



**UNIVERSITÀ  
DI PARMA**

**DEPARTMENT OF MEDICINE AND SURGERY**

**CALL FOR APPLICATIONS**

**SINGLE-CYCLE MASTER'S DEGREE  
COURSE IN:**

**MEDICINE AND SURGERY  
(TAUGHT IN ENGLISH)  
(Ministerial class LM-41)**

Didactic regulations, as per Ministerial Decree no. 270 of 22<sup>nd</sup> October 2004  
Class LM-41 (Master's Degrees in Medicine and Surgery as per Ministerial Decree  
16/03/2007)

**LOCATION: PIACENZA**

**ACADEMIC YEAR 2024-2025**



<b>1) GENERAL INFORMATION.</b>	<b>Page 3</b>
<b>2) AVAILABLE PLACES.</b>	<b>Page 4</b>
<b>3) REGISTRATION FOR THE ADMISSION TEST AND CHOICE OF VENUES.</b>	<b>Page 4</b>
<b>4) CANDIDATES WITH A DISABILITY OR DSA DIAGNOSIS.</b>	<b>Page 8</b>
<b>5) ADMISSION TEST.</b>	<b>Page 8</b>
<b>6) PROCEDURE FOR THE ADMISSION TEST.</b>	<b>Page 8</b>
<b>7) RANKINGS, THRESHOLD SCORE AND EVALUATION OF THE TESTS</b>	<b>Page 10</b>
<b>8) PROCEDURES FOR REGISTRATION, ACCESS TO RESULTS AND RANKING</b>	<b>Page 12</b>
<b>9) ENROLMENT</b>	<b>Page 13</b>
<b>10) FINAL RULES</b>	<b>Page 17</b>



## 1) GENERAL INFORMATION.

### I. TO WHOM THE CALL IS ADDRESSED.

This call for applications is aimed at those who intend to enrol in the Single-Cycle, Limited Enrolment Degree Course in Medicine and Surgery (taught in English). For the 2024-2025 academic year, the Ministry has provided for an admission test with identical content in all locations (Ministerial Decree no. 1133 of 6 August 2024). A single national ranking will be drawn up for the contingent of Italian citizens, EU citizens and Non-EU citizens treated as such under article 26 of Law no. 189/2002. For Non-EU candidates residing abroad, the ranking list is drawn up by the University at local level. Information on the Medicine and Surgery course (regulations, admission requirements, teaching plan, educational objectives, information and contacts, etc.) is available on the course website (<https://corsi.unipr.it/en/cdlm-ms>).

### II. WHO MUST TAKE THE ADMISSION TEST.

All candidates interested in enrolling must take the admission test in accordance with the procedures set out in this notice. Candidates who have already obtained a degree in Medicine and Surgery in Italy are not to be admitted to the admission test.

### III. DATES TO BE OBSERVED

All deadlines in the procedure are mandatory and failure to meet them will result in exclusion from selection or from the possibility of enrolment on the course, regardless of the reasons given:

Admission test registration on the <a href="http://www.universitaly.it">www.universitaly.it</a> portal	From 02/09/2024 to 12/09/2024 (15:00 Italian time – GMT+2)
Admission test	17/09/2024
Publication of the score obtained according to the label code	26/09/2024
Publication of papers, scores and demographic forms	03/10/2024
Publication of the national ranking list and start of enrolments	10/10/2024
Filling out the application for university tuition fee reduction (also for candidates awaiting ranking results)*	04/11/2024

\*Per maggiori dettagli in merito ai contributi universitari e ai benefici richiedibili, si prega di consultare il Manifesto degli studi per l'a.a. 2024/2025, disponibile al seguente link: [https://www.unipr.it/sites/default/files/2024-05/Manifesto Studi 2024 2025 1.pdf](https://www.unipr.it/sites/default/files/2024-05/Manifesto_Studi_2024_2025_1.pdf).

### IV. WHICH OFFICES CAN BE CONTACTED.

- For problems relating to Universitaly registrations, please refer to available contacts on the following website link: <https://www.universitaly.it/index.php/contatti>.



- If you have any questions or need administrative information about the selection procedure, please contact the Medical Student Secretariat Office by sending an e-mail to [medicineandsurgery@unipr.it](mailto:medicineandsurgery@unipr.it).
- If you encounter any technical issues during registration or enrollment on Esse3, the platform used by the University, you can contact the email address <mailto:helpdesk.informatico@unipr.it>.

## 2) PLACES AVAILABLE.

For the academic year 2024-2025, the following places are available for admission to the single-cycle master's degree course in Medicine and Surgery:

- 75 for Italian citizens, EU citizens and Non-EU citizens treated as such;
- 45 for Non-EU citizens residing abroad.

