Dental Prosthesis;

ISSUES

The following Notice concerning the granting of transfer authorisation for enrolment in years subsequent to the first one in the single-cycle degree courses with scheduled access related to the School of Medicine for the 2024/2025 Academic Year.

Art. 1 – Available places

The number of available places for the transfer application, to the years subsequent to the first one, to the single-cycle course in Medicine and Surgery (in Bari and in Taranto), Medicine and Surgery in English (LM41) and Dentistry and Dental Prosthesis (LM46), for the A.Y. 2024/2025, are as follows:

SINGLE-CYCLE DEGREE COURSES	YEAR OF COURSE	AVAILABLE PLACES
MEDICINE AND SURGERY – BARI HEADQUARTERS	II	0
	III	0
	IV	2
	V	3
	VI	2
MEDICINE AND SURGERY – TARANTO HEADQUARTERS	II	0
	III	2
	IV	3
	V	2
MEDICINE AND SURGERY TAUGHT IN ENGLISH (B.E.M.C.)	II	2
	III	0
	IV	3
	V	0
	VI	0
DENTISTRY AND DENTAL PROSTHESIS	II	0
	III	9
	IV	4
	V	4
	VI	3

Art. 2 - Admission conditions and requirements

Requests for transfer to years subsequent to the first for single-cycle Master's degree courses with scheduled access in Medicine and Surgery taught in Italian, Medicine and Surgery taught in English and Dentistry and Dental Prosthesis may be submitted by students enrolled in the same courses at other EU or non-EU universities and by students enrolled in another degree course or already graduated in accordance with article 6 of this notice.

Such requests can be considered exclusively within the limits of available places, in accordance with the current national programme for the related course year and within the availability of places (e.g. a student enrolled in the second year of the course for the academic year 2023/2024 may submit an application for the third year of the course for 2024/2025 academic year, subject to availability of places); requests that do not relate to the specific course year will therefore be not accepted.

It is not permitted to enrol in years subsequent to the first with the qualification of repeating students ("ripetenti"), as well as those who have regularly enrolled in the relevant year of the course following the passing of the admission test arranged for the academic year in which they participated and on the relative places available. Any transfer applications submitted by the aforementioned students, as well as those submitted by students outside the prescribed timeframe, will not be taken into consideration.

For international students, knowledge of the Italian language is required.

Non-EU citizens residing abroad must comply with the rules set out in the Circular of the Ministry of University and Research in "Procedures for entry, residency and enrolment of foreign/international students for higher education courses in Italy for the A.Y. 2024-25" and must submit their application for a study visa for A.Y. 2024/2025 exclusively through the University portal. Please consult the specific web page with links and detailed instructions: <https://www.university.it/studenti-stranieri>

If these students enrol for the first time at the University in Italy, they will have to take and pass the Italian language proficiency test, except in the cases of exemption provided for by current legislation and suitably proven by means of the relevant qualifications. All the information relating to the completion of the Italian language proficiency test will be made known by the International Students Unit (orsola.castoro@uniba.it). All candidates will be conditionally admitted to the selection.

The President of the Evaluation Committee may, at any time, with a reasoned decision, order the exclusion for failure to meet the prescribed requirements or for false declarations; The interested party will be notified of this measure by e-mail.

Art. 3 - Procedures and deadlines for submitting the request for authorisation

The application for authorisation, as well as the documents deemed useful for the selection, must be submitted, under penalty of exclusion, electronically, using the computer application dedicated to the page <https://pica.cineca.it/uniba/2024-trasf-001/> starting from 16.07.2024 by and no later than the day 19.08.2024 12.00 (Italian time). The access to the procedure takes place on the PICA portal (Integrated Platform for University Competitions) which can be accessed after registration or with SPID credentials, as indicated in the Guidelines (Annex A).

The computer application will necessarily require the possession of an e-mail address in order to self-register in the system. The candidate must enter all the required data for the production of the application and attach the documents in electronic PDF format.

