

Regulation for the issuance of transfer authorization (“Nulla osta”) for enrolment in years subsequent to the first in the locally scheduled access bachelor’s degree in Sport and Physical activity science relating to the School of Medicine for the A.Y. 2024/2025.

TITLE I

Transfer for enrolment in years subsequent to the first in the Bachelor's degree in Sport and Physical activity science for the a.y. 2024/2025.

Art. 1 – Available places

The number of available places for enrolment in years subsequent to the first, in the quotas they belong to, for each year of the course, is established annually by 30.05.2024, according to the indications provided by the Healthcare Professions Unit (Directorate of Educational Offer and Student Services - Medical Sciences Student Secretariat Section), exclusively within the limit of the places made available for each year of the course, in the relevant contingent, following withdrawals from studies, transfers of headquarters to enroll in the same degree course or transfer to another course in foreign universities, transfer to another course in the same or different university in Italy or in any case, in the presence of facts suitable to materialize the definitive vacancy of the place in the year of the reference course, in relation to the places defined at the time in the annual planning decrees, published by the Ministry of University and Research. The related NOTICE will be published on the website at the following addresses:
<https://www.uniba.it/it/scuole/medicina/studenti/regolamenti>

Art. 2 - Admission Conditions and Requirements

Students enrolled in the same degree programme at other EU or non-EU universities and students enrolled in another degree course, who have regularly attended at least one academic year, as well as students already in possession of a bachelor's degree, may apply for authorization for enrolment in years subsequent to the first.

Such requests can only be considered within the limits of available places, in compliance with the national scheduling in force for the specific year of the course of reference and the availability of places (for example: students enrolled in the second year of the course for the A.Y. 2023/2024 will be able to apply for the A.Y. 2024/2025 for the third year of the course after checking the availability of places).

It is not permitted to enrol in years subsequent to the first with the qualification of repeating students (“ripetenti”), from other degree courses as those students who have regularly enrolled in the relevant year of the course following the passing of the admission test set for the academic year in which they participated and the relative available places.

High level competitive athletes

With regards to high-level competitive athletes, candidates must meet the following requirements:

- ✓ Representatives of the national teams and/or the relevant youth categories;
- ✓ Athletes involved in the preparation of the Olympic and Paralympic Games (summer and winter) and youth games;
- ✓ Athlete recognized as "Athlete of National Interest" by the National Sports Federation or by the relevant Associated Sports Disciplines;

For individual sports, athletes included in the top 36 positions of the national rankings;

For professional team sports activities, recognized pursuant to law no. 91/1981, athletes participating in the following national championships:

- ✓ Football league Series A, B and C; Primavera e Berretti Series A, B and C; Under 17, Under 16 and Under 15 series A, B and C;
- ✓ Basketball series A1, A2, B; Under 20, Under 18, Under 16 and Under 15 Excellence;
- ✓ For non-professional team sports, athletes participating in the National Championships of series A, A1, A2 and B including the Championships of Excellence comparable to Series A. For Volleyball, athletes participating in the championships of Series A1, A2, A3 and B male and A1, A2, B1, B2 female.

The candidate must present a declaration or certificate issued by CONI or the competent Federations or Associated Sports Disciplines. Documentation provided by associations or sports clubs 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. 2024/2025" and must submit their application for a study visa for the 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 of authorization

The application for authorization, 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-sams/domande/>, starting from 16.07.2024 by and no later than 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 copy of a valid identity document and a copy 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.

Disabled candidates in possession of a certificate of disability equal to or greater than 66% or disabled with certification pursuant to Law No. 104 of 1992 art. 3, paragraph 3, must attach to the

application suitable and proven documentation.

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 the 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.

Course change/ University transfer applications made by students who are or have been in a condition of outside prescribed time (“fuori corso”) or repeating (“ripetenti”) at the university of origin will not be accepted.

Pursuant to Ministerial Decree no. 583 of the 24th of June 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.

Any documentation presented or sent after the deadline for submitting applications will not be taken into consideration.

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 (underway “in corso”, repeating);
 - University of origin (exclusively State or legally recognized);
 - academic year of enrolment;
 - list of taken exams with indication of the relevant Scientific-Disciplinary Sectors (SSD), the accrued 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 Bachelor's or Master's 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:

- ✓ certificate of the taken exams or self-certification declaration 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 (as provided by the applicable law).

