



**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 22nd October 2004
Class LM-41 (Master's Degrees in Medicine and Surgery as per Ministerial Decree
16/03/2007)

LOCATION: PIACENZA

ACADEMIC YEAR 2023-2024



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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 2023-2024 academic year, the Ministry has provided for an admission test with identical content in all locations (Ministerial Decree no. 1082 of 7 August 2023). 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 www.universitaly.it portal	From 18/09/2023 to 29/09/2023 (15:00 Italian time – GMT+2)
Admission test	17/10/2023
Publication of the score obtained according to the label code	26/10/2023
Publication of papers, scores and demographic forms	31/10/2023
Publication of the national ranking list and start of enrolments	07/11/2023

N.B.: Candidates who wish to request a reduction in university fees based on their economic-financial situations may present the request for individual university tuition plans by 03 November 2023, 17:00. For further information regarding university tuition and which benefits can be requested, please consult the Prospectus for academic year 2023-2024, which is available at the following link: https://www.unipr.it/sites/default/files/2023-07/Manifesto_Studi_2023_2024%20_0.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.

2) PLACES AVAILABLE.

For the academic year 2023-2024, 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. 994 of 28 July 2023. 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://www.studiare-in-italia.it/studentistranieri/moduli/2023/Circolare_2023_2024.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 **18 September to 29 September, at 15:00**, candidates can register for the admission test exclusively through the procedure on the University portal (www.universita.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. 1082 of 7 August 2023. Candidates who, on the date of enrolment for the test, do not possess a language certification as mentioned above, may demonstrate the required language abilities by passing a B2-level English exam, offered by the University Language Centre. Please note that in order to participate in the test, enrolment in the relevant preparation course is necessary, with a cost of 361.00 EUR. For further information, please see the information available at <https://www.unipr.it/singoli-insegnamenti>.**

Candidates who have attended a school with teaching provided in English for at least one school year are automatically recognised as having a language certificate, subject to presentation of a duly legalised certificate. An Italian translation is also required, unless the documentation submitted is in English.

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 29 September 2023**, 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. 1082 of 7 August 2023,

Azerbaijan	Baku
Brazil	Sao Paolo
Canada	Toronto
China	Pechino
Cyprus	Nicosia
France	Parigi
Germany	Francoforte
Germany	Monaco di Baviera
Greece	Atene
Hong Kong	Hong Kong
India	New Delhi
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	Catania: Università degli Studi di Catania
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: Politecnica delle Marche
Pakistan	Lahore
Poland	Varsavia
Saudi Arabia	Jeddah
South Africa	Johannesburg
Spain	Madrid
Switzerland	Zurigo
Turkey	Ankara
Turkey	Istanbul
UAE Dubai	Dubai
UK	Londra
USA	New York

*in fase di accreditamento



For those who have chosen to take the test at the University of Parma, it will take place in the “Aule Centrali” of the hospital complex (Parma, Via Gramsci no. 14). Further information will be made available shortly at <https://mc.unipr.it/it/didattica/ammissioni-aa2023-2024/corsi-di-laurea-magistrale-ciclo-unico>.

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 29 September 2023, 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.

4) CANDIDATES WITH A DISABILITY OR DSA DIAGNOSIS

An excerpt of article 4 of Ministerial Decree no. 1082 of 07 August 2023 (Candidates with disability, invalidity and DSA diagnosis) is provided here:

1. The tests referred to in the present decree are organised by the Universities taking into account the individual needs of candidates with disabilities, those pursuant to article 16 of law no. 104/1992, as well as candidates diagnosed with specific learning disorders (DSA) pursuant to law no. 170/2010.
2. Candidates with a certificate of disability, with certification in accordance with law no. 104 of 1992 or with a diagnosis of specific learning disorders (DSA) in accordance with law no. 170 of 2010, may benefit from special aids or compensatory measures, as well as additional time, when taking the test, by making a specific request in accordance with the procedures laid down in the university notice.
3. The candidates referred to in paragraph 2 above may be admitted to the test with the medical certification in their possession, even if not up-to-date due to the limitation of the activities of the National Health Service for the Covid-19 emergency, with the



reservation that the universities may subsequently request the integration of the documentation provided therein.

