



**UNIVERSITÀ  
DI PARMA**

**DEPARTMENT OF MEDICINE AND SURGERY**

**NOTICE OF ADMISSION**

**MASTER'S DEGREE COURSE SINGLE-CYCLE  
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 2022/2023**



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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, Programmed Numbered Degree Course in Medicine and Surgery (with teaching in English). For the academic year 2022/2023, the Ministry has provided for an admission test of identical content in all locations, using Cambridge Assessment (Ministerial Decree no. 1110 of 1 July 2022). 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 resident 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/cdlm-ms>.

### II. WHO CAN 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 peremptory 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 04/07/2022 to 22/07/2022 at 15:00 Italian time – GMT+2
Admission test	13/09/2022
Publication of the score obtained according to the label code	27/09/2022
Publication of papers, scores and master forms	07/10/2022
Publication of the national merit list and start of enrolments	14/10/2022

The amounts of registration fees and information on benefits and exemptions are published on the University Portal at [https://www.unipr.it/sites/default/files/2022-06/manifesto\\_studi\\_2022\\_2023\\_01\\_06\\_2022-1\\_002.pdf](https://www.unipr.it/sites/default/files/2022-06/manifesto_studi_2022_2023_01_06_2022-1_002.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).

## 2) PLACES AVAILABLE.

For the academic year 2022/2023, the following places are available for admission to the single-cycle master's degree course in Medicine and Surgery:

- 60 for Italian citizens, EU citizens and Non-EU citizens treated as such (\*)
- 40 for Non-EU citizens residing abroad. (\*\*)

The quotas are thus determined in accordance with Ministerial Decree No. 1111 of 1 July 2022. The final number of available posts will be determined by a subsequent ministerial decree.

(\*\*) Non-EU citizens residing abroad who are interested in the Single-Cycle Degree Course in Medicine in English may consult the following link [https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare\\_2022\\_2023.pdf](https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023.pdf)

"Procedures for entry, stay, enrolment of international students and recognition of qualifications for higher education courses in Italy", to apply for 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 **4 July 2022 until 22 July 2022, 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. 1110 of 1 July 2022. Candidates who, on the date of enrolment for the test, do not possess a language certification among those listed in the aforementioned Annex, will be assigned an additional educational obligation (OFA), consisting of a B2 level English language proficiency test to be completed by 31 January 2023. For those enrolling at a later date, an additional session will be scheduled.**

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 option automatically constitutes the venue at which the test must be taken. No exceptions to the location of the test are permitted. These options are **irrevocable as of 15:00 (GMT + 2) on 22 July 2022**, 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. 1110 of 1 July 2022**, below:

**TABELLA A**

COUNTRY	CITY	CENTRE NAME	START TIME (LOCAL TIME)
Azerbaijan	Baku	British Council	14:00
Brazil	Sao Paolo	Winner Idiomas	09:00
Canada	Toronto	Centre of English Studies - Toronto	09:00
China	Beijing	British Council Beijing	18:00
Cyprus	Nicosia	British Council Cyprus	13:00
France	Paris	The British School of Paris	12:00
Germany	Frankfurt	Provdadis	12:00
Germany	Munich	Münchner Volkshochschule	13:00
Greece	Athens	British Council Athens	13:00
Hong Kong	Hong Kong	ITS Education Asia	18:00
India	New Dehli	BC Education India Private Limited	15:30
Italy	Bari	Università degli Studi di Bari	12:00
Italy	Milan	Università degli Studi di Milano	12:00
Italy	Milan	Università degli Studi Milano - Bicocca	12:00
Italy	Rome	Università degli Studi di Roma "La Sapienza"	12:00
Italy	Rome	Università degli Studi di Roma "Tor Vergata"	12:00
Italy	Naples	Università degli Studi della Campania "Luigi Vanvitelli"	12:00
Italy	Naples	Università di Napoli Federico II	12:00
Italy	Bologna	Università di Bologna	12:00
Italy	Turin	Università degli Studi di Torino	12:00
Italy	Pavia	Università degli Studi di Pavia	12:00
Italy	Parma	Università degli Studi di PARMA	12:00
Italy	Siena	Università degli Studi di Siena	12:00
Italy	Messina	Università degli Studi di Messina	12:00
Italy	Padova	Università degli Studi di Padova	12:00
Italy*	Ancona	Università Politecnica delle Marche	12:00
Pakistan	Lahore	British Council Lahore	15:00
Poland	Warsaw	Lang LTC	12:00



Saudi Arabia	Jeddah	British Council Jeddah	13:00
South Africa	Johannesburg	British Council Johannesburg	12:00
Spain	Madrid	British Council Madrid	12:00
Switzerland	Zurich	Zurich Flying Teachers	12:00
Turkey	Ankara	British Council Ankara	13:00
Turkey	Istanbul	British Side	13:00
UAE	Dubai	British Council, Dubai	14:00
UK	London	Mobile Testing Solutions	11:00
USA	New York	OHC New York	09:00

On 30 August 2022, the addresses of the venues where the test will be held, including information about the relevant classrooms, will be published on the MUR websites and those of the universities concerned (for the University of Parma at <https://mc.unipr.it/it/didattica/ammissioni-aa2022-2023/corsi-di-laurea-magistrale-ciclo-unico>)

The payment of the test participation fee is made according to the procedures published on Universitaly 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 22 July 2022, 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**

D.M. 01/07/2022 n. 1110, all'art. 4 (Candidates with disability, invalidity and DSA diagnosis) states:

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 to which the candidate will go for 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.