The quotas are thus determined in accordance with Ministerial Decree No. 1101 of 29 July 2024. Non-EU students are invited to consult the ministerial memo "Procedures for entry, stay, and enrolment of international students and related recognition of qualifications for higher education course programmes in Italy" in order to apply for Pre-enrolment ([https://universitaly-private.cineca.it/uploads/universitaly-pubblico/Circolare\\_2024-2025\\_studenti\\_internazionali\\_def\\_MUR.pdf](https://universitaly-private.cineca.it/uploads/universitaly-pubblico/Circolare_2024-2025_studenti_internazionali_def_MUR.pdf)).

**Please note that, following pre-enrolment, they must then register for the test following the procedures provided for EU students.**

## 3) REGISTRATION FOR THE ADMISSION TEST AND CHOICE OF VENUES.

Admission qualification is the Diploma issued by a Higher Secondary Education Institute or an equivalent foreign qualification in accordance with the Circular of the Ministry of Education, University and Research, which can be consulted at <http://www.studiare-in-italia.it/studentistranieri/>.

From **02 September to 12 September, at 15:00**, candidates can register for the admission test exclusively through the procedure on the University portal ([www.universitaly.it](http://www.universitaly.it)).

When registering, candidates are required to register on the University portal, indicating their email address, and to provide, in order of preference, the university campus for which they intend to sit the test and the **possession, if any, of one of the language certifications listed in Annex 3 of Ministerial Decree no. 1133 of 6 August 2024**

Such certifications, at the B2 CEFR level (or higher), are an essential requirement for admission and must be presented at the time of enrollment. Certifications issued by entities other than those listed in the aforementioned Annex 3 will not be accepted.

Candidates who meet the following alternative requirements are not required to present an English language proficiency certificate:

- Those who can prove, through a duly legalized certificate, that they have attended, for at least one year, a secondary institution (or a university) where the instruction was provided entirely in English;
- Those who come from English-speaking countries;
- Those who scored above 37 on the admission test.



If the candidate intends to take the test at an Italian venue, the first choice automatically constitutes the venue at which the test must be taken. No exceptions to the location of the test are permitted. These choices are **irrevocable as of 15:00 (GMT + 2) on 12 September 2024**, the closing date for registration. This procedure is compulsory for the purposes of the test, otherwise you will be disqualified. If you **wish to sit the test abroad**, you must also indicate a foreign venue from among those listed in Table A of Ministerial Decree no. 1133 of 6 August 2024,

For those who have chosen to take the test at the University of Parma, it will take place in the “Aule Moruzzi” of the hospital complex (Parma, Via Gramsci no. 14). Further information will be made available shortly at <https://mc.unipr.it/medicine-and-surgery-2>

The payment of the test participation fee is made according to the procedures published on University when registration opens. Payment not accompanied by the online registration receipt does not entitle the student to take part in the test.

If you do not register by the closing date of 12 September 2024, 15:00 Italian time, in accordance with the procedure described above, and you do not pay the fee, you will not be admitted to the admission test, regardless of the reasons given. In order to be admitted to the test, the candidate must present the receipt of payment.

In any case, candidates who are Non-EU citizens and who are not treated as such and who have not submitted the application to the Italian diplomatic representation will be excluded from the test and from enrolment.



## **RULES FOR DETERMINING THE QUOTA FOR NON-EU FOREIGN CANDIDATES**

For the purpose of determining the quota, it is specified that the following are considered equivalent to EU citizens:

- Citizens of Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino, and the Holy See;
- Non-EU citizens as defined by Legislative Decree No. 286/1998, Article 39, paragraph 5, and subsequent amendments and additions. For example, candidates with non-EU citizenship residing in Italy and holding a long-term EU residence permit, for subordinate work, self-employment, family reasons, asylum, or subsidiary protection, are considered equivalent (and thus compete within the quota reserved for EU countries).

Candidates already residing in Italy under a student residence permit are considered equivalent only if:

- They have been legally residing for at least one year;
- They hold a secondary school diploma obtained in Italy.

Both of the above conditions are necessary to compete in the quota reserved for citizens of EU countries. Therefore, candidates with a diploma obtained abroad and residing in Italy with a student residence permit can only compete for the positions reserved for non-EU candidates.

Candidates with dual citizenship, one EU and one non-EU, always compete for the positions reserved for EU candidates.

