

REGULATION FOR THE ISSUANCE OF AUTHORISATION FOR UNIVERSITY TRANSFER/COURSE CHANGING TO YEARS SUBSEQUENT TO THE FIRST IN SINGLE-CYCLE DEGREE COURSES IN MEDICINE AND SURGERY, MEDICINE AND SURGERY IN ENGLISH AND IN DENTISTRY AND DENTAL PROSTHESIS RELATING TO THE MEDICAL SCHOOL.

A.Y. 2024/2025

Art. 1 – Available places

The number of places available for university transfer/course changing under the allocated quota, for each year of the course, is planned annually by 30.05.2024, according to the indications provided by the Medicine, Surgery and Dentistry Unit (Educational Offer and Student Service Directorate - for each year of the course, in the relevant contingent (following withdrawals from studies, transfers of headquarters to enrol in the same degree course or changing to another course in foreign universities, changing to another course in the same or different university in Italy) in relation to the places fixed in the annual planning decrees, published by the Ministry of University and Research. The relevant **CALL** notice will be published at the following address: <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti>. The students who participate in the selection will be eligible to enrol in the Course year determined by the Commission, which will take into consideration the following minimum thresholds of credits obtained and the compliance with the preparatory requirements for inclusion in the rankings for the different course years as provided by:

Applicable Didactic Regulations of the **Medicine and Surgery Course and B.E.M.C.** (Bari English Medical Curriculum):

Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the II year	At least 16 ECTS
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the III year	At least 40 ECTS
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the IV year	At least 80 ECTS
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the V year	At least 80 ECTS¹
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the VI year	At least 80 ECTS²

Applicable Didactic Regulations **of the Dentistry and Dental Prosthesis Course**

Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the II year	Two integrated courses³ of the I year
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the III year	All integrated courses of the I year
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the IV year	All integrated courses of the I and II year and one exam of the III year
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the V year	All integrated courses of the I, II and III year
Minimum threshold of ECTS that must be obtained for inclusion in the ranking for transfer to the VI year	All integrated courses of the I, II, III and IV year and two exams of the V year

Art. 2 - Conditions and requirements for admission

Requests for authorisation for course changing/university transfer to years subsequent to the first for the single-cycle master's degree courses with scheduled access in Medicine and Surgery in Italian language, in Medicine

¹To enrol in the V year the student must have obtained all the required credits and have passed the Human Physiology exam and the Pathology and Immunology exam.

²To enrol in the VI year, the student must have obtained all the credits and exams required for the V year and have passed the Pathological Anatomy exam.

³It should be noted that, as required by art. 10 of the Course Regulations, an integrated course is defined as successfully passed, if the student has acquired at least 75% of the total credits foreseen by the specific integrated course.

and Surgery in English language and in Dentistry and Dental Prosthesis can be made by students enrolled in the same study courses at other EU or non-EU universities and by students enrolled in another Degree Course or already graduated pursuant to art. 6 of this Regulation.

Such requests can be considered exclusively within the limits of available places, in compliance with the national programming in force for the specific year of the reference course and the availability of places (example: the student enrolled in the second year of the course for the A.Y. 2023/2024 will be able to submit an application for the 2024/2025 academic year for the third year of the course after verifying the availability of places); applications that are not relevant to the specific year of the course for which availability has occurred will therefore be excluded.

It is not permitted to enrol in years subsequent to the first with the qualification of repeating students ("ripetenti") coming from other degree courses, as well as those students who have regularly enrolled in the relevant year of the course, after passing the admission test set for the academic year in which they have participated and the related available places. Any transfer request made by the aforementioned students will not be taken into consideration, as well as those presented by students outside the prescribed timeframe (*'fuori corso'*).

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

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

If applicants enrol for the first time at the University in Italy, they will have to take and pass the test of proficiency of the Italian language, except in the cases of exemption provided for by applicable legislation and appropriately proven by means of relevant qualifications. All 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 admitted "conditionally" to the selection. The President of the Evaluation Commission may order at any time, with a motivated Administrative Act, the exclusion for failure to meet the prescribed requirements or for false declarations; the interested party will be notified of this provision by e-mail.