The application form must be completed in all its parts, as indicated in the online procedure, and must include a photocopy of a valid identity document and a photocopy of the payment of the fee for participation in the competition. Once the payment has been made, the candidate must submit the application and ascertain the status of the same, which will pass from the "draft" mode to the "submitted" mode; the electronic submission of the application form is certified by the computer system by means of a receipt that will be automatically sent by e-mail. Each application will be assigned an identification number which, together with the competition code indicated in the computer application, must be specified for any subsequent communication. At the end of the submission deadline, the system will no longer allow access to and submission of the electronic form. No other forms of submission of applications or documentation useful for participation in the procedure are allowed. In the case of access to the platform by means of SPID, the procedure will not require the signature; in all other cases, the application must be signed:

- **by digital signature**, using smart cards, USB tokens or remote signatures, which allow the holder to sign generic documents using signature software on a PC or a web portal for Remote Signature made available by the Certification Authority. Whoever has a smart card or a Digital Signature USB token can verify its compatibility with the Digital Signature system integrated into the server system. In the event of a positive outcome, the holder will be able to sign the application directly on the server (e.g. ConFirma);

- **those who do not have compatible digital signature devices and Holders of Remote Digital Signatures** who have access to a portal for signing generic documents, must save the PDF file generated by the system on their PC and, without modifying it in any way, digitally sign it in CADES format: a file with the .p7m extension will be generated which must be re-uploaded on the system. Any amendment made to the file before the Digital Signature is applied will prevent the automatic verification of the correspondence between the content of this document and the original one and this will exclude the application;

- **if it is impossible to use one of the above options**, the candidate must save the PDF file generated by the system on his PC and, without modifying it in any way, print it and affix the complete handwritten signature on the last page of the printout. This complete document must be produced in PDF via scan and the file thus obtained must be uploaded to the system.

Applications received in a manner other than the one indicated will not be considered valid. Participation in this competition involves the payment of a contribution of € 50.00

The above-mentioned participation fee is non-refundable for any reason, pending its destination.

The candidate must pay the fee by clicking on the "Paga con Pago PA" button and choose one of the following online payment methods:

- Credit/debit card: for payment with cards;
- Bank account: for direct debit to your account;
- Other payment methods: for example PayPal or Satispay.

All candidates are conditionally admitted to the competition. The procedure for filling in and submitting applications online can be carried out from any computer connected to the network.

For technical problems, please contact the **"technical support"** indicated at the footer of the application procedure.

Candidates are invited to complete the application for participation in the selection well in advance of the deadline of this call. It is responsibility of the candidates to verify the correct conclusion of the procedure. Complaints will not be accepted for any malfunctions of the computer system due to overloads encountered by candidates close to the deadline. The payment of € 50.00 does not constitute

registration for the selection test, even if it is made within the deadline of the call for applications, in the absence of sending the application form. The documents required by this Call must be attached, in PDF format, to the application form.

Once completed, the application must be printed, signed and re-uploaded in the procedure following the instructions described in the online procedure. The absence of a signature and/or identity document are grounds for exclusion from the selection. In case of authentication with the use of SPID (Public Digital Identity System) credentials, it will not be necessary to sign the application.

The ID number of the application form will be used as an "identifier" for the preparation of the rankings, in compliance with current legislation on privacy;

The ID number of the application form will be communicated to your email address at the end of the application form to this procedure.

University Transfer/Course changing requests submitted by students who are or have been in a 'fuori corso' (outside the prescribed timeframe) or repeating status at the institution of origin, will not be accepted.

Pursuant to Ministerial Decree No. 583 of June 24th 2022, universities are not required to examine applications received in the absence of notices or calls in a manner other than those provided for by the aforementioned acts or outside the peremptory deadlines provided for by the same acts.

A. For candidates who intend to transfer from the same/other course of an Italian university:

1. substitutive declaration of certification, using the form attached to this regulation (Annex B), certifying:
 - enrolment in the last year of the degree course attended and qualification;
 - University of origin (exclusively State or legally recognized);
 - list of taken exams with indication of the relevant Scientific-Disciplinary Sectors (SSD), the accrued ETCS (credits) and the respective grades obtained.

It is necessary to indicate only the regularly recorded exams and not the partial tests taken during the year. The maximum care in filling in the aforementioned form is recommended taking into account the indication of the exact name of the exams, the grade, the scientific disciplinary sector and the number of credits; in particular, in case of exams consisting of integrated modules, the student must report the entire exam with the grade obtained and the total number of credits and, for each integrated module, the scientific disciplinary sector and the number of related credits, it being understood that the exam must have been passed in full and recorded. Before filling in the aforementioned self-declaration, students are invited to check with the university of origin that the exams have been regularly recorded.

2. overall study plan of the degree course attended;
3. detailed didactic program of the training activities (exams) taken;
4. photocopy of a valid identity or identification document.