- ✓ 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
- ✓ 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;
- ✓ 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:

- ✓ 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;
- ✓ 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;
- ✓ 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
- ✓ photocopy of a valid identity or identification document.

D. For candidates who already hold a bachelor's degree:

1. Substitutive declaration of certification, using the form attached to this regulation (Annex B), certifying:
 - ✓ the achievement of the degree with the indication of the degree class, the university where it was obtained and the date of achievement;
 - ✓ list of taken exams with indication of the relevant Scientific-Disciplinary Sectors (SSD), the accrued credits and the respective grades obtained.
2. overall study plan of the degree course attended;
3. detailed didactic program of all the taken training activities (exams);
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.

In case of invalid or disabled candidates, the following documents must also be submitted:

- ✓ Scan of the certificate of disability equal to or greater than 66% or scan of the certificate of disability referred to Law No. 104 of 1992 art. 3, paragraph 3.

Art. 4 – Evaluation of the applications

The admissibility of the received applications will be assessed by a special Commission, whose names will be published on the School website.

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

- ✓ number of university training credits (ECTS) acquired and recognizable;
- ✓ number of taken exams and related grades reported.

The Commission will have to indicate the following elements for each of the students requesting the course change/university transfer:

- ✓ formal suitability of the application (presence of the requirements, completeness of the documentation)
- ✓ year of course in which it is possible to enroll the student due to the validatable exams e of the relevant recognizable credits, taking into account the teaching regulations of the degree course.

Applications found to be formally suitable will be accepted within the limits of available places. If in the same course year a higher number of students than available places are eligible, a ranking will be drawn up based on the following criterion:

- ✓ arithmetic mean of the marks obtained in the exams within the deadline for submitting the application multiplied by the number of related credits acquired from the aforementioned exams divided by total credits expected from the relevant degree course, according to the following algorithm: "med.artm.es. X (Acquired CFU /tot. CFU.) ", from the first year to the year of last enrollment, based on the study plan of this university.

In the event of a tie, disabled candidates in possession of a disability certificate equal to or greater than 66% or disabled candidates with certification pursuant to law no. 104 of 1992 art. 3, paragraph 3, placed in a useful position in the ranking relating to enrollment in years subsequent to the first, following the recognition of the relevant credits and the necessary preparatory requirements, as well as after ascertaining the documented availability of places at the university for the year of course in which they request enrollment, have preference over candidates not falling into the aforementioned categories.

Therefore, 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 disabled with certification referred to in law no. 104 of 1992 art. 3, paragraph 3. In the event of a further tie, the youngest student will take precedence.

The result of the evaluation of the application will be made known exclusively through publication on the site <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 – Publication of the rankings

The provisional merit rankings for each study course or the notice of a possible postponement of the publication date of the same will be published on the School of Medicine website <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti> 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).

The final merit rankings or the notice of a possible postponement of the date of publication will be published on the website of the School of Medicine <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti> , following the analysis of any appeals presented, by 09.12.2024. This publication will represent the only means of legal publicity on the outcome of the qualification selection. In any case, the transfer operations referred to above, will be considered definitively closed **by 31.12.2024.**

Art. 6 – Issuance of the Authorizations

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 contextual request for authorization to transfer (to be delivered to the University of origin), **no later than 10 days from the publication of the final ranking**, to the following address: segreteriastudenti.professionisanitarie@uniba.it

Failure to send such an expression of intent is equivalent to renouncement of the place.

Phase 2: Completion of the transfer

Once the authorization has been obtained, the candidate must submit the transfer application to his/her University and send the transfer receipt to the e-mail segreteriastudenti.professionisanitarie@uniba.it **no later than 10 days from the issue of the Authorisation** attaching **contextually** the duly completed enrollment application and the receipt for payment of the first installment of registration.

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

Phase 3: Further availability of places

If at the end of the competition procedure there are positions not covered by the successfully ranked candidates, the School reserves the right, upon request of the Course of Studies, to publish a further Call for Transfer applications.

Art. 5 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 regulatory provisions in force 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 headquarters 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>

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

Art. 6 Final Provisions

For anything not expressly provided for in this Call, the current provisions of law and regulations shall apply. These Regulations enter into force on the day following their approval by the Council of the School of Medicine on 28.03.2024.



UNIVERSITÀ
DEGLI STUDI DI BARI
ALDO MORO

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