4. The university where the candidate registers to take the test will provide for the needs related to the request made, taking all necessary measures to meet the individual needs expressed by the candidates, also taking into account what is specified in the following points:
 - a) Candidates with a certificate of disability or certification pursuant to Law n. 104 of 1992, must promptly submit to the University, for the purposes of the organisation of the tests, the certification - in the original or in a certified copy on plain paper - issued by the medical commission competent for the territory proving the type of disability and/or the degree of recognised handicap. The candidate has the right to additional time not exceeding 50% more than that allocated for taking the tests as provided in Article 1, above;
 - b) Candidates with DSA, as defined by Law 170/2010, must promptly submit to the University the original or a certified copy of their DSA diagnosis on plain paper. In accordance with the provisions of the "*guidelines on specific learning disabilities*" attached to Ministerial Decree no. 5669 of 12 July 2011, candidates with DSA are granted additional time equal to a maximum of 30% more than that allocated for the admission test. In the case of particularly serious certified DSA, in order to guarantee equal opportunities in the performance of the tests, the universities may allow the use of the following compensatory tools: non-scientific calculator; video magnifier or a reader chosen by the university with the support of appropriate experts or the University Service for the Disabled and DSA, where established. The diagnosis of AS must have been issued to the candidate no more than 3 years previously or after the candidate's 18th birthday, issued by local health facilities or by bodies and professionals accredited with the regional health service. The following instruments are not permitted: dictionary and/or vocabulary; form; periodic table of elements; conceptual map; personal computer, tablet, smartphone and other similar instruments.
5. Applicants with a disability, impairment or DSA residing in foreign countries who wish to take advantage of the measures referred to in the preceding paragraphs must present the legalised certification, as required by current international standards, attesting to their state of disability, impairment or DSA issued in their country of residence, accompanied by a sworn translation, either by an official translator or certified as conforming to the original text by Italian diplomatic representations, in Italian or English. The offices of the University charged with examining the certifications referred to above confirm that the foreign documentation attests to a condition of disability, impairment, or specific learning disorder recognised by Italian law.

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 –2023-2024 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**
- **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 **no later than 29 September 2023.**

5) ADMISSION TEST.

1. 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. It is prepared by the Ministry of University and Research (MUR), consulting experts in the field identified according to principles of impartiality, transparency, and confidentiality, held to the most rigorous standards of professional and official secrecy, as well as a commission of experts for its validation..
2. 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, which constitutes an integral part of Ministerial Decree no. 1082/2023, the following questions shall be prepared:
 - four (10) 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.
3. The admission test will take place on 17 October 2023 at the Italian universities as well as at the foreign venues indicated in table A annexed to Ministerial Decree 1082/2023, which constitutes an integral part thereof. Registration for the test will begin on 18 September 2023 and close at 15:00 (GMT+2) on 29 September 2023 without exception.
4. The test at the Italian sites **begins at 12.00 noon**, with adaptation of the abovementioned time to the local time zones of the foreign country where the admission test is administered, per table A annexed to decree no. 1082 of 7 August 2023. 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. 1082 of 7 August 2023 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.



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- 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.



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.

1. 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.
2. Candidates from EU countries and from Non-EU countries referred to in Article 39, paragraph 5 of Legislative Decree no. 286 of 1998, as amended by article 26, paragraph 1, of Law no. 189 of 2002 are eligible for admission to the degree course in Medicine and Surgery in English if they have obtained a minimum score of twenty (20) points in the respective test; ineligible candidates are not included in the ranking.
3. In compliance with the European Union guidelines on the access of foreign students to university education and in line with the requirements of cultural foreign policy as per art. 46 of Presidential Decree no. 394/1999, with reference to the reserve of places for candidates from non-EU countries resident abroad, the minimum eligibility threshold as per point 2 above does not apply. Candidates from Non-EU countries resident abroad are eligible only if they have obtained a score higher than zero (0). Candidates from Non-EU countries living abroad who have not answered any questions shall not be included in the ranking.
4. 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 points for each question left unanswered.**
5. On the basis of the score obtained by each candidate, calculated by CINECA according to the criteria referred to in point 4, a single national ranking list shall be drawn up for candidates from EU and Non-EU countries referred to in article 39, paragraph 5, of Legislative Decree no. 286 of 1998, as amended by article 26, paragraph 1, of Law no. 189 of 2002, according to the procedures of Annex 2 to Ministerial Decree no. 1082 of 7