B. For candidates who intend to transfer from the same/other course of an EU University:

1. certificate of the taken exams or substitutive declaration of certification indicating the years of the course in which you were enrolled, as well as a complete study plan including ECTS credits and grades with the ECTS scale. In the event that the University of origin does not provide ECTS credits, the certificate of the taken exams, indicating the years of the course in which you were enrolled, as well as the hours of commitment for teaching activity and the complete study plan of the University of origin translated into Italian and legalized.

2. official study programmes of all the educational activities taken by the student (on the letterhead of the foreign university and/or with its stamp), with official translation into Italian. Translation is not necessary for study programs in English;
3. declaration by the University regarding the methods of organization of the training course in the country of origin and the evaluation scale used, with an indication of the minimum score for sufficiency and the maximum;
4. photocopy of a valid identity or identification document.

C. For candidates who intend to transfer from the same/other course of a non-EU university:

1. the certificate of the taken exams, indicating the years of the course in which you were enrolled, as well as the hours of commitment for teaching activity and the complete study plan of the University of origin translated into Italian and legalized;
2. official study programmes of all the educational activities taken by the student (on the letterhead of the foreign university and/or with its stamp), with official translation into Italian. Translation is not necessary for study programs in English.
3. declaration by the University regarding the methods of organization of the training course in the country of origin and the evaluation scale used, with an indication of the minimum score for sufficiency and the maximum;
4. photocopy of a valid identity or identification document.

D. For candidates already in possession of a bachelor's degree:

1. substitutive declaration of certification, using the Annex B form attached to this Call, certifying:
 - the achievement of the degree certificate with the indication of the degree class, the University where it was obtained and the date of achievement;
 - list of the taken exams with indication of the relevant Scientific-Disciplinary Sectors (SSD), the ECTS credits awarded, and the respective grades obtained.
2. overall study plan of the degree course attended;
3. detailed didactic program of all training activities (exams) taken;
4. photocopy of a valid identity or identification document.

Please Note: In case of candidates with a high school diploma obtained abroad, the following documents must also be submitted:

-Scan of the High school diploma obtained after at least 12 years of studies and enabling admission in first level University degree under the laws of the Country of issuance, both original version and related official sworn translation into Italian, or English

- If the diploma has been achieved in one of the Countries listed in the following Automatic Recognition Database: <https://ardi.cimea.it/en>, it will be mandatory to submit:

- Statement of Correspondence of the diploma, downloaded from <https://ardi.cimea.it/en>
- Statement of Verification of the diploma issued by CIMEA or, alternatively, legalization/apostille on both original and translated versions.

-If the diploma has been achieved in one of the Countries NOT listed in the following Automatic Recognition Database: <https://ardi.cimea.it/en> it will be mandatory to upload:

- Statement of Comparability and Statement of Verification of the diploma issued by CIMEA (<https://cimea-diplome.it/>)

Alternatively to CIMEA statements, you can submit: Declaration of equal value (DoV) issued by the Italian Diplomatic mission (Embassy or Consulate) in the Country in charge of the education system where the diploma has been achieved, with legalization/apostille on both original and translated versions of the diploma.

In the case of upper secondary school qualifications obtained at the end of a school period of less than 12 years, they must submit, in addition to the above documentation:

1. The academic transcripts certifying the passing of all the exams foreseen for the first year of university studies in the case of the eleven-year local school system, or the academic transcripts certifying the passing of all the exams scheduled for the first two academic years in the case of a ten-year local school system.
2. An official Italian or foreign post-secondary study qualification obtained in a non-university higher education institution in a subject related to the chosen course, lasting one year in the case of an eleven-year local school system, or two years in the case of a ten-year local school system, respectively.
3. Certificates from other Italian universities regarding the completion of a foundation course which compensates for the years of missing education. These certificates may also be accepted in cases in which they are issued by foreign higher education institutions recognized and/or accredited in the foreign system in question and, at the same time, prove to be official qualifications belonging to the foreign system in question.
4. Certificates awarded in-house relating to the passing of foundation courses, including those of less than one academic year, which impart adequate knowledge, competences and skills to attend the chosen course of study within the same institution.

The aforementioned additional and complementary certifications to upper secondary school qualifications obtained with less than twelve years of schooling allow in Italy only enrolment in the first academic year and cannot be evaluated further for enrolments with a course abbreviation, in order to avoid a double assessment of the same qualifications.