Foreign candidates are invited to consult the link for Non-EU students [Non-EU students | Università degli studi di Parma \(unipr.it\)](https://www.unipr.it/Non-EU-students)



Tabella A – Elenco dei Paesi di svolgimento

Elenco dei Paesi di svolgimento
Albania
Azerbaijan
Brazil
Canada
China
Cyprus
France
Germany
Greece
Hong Kong
India
Italy Bari Università degli Studi di Bari
Italy Milan Università degli Studi di Milano
Italy Milan Università degli Studi Milano - Bicocca
Italy Rome Università degli Studi di Roma "La Sapienza"
Italy Rome Università degli Studi di Roma "Tor Vergata"
Italy Naples Università degli Studi della Campania "Luigi Vanvitelli"
Italy Naples Università di Napoli Federico II
Italy Bologna Università di Bologna
Italy Turin Università degli Studi di Torino
Italy Pavia Università degli Studi di Pavia
Italy Parma Università degli Studi di PARMA
Italy Siena Università degli Studi di Siena
Italy Messina Università degli Studi di Messina
Italy Padova Università degli Studi di Padova
Italy Ancona Università Politecnica delle Marche
Italy Cagliari Università degli Studi di Cagliari * (in fase di accreditamento)
Ireland
Pakistan
Poland
Portugal
Saudi Arabia
South Africa
Spain
Switzerland
Turkey



UAE Dubai
UK
USA

#### 4) CANDIDATES WITH A DISABILITY OR DSA DIAGNOSIS

Below is the text of Article 4 of Ministerial Decree No. 1133 of August 6, 2024: Candidates with a disability certificate, certification under Law No. 104 of 1992, or a diagnosis of specific learning disorders (SLD) under Law No. 170 of 2010 may benefit, during the test, from appropriate aids or compensatory measures, as well as additional time, by making a specific request according to the procedures outlined in this notice.

Candidates with a disability or impairment as per Law no. 104/1992 or DSA as per Law no. 170 of 2010 who intend to take the admission test for the single-cycle degree course in Medicine in English for the academic year –2024-2025 are required to complete the following forms:

- **A38-1: A.Y.2023-2024 Declaration of disability equal to or greater than 66% and/or "recognition of handicap" pursuant to law 104/92 required for the selection exam for courses with nationally-scheduled number of students (<https://www.unipr.it/node/17978>)**
- **A39-2: A.Y. Declaration of dyslexia and specific learning disorders (DSA) required in relation to the selection examination for courses with a programmed number of students (<https://www.unipr.it/node/32577>).**

The forms must be sent by email to [protocollo.cai@unipr.it](mailto:protocollo.cai@unipr.it) no later than **12 September 2024**.

The above-mentioned candidates may present medical certifications that may not be up-to-date due to the limitations of the National Health Service (SSN) caused by the COVID-19 pandemic, with the provision that the universities may subsequently request additional documentation.

The university, based on the candidate's needs, will implement specific measures to address individual requirements. Additionally:

- A candidate with a disability certificate or certification under Law No. 104 of 1992, issued by the competent medical commission for the area, presented to the university in original or authenticated simple copy, is entitled to an additional time of up to 50% more than the time allotted for most candidates;
- A candidate with a specific learning disorder (SLD) certificate under Law No. 170 of 2010, presented to the university in original or authenticated simple copy, is entitled to an additional time of up to 30% more than the time set for the admission test. In cases of particularly severe certified SLD, the university may consider additional measures to ensure equal opportunities during the test. The SLD diagnosis must have been issued to the candidate no more than 3 years prior, if before the age of 18, or it must have been issued after reaching the age of 18, and must have been issued by public local health facilities or accredited entities and professionals with the regional health service.

Candidates with disabilities, impairments, or SLD residing in foreign countries who wish to benefit





from the aforementioned measures must present legalized certification, where required by international regulations, certifying the condition of disability, impairment, or SLD issued in their country of residence, accompanied by a sworn translation and an official or certified translator, either in Italian or English. The university officials responsible for reviewing the certifications will verify that the foreign documentation confirms a condition of disability, impairment, or specific learning disorder recognized by Italian law.

## 5) ADMISSION TEST

The admission test to the single-cycle degree course in Medicine and Surgery in English is unique and identical in content in all test locations.

The admission test consists of sixty questions with five answer options, from which the candidate must select only one, discarding any incorrect, arbitrary or less probable conclusions, on the following subjects: reading comprehension and knowledge acquired during studies; logical reasoning and problem-solving; biology; chemistry; physics and mathematics.

On the basis of the syllabuses in Annex A, available at the following link

[https://www.mur.gov.it/sites/default/files/2024-](https://www.mur.gov.it/sites/default/files/2024-08/Decreto%20Ministeriale%20n.%201133%20Allegato%20A.pdf)

[08/Decreto%20Ministeriale%20n.%201133%20Allegato%20A.pdf](https://www.mur.gov.it/sites/default/files/2024-08/Decreto%20Ministeriale%20n.%201133%20Allegato%20A.pdf) are prepared:

- four (4) questions on reading comprehension and knowledge acquired during studies;
- five (5) on logical reasoning and problem-solving;
- twenty-three (23) on biology;
- fifteen (15) on chemistry;
- thirteen (13) on physics and mathematics.