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

The application for authorisation, as well as the documents deemed useful for the selection, must be submitted, under penalty of exclusion, electronically, using the dedicated IT (computer) application at the following page: <https://pica.cineca.it/uniba/2024-trasf-001>, starting from 16.07.2024 no later than the day 19.08.2024 at 12.00 (Italian time). The access to the procedure is 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 IT application will necessarily require you to have an email address in order to self-register in the system. The candidate must enter all the data required to produce the application and attach the documents in electronic PDF format.

The application for participation must be completed in all its parts, as indicated in the electronic procedure, and must include a photocopy of a valid identity document and a photocopy of the payment of the contribution for participation in the competition.

Once the payment has been made, the candidate must submit the application and check its status which will switch from the "draft" mode to the "submitted" mode; the electronic submission of the participation application is certified by the IT system through a receipt which will be automatically sent via e-mail.

Each application will be assigned an identification number which, together with the competition code indicated in the IT application, must be specified for any subsequent communication. Once the deadline for submission has expired, the system will no longer allow access and sending of the electronic form. **Other forms of sending applications or useful documentation for participation in the procedure are not allowed.** In the case of access to the platform via 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 ways other than those indicated will not be considered valid.

The contribution for participation in this procedure is equal to **€ 50.00**.

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

The candidate must make the payment by clicking on the "Pay with Pago PA" button and choosing the following payment method:

- Credit/debit card: for paying with cards;
- Current account: for direct debit from your bank account;
- Other Payment Methods: such as PayPal or Satispay.

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

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

Candidates are invited to complete the application form well in advance before the deadline for this Call. It is the candidates' responsibility to verify the correct conclusion of the procedure. Complaints will not be accepted for any malfunctions of the IT system due to overloads encountered by candidates close to the deadline. Furthermore, the mere payment of the contribution of €50.00 does not constitute the registration for the selection test, even if made within the deadline of the competition call, in absence of the submission of the application form. **The documents required by this Call must be attached to the application form, in PDF format.** Once completed, the application must be printed, signed and re-uploaded into the procedure following the instructions described in the online procedure. The lack of a signature and/or identity document is a reason for exclusion from the selection. **In the case of authentication using 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 applicable legislation on privacy;

The ID number of the application form will be communicated to your email address at the end of completing the application 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 the Ministerial Decree of June 24th 2022, No. 583, the universities are not required to examine applications received in the absence of notices or calls using procedures other than those provided for by the aforementioned documents or outside the peremptory deadlines established by the same documents.

A. For candidates who intend to transfer from the same/another 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;
 - the University of origin (exclusively State or legally recognized university);
 - list of taken exams with indication of the relevant Scientific-Disciplinary Sectors (SSD), the ECTS credits awarded, and the respective grades obtained.

It is necessary to indicate only the regularly recorded exams and not the partial tests taken during the year. It is highly recommended to fill in very carefully the aforementioned form with regard to the indication of the exact name of the exams, the grade, the scientific disciplinary sector and the number of credits; in particular, in the case of exams made up 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 disciplinary scientific sector and the number of related credits, without prejudice to the fact that the exam must have been passed in full and recorded. Before completing the aforementioned self-declaration (annex B), students are invited to check with their University of origin that the exams have been duly 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/another 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 an overall 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 overall study plan of the university of origin translated into Italian and legalized (as provided by the applicable law);
2. official study programs of all educational activities undertaken by the student (on headed paper 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 and maximum score, to secure sufficiency;
4. photocopy of a valid identity or identification document.

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

1. certificate of the taken exams with the indication of the years of the course in which you were enrolled as well as the hours of commitment for teaching activity and the overall study plan of the University of origin translated into Italian and legalized;
2. official study programs of all educational activities undertaken by the student (on headed paper 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 the indication of the minimum and maximum score to secure sufficiency;
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 attached to this regulation, 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 notice 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 Prosthesis 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 notice 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 taken exams 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 taken exams 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 must 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 didactic 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.

At. 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 the email address 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 installment.

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@pec.uniba.it **by 21.11.2024_ (this PEC also receives from ordinary email)**.

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.

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 rp@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 notice, 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 scheduled access. This notice 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 notice will be published on the website of the Medical School of the University of Bari Aldo Moro.

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.