



FACULTY OF MEDICINE AND SURGERY

TRANSFER OF STUDENTS ENROLLED AT ITALIAN OR FOREIGN UNIVERSITIES IN THEIR SECOND OR FOLLOWING YEARS OF THE ONE-CYCLE DEGREE COURSE IN MEDICINE AND SURGERY (LM-41 CLASS)

2018/2019 ACADEMIC YEAR

THE RECTOR

IN ACCORDANCE WITH law n. 264 of 2nd August 1999, "Norms regarding access to university courses" and, in particular, article 1, paragraph 1, letter a) and article 4, paragraphs 1 and 1-bis;

IN ACCORDANCE WITH MINISTERIAL DECREE of 22nd October 2004, n. 270, "Modifications regarding the Regulation containing norms concerning the didactic autonomy of the universities, approved through a decree of the Ministry of Education, Universities and Scientific and Technological Research of 3rd November 1999, n. 509";

IN ACCORDANCE WITH MINISTERIAL DECREE of 16.03.2007 which contains the redefinition, pursuant to the above-mentioned decree n. 270/2004, of degree course classes;

IN ACCORDANCE WITH the Statute of the University of Rome Tor Vergata adopted through D.R. n. 3427 of 12th December 2011 published in the G.U. n.296 of 21st December 2011 and successive modifications and integrations;

IN ACCORDANCE WITH the ruling from the Plenary Meeting of the State Council n. 1 of 28th January 2015;

IN ACCORDANCE WITH the Regulation approved by the Academic Senate on 19th May 2015 and emended through D.R. n. 1772 of 16th June 2015;

IN ACCORDANCE WITH Ministerial Decree n. 385 of 14th May 2018, which foresees "Modalities and contents of the entrance test in order to gain access to the one cycle master degree course in Medicine and Surgery for the 2018/2019 academic year";

IN ACCORDANCE WITH art. 8, point 8 of the call, which determines the number of places available in the one cycle master degree course in Medicine and Surgery for the 2018/2019 academic year;

AND TAKING INTO CONSIDERATION that, to date, the final selection list has yet to be published;

AND CONSIDERING that the Medicine and Surgery degree course lessons started on 12/11/2018

DECLARES

Art. 1 - Requirements regarding the submission of your transfer request

1. The following students can submit a transfer application:

- Students with **Italian citizenship**,
- Students from the **European Union**,



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- **Foreign students from outside the European Union, who officially reside abroad, but who are legally registered in Italy**, in accordance with art. 26 of Law n. 189/2002; and **foreign students, officially residing abroad, enrolled at an Italian university** in accordance with art. 46 of Decree of the President of the Republic n. 394/99.

2. The above-mentioned students must be enrolled in their second year or following years and be up to date with the payment of their university fees for their degree course. Students who are behind with their exams (fuori corso) will not be considered eligible.

3. Transfer applications to the Medicine and Surgery degree course can be submitted only by students who are officially enrolled at their own universities in degree courses **provided in the English Language only** and where participation in such courses requires an admission test in English.

Art. 2 – Number of places available

For the 2018/2019 academic year, the following places are available:

DEGREE COURSE	STUDY YEAR	N. OF PLACES AVAILABLE
MEDICINE AND SURGERY LM-41	5 nd	9
MEDICINE AND SURGERY LM-41	6 th	5

Art. 3 – Application Procedure

Transfer applications, filled out on **form A**, which can be found in attach, must be sent by PEC to the following address protocollo@pec.torvergata.it specifying of subject "Medicine and Surgery transfer" **by no later than 12th of December , 2018, h 12:00.**

Students must include the following documents with their application transfer (**form A**):

- a. A self declaration using Form B, which is available in attach
 1. list of successfully completed exams including grades, dates, ECTS credits, and hours of frontal classes;
 2. the frequency of exams not sustained with relative credits and hours of frontal classes;
 3. practical training activities
 4. details of the enrollment years (i.e. a.y 12-13: enrolled at the 1st year, a.y. 13-14: enrolled at the 2nd year and so on)
- b. Official regulation of the degree course;
- c. Didactic programme of the degree course;
- d. Copy of a valid identity document.



No additional documents will be accepted after you have submitted your transfer application.

- **Students enrolled in foreign universities, together with their applications, in place of the self-certification referred to paragraph a., should attach the certification issued by their University of origin attesting to the requirements laid out in letter a., The documents referred to in subparagraphs b. and c. must be issued, stamped and undersigned by the students' university of origin. This documentation must be produced in English language or, if different, must be provided with a certified translation in Italian language.**

Applications which do not include all the requirements laid out in Art. 3 of this Call, or which do not include or only partially include the attachments requested, will be considered invalid.