The admission test will take place on 17 September 2024 at the Italian universities as well as at the foreign venues indicated in table A. Registration for the test will begin on 02 September 2024 and close at 15:00 (GMT+2) on 12 September 2024 without exception.

The test at the Italian sites **begins at 11.00 noon**, with adaptation of the abovemention time to the local time zones of the foreign country where the admission test is administered. A time **of 100 minutes** is allotted for the performance of the test.

## 6) PROCEDURES FOR THE ADMISSION TEST.

With regards to the procedures for the admission test, Annex 1 of Ministerial Decree no. 1133 of 6 August 2024 provides for the following.

- a) In the event that more than one classroom is used, the candidates will be distributed according to age, with exception made for twins.
- b) Only a black pen provided by the University or foreign site must be used to fill out the answer sheet.
- c) Candidates are forbidden from interacting amongst themselves during the test; bringing into the classroom and/or using cellular phones, handheld devices, smartphones, smart watches, tablets, headphones, webcams, or other similar tools, as well as other pens, pencils, stationary (or any other devices suitable for writing) personally available to the candidate, and/or from using manuals, textbooks, or partial copies of the same, handwritten notes, white papers, or reference materials, by penalty of invalidation of the test.
- d) The student must fill out the demographic form and sign it for the purposes of confirming the match between the information referred to in letter h) when the test is handed in.
- e) The candidate marks the chosen answer option by placing an X in the relevant box (marking diagonal lines in the answer square). It is possible to correct an answer already given to a question once and only once, by completely blacking out the box previously marked with an X and marking a different one with an X; in any case, an X must be visible in only one of the



five boxes in order for the relevant points to be assigned to it.

- f) The answer sheet includes a small circle next to the number of each question that the student may mark to confirm that they do not wish to answer. Once this indication is marked, it can no longer be changed; if the candidate does not place any marking in the answer boxes, the question is considered unanswered even if the circle is not marked.
- g) At the end of the test, each candidate will be invited to come to a dedicated station equipped with a pen, at an appropriate distance from the commission, where they will find:
  - A box to hand in the demographic form, on the side of which an image of the demographic form will be visible;
  - Copies of the adhesive labels displaying the bar codes.
- h) Each candidate must choose a copy of the identical adhesive labels present there and place one of the two labels on the demographic form and the other on the answer sheet. Only the candidate must place the labels, and they must check that the codes present on the labels of the copy chosen match. The candidate must then sign, at the bottom of the demographic form, the declaration of truth of the demographic information and the matching of the codes on the labels applied to the demographic form and the answer sheet. At the end of this procedure, the candidate must place their demographic form in the closed container present at the dedicated station and, subsequently, go to another dedicated station where they will place their answer sheet in the appropriate closed container provided for this purpose, taking care to insert the answer sheet into the aforementioned container face-down, with the answers provided by the candidate facing down.

In view of the recent measures for the containment and management of the epidemiological emergency caused by COVID-19, applicable throughout Italy, the University ensures, both during access to the premises used for the tests and in the subsequent phases, the physical and social distancing between the candidates themselves as well as the adoption, by the candidates and all other persons present, of the personal and environmental hygiene measures as per the emergency regulations in force on the date of the test.

### **Grounds for cancellation of the test:**

- 1) the holding of the test in a different examination room from the one in whose lists the candidate is entered, unless the change has been authorised by the examination board and this is recorded in the minutes;
- 2) the introduction as well as the use in the classroom, by the candidate, of mobile phones, laptops, smartphones, smartwatches, tablets, earphones, webcams or other similar equipment, manuals, textbooks and/or reproductions, even partial, of these, handwritten notes and reference material;
- 3) the affixing of the signature or markings of the candidate or a member of the committee on the answer form (both front and back);
- 4) interaction between candidates and/or attempts to copy and/or attempts to exchange any material, including the exchange of personal details and/or reply forms, held by candidates;
- 5) the use by the candidate, during the insertion of the personal data sheet and the form placed in the containers provided, of pens, pencils or any other writing instrument for the purpose of making changes, additions and/or corrections to the answer form.

The Board will cancel the test. In the cases referred to in points 1), 2), 3), 4) and 5), CINECA will not determine the score of the annulled test.

## **7) RANKINGS, THRESHOLD SCORE AND EVALUATION OF TESTS.**



Enrolment in the degree course in Medicine and Surgery in English takes place according to the placement of candidates on the merit-based ranking resulting from the points they have obtained on the test, also taking into account the number of places assigned to the various universities and the preferences expressed by the candidates during the registration phase.