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 2022 - 2023 are required to complete the following forms:

- **A38-1: A.Y. 2022-2023 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. 2022-2023 Declaration of dyslexia and specific learning disorders (DSA) required in relation to the selection examination for courses with a programmed number of students.** The forms can be downloaded from



<https://www.unipr.it/moduli-future-matricole>, and must be sent by email to [protocollo.cai@unipr.it](mailto:protocollo.cai@unipr.it) **no later than 26 July 2022**.

## 5) ADMISSION TEST.

1. The admission test to the single-cycle degree course in Medicine and Surgery in English, which is attended by candidates from EU countries and Non-EU countries referred to in Article 26 of Law no. 189 of 2002 and candidates from Non-EU countries residing abroad, is unique and identical in content in all test locations. It is prepared by the Ministry of University and Research (MUR) using Cambridge Assessment.
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: general culture and logical reasoning; biology; chemistry; physics and mathematics. On the basis of the syllabuses in Annex A, of Ministerial Decree 1110 of 01/07/2022, which is an integral part of this decree, the following questions shall be prepared: ten (10) questions on general culture; ten (10) on logical reasoning; fifteen (15) on biology; fifteen (15) on chemistry; ten (10) on physics and mathematics.
3. **The admission test will take place on 13 September 2022 at the Italian universities as well as at the foreign venues indicated in table A above.**
4. The test at the Italian sites **begins at 12.00 noon**. A time of 100 minutes is allotted for the performance of the test. The test at foreign locations shall begin at the times indicated in table A, Point 3, attached to this notice of admission.

## 6) PROCEDURES FOR THE ADMISSION TEST.

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.

Pursuant to point 12 of Schedule No. 1 of Ministerial Decree No. 1110 of 1 July 2022:

- a) from **4 July 2022 until 22 July 2022**, candidates can register for the admission test exclusively through the procedure available 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 campuses 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 n.1110 of 1 July 2022. If the candidate intends to take the test at an Italian university, the first option automatically constitutes the location at which the test must be taken. No exceptions to the location of the test are permitted. These options are **irrevocable from 15:00 (GMT + 2) on 22 July 2022**, the closing date for registration. This procedure is compulsory for the purposes of holding the test, otherwise you will be disqualified. If you wish to sit the test abroad, you must also indicate a foreign venue among those listed in table A.



- b) 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.
- c) Enrolment in the degree course in Medicine and Surgery in English is decided according to the candidates' position in the merit list resulting from the marks they have obtained, as well as taking into account the places allocated to the various universities at the time of planning and the preferences expressed by candidates during the enrolment process.
- d) If more than one classroom is used, candidates are distributed according to age, except for twins.
- e) Only a black pen supplied by the university or foreign office may be used to complete the answer form.
- f) It is forbidden for candidates to interact with each other during the test, to introduce and/or use mobile telephones, laptops, smartphones, smartwatches, tablets, earphones, webcams or other similar equipment in the classrooms, as well as to introduce and/or use pens, pencils, stationery (or any other instrument suitable for writing) in the candidate's personal possession and/or introduce and/or use manuals, school books, as well as reproductions, even partial, of them, handwritten notes, blank sheets and reference material.
- g) The student must compulsorily fill in the personal data sheet and sign it, also for the purpose of attesting that the data referred to in point k) correspond to the student's work.
- h) The candidate marks the chosen answer by placing an X in the corresponding box (by drawing diagonals in the answer square). You may correct one and only one answer you may have given to a question by completely blackening the box previously marked with an X and choosing another box; in any case, only one of the five boxes must be marked with an X in order for the mark to be awarded.
- i) The answer form includes a small circular figure next to the progressive number of each question, which the student must tick to confirm that he/she does not wish to answer. This indication, once affixed, is no longer modifiable; if the candidate does not make any mark in the answer boxes, even if he or she does not cross out the circular figure, the answer is still considered not given.
- j) At the end of the test, each candidate will be asked to go to a dedicated desk with a pen, at a suitable distance from the board, where he will find:
  - a box for the delivery of the master file, with a facsimile of the master file on one side;
  - the pairs of adhesive labels on which the barcodes are printed.
- k) Each candidate must choose a pair of identical adhesive labels and affix one of the two labels to the personal data sheet and the other to the answer form. Candidates must ensure that the alphanumeric codes on the labels of the chosen pair correspond. The candidate must then sign, at the bottom of the personal data sheet, the declaration of the truthfulness of the personal data and the correspondence of the codes of the labels applied to the personal data sheet and the answer form. At the end of these operations, the candidate must insert the personal data sheet in the closed container at the dedicated workstation and then go to another dedicated workstation where he/she will insert the answer form in a special closed container provided for this purpose, taking care to insert the front of the form containing the answers provided by the candidate face down inside the container.