The above documents must be sent in .pdf format to the PEC e-mail address, in accordance with Art. 4, DPCM 6th of May 2009: protocollo@pec.uniroma2.it

Art. 4 – Evaluation of Applications

Applications will be evaluated by a Commission of the Degree Course in Medicine and Surgery provided in the English language. The Commission will evaluate all applications in accordance with the following criteria:

- a)** the arithmetic average of the exams for a maximum of 60 points, which will be calculated as follows: subtract eighteen from the arithmetic average of exams and multiply the resulting total by five. Partial examination results, "idoneità", or exam validations which have not been registered in thirtieths, will not be considered;
- b)** total number of ECTS credits in relation to the number of years of enrolment, for a maximum of 60 points, which will be calculated as follows: 1 point is awarded for each credit obtained, and the resulting sum is then divided by the number of years of enrolment in the degree course in Medicine and Surgery;
- c)** Adequacy of the course program regarding the exams sustained in the students' University of origin.

In cases where there are more applications than the number of places available, the Commission will compile a ranking list based on the average score of the successfully sustained and officially registered exams and the total number of ECTS credits obtained in relation with the number of years of enrolment.

In cases where there are equal scores, priority will be given to the youngest candidate.

If the number of applications received is equal to or lower than the number of places available, all requests will be automatically accepted by the Commission, following verification of the application requirements. In such cases, no selection will be carried out by the Commission.

Following the evaluation of applications, the Commission will send their report to the Student Secretarial Office of Medicine and Surgery, indicating the following elements for each student that has applied for a transfer:

- Study year;
- Officially completed and registered exams;
- Authorization to release of "nulla osta" (possibility to enrol).

Art. 5 – Publication of the list of successful students and the issuing of their "nulla osta"

The results regarding transfer requests will be published no later than **December 17th, 2018** on the website <http://medschool.uniroma2.it>



These publications represent the only way in which the result of the evaluation will be legally notified.

In the period of time between **December 17th, 2018** and no later than **December 19th, 2018**, the students concerned can collect their "nulla osta" and receive instructions on how to enrol, a procedure that must be completed no later than **January, 11th 2019**.

The person responsible for the administrative procedures linked to this call is from the Student Secretarial Office - Medical Area of the Faculty of Medicine and Surgery.

Art. 6 – General Information services

The University will remain closed from 22th December 2018 to 6th January 2019.

Student Secretarial Office of Medicine and Surgery

Address	Medicine and Surgery Faculty Via Montpellier, 1 – 00133 Rome
Telephone numbers	0672596045 0039 0672596045
Office opening hours	Monday- Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm

International Student Secretarial Office

Address	Via Cracovia, 50 – 00133 Rome
Telephone numbers	0672592566-67-3231 0039 0672592566-67-3231
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
e-mail	Studenti.stranieri@uniroma2.it – international.students@uniroma2.it

Rome, 29th November 2018

**The General Manager
Dott. Giuseppe Colpani**

**The Pro-Rector
Prof. Claudio Franchini**

The hereby call is a translation made for the convenience of the international students; only the call (bando) in Italian has to be considered as the official document issued by the University, the only one students may refer to in case of disputes or controversies.



FORM A –

To the Magnificent Rector of the University of Rome Tor Vergata
Request for clearance (nulla-osta) regarding a transfer for the 2018/2019 academic year

I the undersigned

Born in _____ on _____
Residence _____
Phone number _____ e-mail _____
Fiscal code (codice fiscale) _____

in accordance with the Decree of the President of the Republic of December 28th, 2000, n. 445,

DO HEREBY DECLARE:

I am enrolled at the University of _____ in the
_____ year of the one cycle Master degree course in **Medicine and Surgery** held in the
English language for the ____/____ academic year.

I REQUEST

to participate in the selection regarding the Transfer and Admission to the one cycle **Master degree in Medicine and Surgery held in the English Language for the 2018/2019** academic year of the University of Rome Tor Vergata

FIFTH YEAR

SIXTH YEAR

I FURTHER DECLARE

- that I am aware the University will verify the truth of what I declare and that, should I make any false or inaccurate statements, regardless of possible penal liability, no corrections to my original declaration will be allowed and I will automatically lose the right to enrolment and any other possible benefits;
- that I would like to receive any communication relating to the above-mentioned procedure which will be sent to the personal e-mail address provided in the present application.

Rome, (date) _____

(student's signature)



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The following documents must be provided with your transfer application:

- a. **Form B** - Students enrolled in foreign universities, together with their application, in place of self-certification, should attach the certification issued by their University of origin containing the information requested in article 3 of the present Call.
- b. Official regulation of the degree course;
- c. Didactic programme of the degree course;
- d. Copy of a valid identity document.

Should students fail to provide the above-mentioned documentation, their application will automatically be considered invalid.

This application must be sent by PEC to the following address: protocollo@pec.torvergata.it specifying on subject “Medicine and Surgery transfer” no later than December, 12th, 2018 h. 12:00

FURTHERMORE, I DECLARE

that, at the same University, I have completed the following:

Course / Internship	Year of study	Total ECTS Credits	Hours

This form must be compiled, signed and attached to your application regarding participation in the selection, and will serve as substitution of the academic certificate issued by the University of your original course.

Rome, _____

(student's signature)