A maximum of ninety (90) points will be awarded for the evaluation of the test, taking into account the following criteria:

- **1.5 points for each correct answer**
- **minus 0.4 (-0.4) points for each incorrect answer**
- **0 (0) points for each answer omitted**

Based on these criteria, candidates are placed in two rankings: one reserved for Italian and EU citizens, as well as candidates of equivalent status under Article 39, paragraph 5, of the Consolidated Immigration Act, and the other reserved for non-EU (non-equivalent) candidates. Candidates in the first ranking are considered eligible only if they have achieved a score of twenty (20) or higher. This threshold does not apply to those competing for admission within the non-EU reserved quota, who are eligible if they have obtained a score greater than zero (0). Candidates who have not provided any answers to any questions are not included in the ranking.

In the event of a tied score, the following criteria shall apply:

- a) The marks obtained by the candidate in answering the questions on biology, chemistry, physics and mathematics, logical reasoning and problem-solving, and reading comprehension and knowledge acquired during studies respectively, shall prevail in descending order;
- b) the possession, within the date of the closing of the enrolments, of the linguistic certifications as per **Annex 3**, as declared by the candidate at the moment of the registration for the test, shall prevail. Possession of the language certifications required of candidates for the purposes of the procedure referred to in this decree is self-certified.

The University reserve the right, at any stage of the procedure, to verify the truthfulness of the declaration made by the candidate, in accordance with the relevant legislation in force. In the event that false or misleading statements are found in the documentation submitted by the candidate, without prejudice to the sanctions provided for by the Criminal Code and the special laws on the subject and the exposure of the declarant to action for damages by the interested parties, any registration will be cancelled, any benefits granted will be recovered and any university fees and contributions paid will be withheld;

- c) In the event of a tie between one or more candidates with disabilities holding a certificate of disability equal to or greater than 66% or disabled candidates with certification pursuant to art. 3, paragraph 3 of Law no. 104 of 1992 and one or more candidates not falling into the above categories, preference shall be given to the disabled candidate holding a certificate of disability equal to or greater than 66% or disabled candidates with certification pursuant to art. 3, paragraph 3 of Law no. 104 of 1992.

Disabled candidates with a certificate of disability equal to or greater than 66% or disabled candidates with certification pursuant to Law no. 104 of 1992 art. 3, paragraph 3, in possession of medical certification, even if not up-to-date due to limited activities of the NHS during the Covid-19 emergency, who intend, in the event of a tie with another candidate who does not fall into the above categories, to claim such preference, are obliged to present the certificate of disability equal to or greater than 66%, or the certification pursuant to law no. 104/1992 art. 3, paragraph 3, to the



University where he/she is "assigned" within the mandatory term of 15 (fifteen) days from the date of assignment, including the first day, under penalty of exclusion from the national ranking list.

After this deadline has expired, titles of preference not substantiated by the required documentation cannot be taken into consideration.

- d) Apart from the case referred to in point c), in the event of a further tie, the candidate with the youngest age shall prevail.

The condition of being eligible for admission to the degree courses referred to in Article 1 above refers only to the selective procedure underway: it does not give rise to any right in relation to access to the degree course in Medicine and Surgery (in English) in years subsequent to that in which the test was taken.

## 8) PROCEDURES FOR REGISTRATION, ACCESS TO RESULTS AND RANKING.

The score obtained by each candidate is determined by CINECA. On 26 September 2024, CINECA, on behalf of the Ministry of University and Research, will publish only the score obtained by each candidate according to the label code, on the website [www.university.it](http://www.university.it), in the area reserved for candidates until the end of the procedures.

Starting from the date following that of publication of the results of the test and within 5 working days, the persons in charge of the procedure at the Universities shall send to CINECA, through a reserved website created for them by the same consortium as the only means of communication, the identification data of each student taken from the personal data sheet and the scan of the single personal data sheets in pdf form. An analytical report of the above operations shall be drawn up that universities must make available to the Ministry of University and Research on the designated website.

On 3 October 2024, candidates can view their test, score, and personal data sheet on their reserved page of the University portal.

On 10 October 2024, the national merit-based ranking list including names will be published in the student area of the University portal.

At the time of each change in the ranking list, the candidate who:

- a. falls within the available places related to the first useful preference, they are considered ASSIGNED and must enroll at the assigned location and course within 4 days, including the day of the ranking update and excluding Saturdays and public holidays. Failure to meet this deadline will result in the loss of the right to enrollment, and any justification for the delay will not be considered;
- b. does not fall within the available places related to the first useful preference, they are marked as RESERVED for a subsequent choice. In this case, the candidate can either enroll at the location within the deadlines mentioned in point a) or wait to see if, after the completion of enrollments for candidates ahead of them in the ranking, any places become available in their preferred choices in the next ranking update. If the candidate enrolls at the location where they are reserved, all other preferences expressed will be automatically canceled.