E. Course Changing:

The student already enrolled in the Study Courses referred to in this Call at the University of Bari (e.g. from the single-cycle CDLM (Master's Degree Course) of Medicine and Surgery in Italian to the single-cycle CDLM of Dentistry and Dental Prosthetics and vice versa or from the single-cycle CDLM of Medicine and Surgery in Italian towards the single-cycle CDLM of Bari's English Medical Curriculum - BEMC and vice versa or from single-cycle CDLM of Medicine and Surgery - Bari headquarters towards single-cycle CDLM of Medicine and Surgery - Taranto headquarters and vice versa) must request authorisation for the transfer, using the appropriate procedure, possibly integrating a form of self-declaration if there are exams taken by 19.08.2024 and not yet recorded in the career to be declared.

The student requesting the course changing from Medicine and Surgery in Italian language to Bari English Medical Curriculum (BEMC) will have to produce appropriate English language certification (minimum level B2). The following certifications are recognized: UCLES Cambridge University Certificates; ESOL Certificates Trinity College; ISE Trinity Certificates; TOEFL iBT Test of English as a Foreign Language; IELTS International English Language Testing System.

Any documentation presented or sent after the deadline for submitting applications will not be taken into consideration. Applications that present incomplete documentation will not be taken into consideration and any additional documentation submitted after the deadline for this Call will not be accepted.

Art. 4 - Evaluation of the applications

The admissibility of the applications received will be assessed by the competent Medicine and Surgery and Dentistry and Dental Prosthesis Commissions, appointed by the President of the Medical School, whose names will be published on the School's website.

The Commissions will evaluate the individual requests mainly with reference to the following criteria:

- ✓ congruity of the didactic programs relating to the courses of the exams taken at the University of origin with that envisaged by the Didactic regulations of the Master's Degree Course in Medicine and Surgery and Dentistry and Dental Prosthesis;
- ✓ number of university training credits (CFU or ECTS) acquired and recognizable compared to the university training credits of the didactic activities of the study courses for which the application is submitted;
- ✓ number of exams taken and related grades reported.

During the evaluation phase, the Commissions will also take into account the preparatory requirements and blocks provided for by the Didactic Regulations of the Master's Degree Courses of the Medical School.

The Commissions will have to indicate the following elements for each student requesting transfer:

- formal suitability of the application (presence of the requirements, completeness of the documentation);
- course year in which it is possible to enrol the student based on the validatable exams and the related recognizable ECTS credits, taking into account the preparatory requirements and blocks provided for in the Master's Degree Course Regulations.

Applications found to be formally suitable will be accepted within the limits of available places.

In the event that the applications deemed suitable, for one or more years of the course, are higher than the possible availability of places, the Commissions will formulate a specific merit ranking by applying the following criterion:

- ratio between the number of recognizable credits and the number of credits foreseen in the study plan of the Degree Course for which the application is submitted, multiplied by the weighted average of the marks, expressed in thirtieths, of the recognizable didactic activities. **It is specified that the didactic activities passed with a positive judgment of suitability (which in the study plan of the Course for which the application is submitted are evaluated with a grade) will be evaluated by the Commission in order to draw up the rankings and for this reason calculated by assigning a grade of 24 for the number of credits acquired ; furthermore, the ECTS credits that can be evaluated for each individual exam cannot exceed the ECTS credits foreseen for the same exams of the relevant degree course of this School. Exams taken in previous degree courses will not be considered and evaluated unless validated at the headquarters where the student is regularly enrolled and from which he or she sends the authorisation request.** For the preparation of the rankings, the teaching activities passed with a grade of 30 L (*'laude'*) will be counted as 31.
- if two or more candidates obtain, at the conclusion of the credit evaluation operations and the necessary preparatory requirements, the same score or equal evaluation, priority will be given to the disabled candidate in possession of a disability certificate equal to or greater than 66% or disability certificate as referred to in the Italian Law no. 104 of 1992 art. 3, paragraph 3.
- in the event of a further tie, the youngest student will take precedence.

Students coming from three-year Bachelor's degree courses in the Healthcare Professions will not have any exam taken considered and evaluated.

The Commissions will prepare the merit rankings and send the related reports to the Medicine and Surgery and Dentistry Unit indicating, for each of the students requesting the university transfer/course changing, the following elements:

- year of course in which the student can enrol;
- recognizable exams.

The outcome of the evaluation of the application will be made known exclusively by posting on the noticeboard of the Medicine and Surgery and Dentistry Unit and on the website at the following address: <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti> .