August 2023. The reserved ranking of candidates from Non-EU countries living abroad is defined by the University of Parma.

6. 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 of the Ministerial Decree no. 1082 of 7 August 2023**, 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 and made in accordance with article 46 of Presidential Decree no. 445/2000 cited above. The Administrations involved in this procedure 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. The candidate must therefore provide all the elements necessary to allow the appropriate checks to be made. 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.
7. 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.

- a) The score obtained by each candidate is determined by CINECA. On 26 October 2023, 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, in the area reserved for candidates until the end of the procedures.
- b) 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.
- c) On 31 October 2023, candidates can view their test, score, and personal data sheet on their reserved page of the University portal.
- d) On 7 November 2023, the national merit-based ranking list including names will be published in the student area of the University portal.
- e) At the time of each change in the ranking list, the candidate who:
 - a. Falls within the available places of their first potential choice is ASSIGNED and required to enrol at the location and course to which they have been assigned within the deadlines established in point g). In the event of failure to meet the deadline, the candidate forfeits the right to enrol and no justifications for the delay can be deemed relevant;
 - b. Does not fall within the places available at their first choice is considered BOOKED at a subsequent choice. In this case, the candidate can enrol at the location and course established in point g) or wait for a place to become available at a preferred choice after students preceding them in the ranking list have enrolled, following subsequent changes in the ranking list. Should the candidate enrol at the location. Should the candidate enrol at the location at which they are booked, they automatically revoke all other preferences expressed.
- f) On 7 November 2023, 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.
- g) 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:
 - a. On 7 November 2023, 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;
 - b. 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;
 - c. Within 5 days, and in any case, by 12:00 noon of the fifth day following each change



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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;

- d. 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.
- e. On 15 November 2023, 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.



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. After registration, the prospective student must send an email to the Student Registrar's office of the Medicine and Surgery course (medicineandsurgery@unipr.it) by 11 a.m. on the deadline day, in order to enable online enrolment to be activated. 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 registering and notifying the Registrar (medicineandsurgery@unipr.it), log in and select the menu item Registrar>Registration. Admitted candidates over the age of eighteen with Italian citizenship (or born in Italy) must use their SPID credentials during this step.

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/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/didattica/info-amministrative/manifesto-degli-studi> to the TUITION FEES section.

NB: Requests for reduced university tuition must be presented by 3 November 2023, 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

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.



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Any translations issued abroad must be legalised or accompanied by an apostille.



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. 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: <https://www.unipr.it/sites/default/files/2023-06/modello%20A27.pdf>) to the email address doppiaiscrizione@unipr.it. For further information regarding the procedure and regulations, please consult the relevant page (<https://www.unipr.it/doppia-iscrizione>).

In all of the above cases, the newly admitted students can request the validation of previously taken exams by sending the validation form (<https://corsi.unipr.it/sites/default/files/2023-05/RICHIESTA%20CONVALIDA%20DA%20CARRIERE%20PRECEDENTI%20agg.%202023.pdf>) to the Student Registrar Office (medicineandsurgery@unipr.it), along with a scan of their ID, a syllabus of the courses, and a declaration of the previous career. For an English version of the validation form, please contact the Registrar. Please note that requests for validation must be submitted at the time of enrolment.



10) FINAL RULES

The person in charge of the procedure is **Professor Marco Vitale**.

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.

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; PEC: 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



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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 Andrei
Digitally signed pursuant to Legislative Decree no. 82/2005