On **10 October 2024**, with regards to the merit-based ranking list and the number of places available at the universities, the names of those who are ASSIGNED or BOOKED on the course and at the location given as first choice is published in the student area and the list of such students is provided to each university.

The functioning and changes in the ranking lists for the degree course for the purposes of enrolment take place according to the following stages and rules:

- On **10 October 2024**, the named ranking list with indication of the scores obtained for each candidate, their position in the ranking, and the university location at which they



- have been “assigned” or, taking into account the position on the ranking list of all candidates ahead of them and the relative preferences of the locations, as “booked” (or “waiting”) will be published in the reserved area;
- The ASSIGNED candidates must proceed with enrolment at the universities according to the administrative procedures of each university. The BOOKED candidates may proceed with enrolment at the universities according to the administrative procedures of each university. In order to allow for appropriate management of the national ranking list, a maximum term of 4 days, including the day of the change in rankings and excluding Saturdays and public holidays, is provided for enrolment for both ASSIGNED and BOOKED candidates who wish to avail themselves of the opportunity of enrolment for the specific ranking. Failure to enrol by ASSIGNED candidates implies the forfeiture of the right to do so if not exercised in the aforementioned term of 4 days. BOOKED candidates who do not take this opportunity do not forfeit the same right;
  - **Within 5 days**, and in any case, by 12:00 noon of the fifth day following each change in rankings, including the day of publication of the new rankings and excluding Saturdays and public holidays, the University, through its own reserved site, will inform CINECA of the names of enrolled students;
  - **Within 5 days**, and in any case by 12:00 noon of the fifth day following each change in rankings, including the day of publication of the ranking and excluding Saturdays and public holidays, all candidates, except for those already enrolled and those forfeiting the option to enrol that was offered to them and candidates who fall under the status of “no places left”, must confirm their interest in remaining on the ranking list in the reserved area of the University website, upon penalty of forfeiture. No justifications for failure to confirm interest will be taken into account, this being a simple computer procedure that can be entrusted to other parties within the five days allowed to complete the confirmation procedure. Upon the expiry of the aforementioned term, candidates are informed of the abovementioned exclusion via the reserved area. Should this notice be negative, without the need for any further communication or objection from the Ministry of Universities and REsearch, an appeal may be lodged with the Regional Administrative Court of Lazio within 60 days or with the President of the Republic within 120 days of publication in the reserved area of each candidate; in the absence of an appeal against exclusion within the terms indicated, an appeal lodged against other reasons relating to the failure to enrol in one of the chosen degree courses does not rectify the exclusion.
  - **On 17 October 2024**, CINECA will proceed, with regards to the merit-based ranking position and the preferences expressed, with the publication of a new ranking list with the procedures indicated above. Subsequent changes in the ranking list will follow the same procedures and terms as above.

During the first year, if the university has remaining training capacity and there are no eligible candidates on the merit lists who can enroll at that location, the university may consider requests for a change of location submitted by students, provided that it verifies the existence of serious and duly documented reasons.

## 9) ENROLMENT

### What to do after taking the entrance exam:

#### A) REGISTRATION WITH THE UNIVERSITY ENROLMENT SYSTEM AND ACTIVATION OF CREDENTIALS.

If you successfully pass the entrance test, you can proceed with enrolment.

First of all, it is necessary to [register](#) with the university information system. It is advisable to



complete the registration procedure well in advance in order to facilitate the activation by the university.

To register in the university system, please follow the instructions set out below.

**1) Admitted candidates who have reached the age of eighteen and are Italian citizens (or who were born in Italy) must register using SPID credentials.**

Prospective students must [log in](#) and select the option Register/Log in to be automatically sent to the University services portal, and provide the information requested.

**2) Admitted candidates who are minors or who do not have Italian citizen can instead use the registration procedure without SPID credentials by registering on [this page](#).**

Following either registration procedure (with and without SPID), the system will generate the following credentials:

- Temporary User (8-digit numerical code)
- Password Activation Code

To proceed with the activation of the credentials, you must connect to [this link](#). In the Username and Password activation code fields, the prospective student must enter the Temporary User and Password Activation Code obtained during the registration procedure, respectively.

Only after completing all of the above steps will it be possible to:

- Enter this [page](#);
- Click Register/Log in;
- Insert the username (numerical code previously provided by the University) and the personal password to proceed with the next step or use SPID credentials.

To complete the registration procedure, the admitted candidate must then log into the ESSE3 student career creation system for the first time at this link: <https://unipr.esse3.cinceca.it/Root.do>, by clicking on the Register/Log in option and proceed with the entry of the missing personal information.