This publication will be considered as a notification to all candidates, no further communication will be sent.

Art. 5 – Issuance of the Authorisation ('Nulla Osta')

Acceptance of the place assigned to the eligible person will take place in two phases:

Phase 1: Acceptance of the Authorisation

The winners must send an email of acceptance and simultaneous request for transfer authorisation (to be delivered to the University of origin), **no later than 10 days from the publication of the final ranking**, at the following address: segreteriastudenti.medicina@uniba.it.

Failure to send this expression of intent is equivalent to renouncement of the allocated place.

Phase 2: Completion of the transfer

Once the authorisation has been obtained, the candidate must submit the transfer application to his/her University and send the transfer receipt to segreteriastudenti.medicina@uniba.it **no later than 10 days from the issue of the Authorisation** attaching **at the same time** the duly completed enrolment application and the payment receipt for the first enrolment instalment.

Failure to send this documentation within the aforementioned deadlines is equivalent to renouncement of the place.

Art. 6 - Further availability of places

In the event that, after the deadline referred to in art. 5, there are further vacancies, the ranking of applicants eligible for enrolment in the Medicine and Surgery degree course will be scrolled with a direct call from the Medicine and Surgery and Dentistry Unit, according to the order of the ranking itself. The Medicine and Surgery Unit will communicate any changes in the ranking in writing to the Presidency of the Medical School. It will be the responsibility of the Medical School to publish the aforementioned communications on the web page at the following address: <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti>.

Only in the case of further possible availability, requests presented by students enrolled in another degree course or already graduated will be taken into consideration.

In any case, the transfer operations referred to above will be considered definitively closed **by 31.12.2024 c.y. (current year)**.

Art.7 - Publication of the rankings

The provisional merit rankings for each study course or the notice of their possible postponement will be published on the Medical School website **by 06.11.2024**.

An appeal to the President of the Evaluation Commission with regards to the published ranking is permitted; to this end it is necessary to send an email to presidenza.medicina@uniba.it **by 21.11.2024**.

Following the analysis of any appeals presented, **the final merit rankings** or the notice of possible postponement of the publication date will be published on the Medical School website **by 09.12.2024**

This publication will represent the only means of legal publicity on the outcome of the qualification selection.

Art.8 – Person Responsible for the procedure

Pursuant to Law No. 241/1990 and subsequent amendments, the person Responsible for the procedure is the Head of the Teaching and Student Services Unit of the School of Medicine, Mrs. Teresa Mazzarella. Any clarifications can be requested at the following e-mail address: teresa.mazzarella@uniba.it. Candidates can exercise the right of access to the documents of the competition proceedings according to the procedures and terms established by current legislation.

Processing of personal data

The personal data contained in the application form (and in the CV) will be processed for the purposes of managing this procedure and in application of the current regulatory provisions regarding the processing of personal data. The data will be processed - by the subjects authorized to process the same - with manual, IT and telematic tools within the scope and for the purposes specified above, in compliance with the security measures adopted by the University and in compliance with the provisions of EU Regulation No. 2016/679 and the current national legislation on the protection of interested persons with regard to the processing of personal data. The Data Controller is the University of Bari Aldo Moro, with registered office in Piazza Umberto I, n. 1, 70121 - BARI. The designated Data Protection Officer can be contacted at the email address rpd@uniba.it. The full text of the information is available at <https://www.uniba.it/ateneo/privacy/informative/informativa-selezioni/view>. The competition documents are public.

Candidates can exercise the right of access to the documents of the competition proceedings according to the procedures and terms established by current legislation.

Final Provisions

For anything not expressly provided for in this Call, shall apply the provisions of the "Regulation for the request of authorisation for university transfer/course changing to years subsequent to the first in the single-cycle master's degree Courses of the Medical School at the University of Bari Aldo Moro", as well as the current legal and regulatory provisions regarding admission to courses with limited/scheduled access. This Call constitutes the *lex specialis* of the procedure relating to the issuing of the authorisation for the transfer and, therefore, participation in the same implicitly implies acceptance, with no reserve, of all the provisions contained therein. This Call will be published on the website of the School of Medicine of the University of Bari Aldo Moro.

Bari, 16.07.2024

f.to The President
Prof. Alessandro Dell'Erba

DISCLAIMER: this English translation does not have any legal value in itself, and it is a translation of the original in Italian and is intended for information purposes only and thus does not supersede the Italian version. In case of discrepancies, the Italian version prevails.