## B) ENROLMENT IN THE MEDICINE AND SURGERY DEGREE COURSE

**After registration**, you need [to log in](#) and select the menu item **Registrar's Office > Admission test > Medicine and Surgery**. Once you have registered for the competition, you must access the menu, select **Registrar's Office > Enrollment** and proceed to enroll in the Master's Degree course in Medicine and Surgery.

**Admitted candidates who are adults and hold Italian citizenship (or were born in Italy) must use their SPID credentials during this phase.**

**Choose the course of study** and enter the **required data and documents**.

At the end of the entire procedure, the prospective student must:

1. access the **Payment section** from the **Registrar** option in the menu;



2. **download/view the IUV slip** which indicates the amount of the first instalment of nonrefundable fees.

The payment can be done in any branch of an authorised bank in Italy or through another payment system supported by PagoPA (home banking, authorised locations, Sisal points,

Lottomatica, post offices if you are an account holder, payment app). For information regarding the PagoPA payment system, please refer to the following link: <https://www.unipr.it/en/pagoPA>.

**Deadlines:** the payment date printed on the online receipt (RT) is proof for the University that the deadline for payment has been met. For all payments, it is necessary to check your bank's conditions and the time it takes to carry out this transaction: the banks make payment in specific hours and any services used by the customer outside of the banks specified hours are dealt with by the bank and processed later. The offices have the right/duty to check the qualifications necessary for admission even after the student number has been assigned. For further information regarding how the university fees are calculated, please refer <https://www.unipr.it/manifesto-degli-studi> to the TUITION FEES section.

**NB: Requests for reduced university tuition must be presented by 4 November 2024, at 17:00 by all interested candidates, even those who are still on the waiting list.**

Prospective students whose **handicap** has been recognised in accordance with art.3 comma 1 L. 5/02/1992 n.104, or for those who have a disability equal to or greater than 66%, it is necessary to download and fill in the **A23 FORM**, which can be found at the following website: <http://www.unipr.it/node/17976> and then send the completed form to [protocollo.cai@unipr.it](mailto:protocollo.cai@unipr.it)

In the days after the enrolment procedure, the University will send a confirmation e-mail, containing the student number and university e-mail address (e.g., nome.cognome@studenti.unipr.it) to the e-mail address which was provided during registration. The student number and the university e-mail address are essential for one's future as a university student. Indeed, the University of Parma will communicate with its students using only that e-mail address. The e-mail sent by the student office of reference will contain information regarding the student card which every student must have.

**N.B.:** students who hold a **school diploma qualification which was obtained abroad** are required to submit the following documents to the Student Registrar of Medicine and Surgery upon enrolment:

- Original high school diploma, duly legalised or accompanied by an apostille;
  - Sworn translation of the abovementioned diploma and any other foreign certificate provided;
  - Declaration of Value issued by the Embassy of the Country in which the diploma was acquired or, in the absence of the above, the Certificate of Equivalency issued by the CIMEA.
- Translation of the certificates is not required only when the originals were issued in English. Any translations issued abroad must be legalised or accompanied by an apostille.

#### HEALTH MONITORING

All enrolled students must present their vaccination certificate at the time of enrollment. Foreign students, regardless of their quota category, must submit a translated and legalized vaccination certificate.



## **SPECIAL CASES OF WINNING STUDENTS**

**CHANGE OF COURSE:** students who are enrolled in this University but want to change their choice of studies can do so. How to change courses and the necessary terms are outlined at the following link: <http://www.unipr.it/didattica/info-amministrative/trasferimenti-e-passaggi-dicorso> and on the webpages of the related study courses.

## **TRANSFER OF WINNING STUDENTS FROM OTHER UNIVERSITIES**

Students enrolled at another University who intend to enrol in the course of Medicine and Surgery in English at the University of Parma can choose a transfer. For this purpose, they must:

- Request the authorisation (*nulla osta*) for the transfer by e-mailing [medicineandsurgery@unipr.it](mailto:medicineandsurgery@unipr.it). This authorisation must be submitted to the university which the student has come from in order to be able to forward the application for the change of location;
- Request the outgoing transfer from the University at which they were previously enrolled;
- Proceed with the registration process **using the online procedure** which can be found at the following link: <http://www.unipr.it/didattica/info-amministrative/trasferimenti-epassaggi-di-corso>.

## **GIVING UP STUDIES**

As an alternative to the change of course or transfer options, students admitted to the Medicine and Surgery degree course in English with previous university careers can choose to give up the latter.

## **DUAL ENROLMENT**

With the entry into force of law no. 33/2022, it has become possible to request simultaneous enrolment in two degree courses by sending the relevant request form ([form A27](#)) Additionally, the application must be uploaded to your reserved area on Esse3 by selecting Registrar's Office > Evaluation test > Contemporanea iscrizione

In all the cases mentioned above, newly admitted students can request the validation of previously completed exams by filling out the validation form (<https://corsi.unipr.it/en/cdlm-ms/modulistica>), submitting the course syllabi, and providing a self-declaration of their previous academic history within the designated section in their reserved area (Registrar's Office > Admission test > Medicine and Surgery). For an English version of the validation form, please contact the Secretary's Office ([medicineandsurgery@unipr.it](mailto:medicineandsurgery@unipr.it)).

Please note that the submission of the validation request must occur concurrently with the enrollment.



## ADMISSION TO YEARS FOLLOWING THE FIRST

Enrollment in years following the first, after the credit recognition and necessary prerequisites procedures by the destination university, can occur only within the limits of available places for each year of the course, in the relevant cohort, due to study withdrawals, transfers to the same degree program at other universities or to different courses at foreign universities, or transfers to other courses at the same or another university in Italy. This also applies in cases where institutional regulations provide for the vacancy of a place in the reference year, in relation to the places previously defined in the annual programming decrees published by the Ministry of University and Research.

Following the documented availability of freed places, the university is required, through a public notice and selection of candidates, to restore the initial cohort, the size of which, for the legal duration of the degree program, is defined by the programming done by the Ministry of University and Research for the first year. Universities periodically announce such availability through specific notices or public calls. Candidates wishing to be admitted to years following the first must submit their application exclusively when such notices or calls are published. No preliminary admission tests are required for this purpose.

Candidates with disabilities who hold a disability certificate of 66% or higher, or disabled individuals with certification under Law No. 104 of 1992, Article 3, paragraph 3, and who are positioned favorably in the ranking for years following the first, solely based on credit recognition and necessary prerequisites, and following the documented availability of places at the university for the requested year, have preference over candidates not falling into these categories.

Universities are not required to review applications submitted in the absence of public notices or calls, in ways other than those provided by the aforementioned acts or outside the deadlines specified. It is not allowed to enroll in subsequent years as a repeat student for applicants coming from other degree programs, similar to those who have been regularly enrolled in the relevant year following the admission test for the academic year they participated in and based on available places.

Enrollment in years following the first for a student from an EU or non-EU university is always subject to the Italian university's assessment of the student's completed educational path, with particular attention to the specifics of the degree program, exams taken, theoretical studies completed, and practical experiences acquired at the originating university, as well as the unavoidable limit of available places assigned to the university for each year of the course during annual programming.

## 10) FINAL RULES

The person in charge of the procedure is **Professor Antonio Persecepe**

The Selection Board will be appointed by the Rector by means of a specific decree.

**INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA (Article 13 and 14 of the EU regulation 679/2016)**



## **DATA PROCESSOR**

The personal data processor is the University of Parma, which has its legal headquarters in Via Università, 12 – 43121 Parma – Italy; telephone +39 0521 902111; email: [protocollo@pec.unipr.it](mailto:protocollo@pec.unipr.it).

## **DATA PROTECTION OFFICER.**

The Data Protection Officer is the person to whom data subjects (natural persons to whom the data refer) can contact for issues related to the processing of their personal data and the exercising of their rights. Their contact details are: [dpo@unipr.it](mailto:dpo@unipr.it); PEC: [dpo@pec.unipr.it](mailto:dpo@pec.unipr.it)

## **PURPOSE OF DATA PROCESSING AND LEGAL BASIS**

The personal data provided by users who request dispatch of informative material are used only to perform the service or provision requested and are communicated to third parties (public or private) only where this is necessary for that purpose. Personal data are also communicated to the bank which, in agreement with the University, manages the procedure for the collection of university fees and contributions.

Personal data will also be communicated by the University, both during the students' university career and after graduation, to external subjects, bodies and associations, for orientation and insertion in the world of work and for post-graduate training activities.

## **PROCESSING METHODS**

Personal data are processed by automated tools for the time strictly necessary to achieve the purposes for which they were collected. Specific security measures are implemented to prevent data loss, illegal or incorrect use and unauthorized access.

## **RIGHTS OF THE INTERESTED PARTIES**

The interested party may request, under the conditions, access to personal data pursuant to art. 15 of the Regulation, the rectification of the same pursuant to art. 16, the cancellation of the same pursuant to art. 17 or the limitation of processing pursuant to art. 18, or may oppose their processing pursuant to art. 21, in addition to being able to exercise the right to data portability pursuant to art. 20. In case of violation of the provisions of the Regulation, the interested party may lodge a complaint with the Guarantor for the protection of personal data.

## **HOW TO EXERCISE YOUR RIGHTS**

The interested party may exercise all of the above rights by sending an e-mail to the Data Protection Officer at the above e-mail addresses.

Prof. Paolo Martelli  
Digitally signed pursuant to Legislative Decree no. 82/2005