## 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. Within the limits of the number of places available for enrolment, candidates from EU and Non-EU countries pursuant to article 26 of Law no. 189/2002, as well as candidates from Non-EU countries resident abroad who have been successfully placed in the ranking, are admitted to the single-cycle degree course in Medicine and Surgery in English.
2. Candidates from EU countries and from Non-EU countries referred to in Article 26 of Law no. 189/2002 are eligible for admission to the degree course referred to in the present decree if they have obtained a minimum score of twenty (20) points in the respective test; unsuccessful 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 the D.P.R. no. 394/1999, with reference to the reserve of places for candidates from nonEU countries resident abroad, **the minimum eligibility threshold as per paragraph 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 answer omitted
5. On the basis of the score obtained by each candidate, calculated by Cambridge Assessment according to the criteria referred to in paragraph 4, a single national ranking list shall be drawn up for candidates from EU and Non-EU countries referred to in article 26 of Law no. 189/2002.

The reserved ranking of candidates from Non-EU countries living **abroad is defined by the universities**.



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 general culture and logical reasoning, biology, chemistry, physics and mathematics, 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 n.1110 of 1 July 2022**, as declared by the candidate at the moment of the enrolment to 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 D.P.R. 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 courses referred to in this decree in years subsequent to that in which the test was taken.



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

Listed below are points 4 to 10 of Schedule 2 of Ministerial Decree No. 1110 of 1 July 2022:

4. The score obtained by each candidate shall be determined by Cambridge Assessment in the manner provided for in Article 3 of this Decree. On 27 September 2022, CINECA, on behalf of the Ministry of University and Research, shall publish exclusively the score obtained by the candidates according to the label code, on the website [www.universitaly.it](http://www.universitaly.it), in the area reserved for candidates and in compliance with the rules for the protection of personal data. These data remain available in the area reserved for candidates until the end of the procedures.
5. Starting from the day following the date of publication of the results of the test and within 5 working days, the persons in charge of the procedure of 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 scanning of the single personal data sheets in pdf format. An analytical report of the above operations shall be drawn up and made available by the universities to the Ministry for Universities and Research on the reserved website.
6. On 7 October 2022, candidates can view their application, marks and personal details on their personal page of the Universitaly portal.
7. On 14 October 2022, the national merit list will be published in the student area of the Universitaly portal.
8. At the time of each change in the ranking list, the candidate who:
  - a) falls within the available places relative to the first useful preference is ASSIGNED and is obliged to enrol in the seat and course to which he is assigned within the terms established in point 10. In the event of failure to meet the deadlines, the candidate forfeits the right to enrol, and the justification for the delay is irrelevant;
  - b) does not fall within the available places relative to the first useful preference, he/she is BOOKED on a subsequent choice. In this case, the candidate may enrol in the seat and course within the terms established in point 10, or wait until, at the end of the enrolment of those who are ahead of him/her in the rank list, in the next round, places may become available on the best preferences indicated. If the candidate enrolls in the seat in which he/she is booked, all other preferences expressed are automatically cancelled.
9. On 14 October 2022, in relation to the merit list and the number of places available at the universities, the names of those who are ASSIGNED or RESERVED to the course and location indicated as their first preference will be published in the student area and a list of these candidates will be provided to each university.
10. The operation and scrolling of the degree course rankings referred to in the present decree for the purposes of enrolment shall take place according to the following steps and rules:
  - a) On 14 October 2022 the personal ranking list will be published in the reserved area, indicating for each candidate the score obtained, the position in the ranking list and the university campus in which he/she is placed as "assigned" or, taking into account the position in the ranking list of all the candidates preceding him/her and the relative campus preferences, as "booked" or "waiting".
  - b) ASSIGNED candidates must enrol at the universities in accordance with the administrative procedures of each university location. BOOKED candidates may enrol at the universities according to the administrative procedures of each university



location. In order to allow for the proper management of the national rankings, a maximum period of 4 days is established for the enrolment of both ASSIGNED candidates and BOOKED candidates who exercise this possibility with reference to the specific ranking, including the day of the ranking and excluding Saturdays and public holidays. The non-registration of pre-enrolled candidates implies the renunciation of the same if not exercised within the aforementioned period of 4 days.

BOOKED candidates who do not exercise this option do not forfeit it;

- c) within 5 days from the deadline referred to in letter a), and, in any case, within 12:00 noon of the fifth day following each sliding, including the day of publication of the sliding and excluding Saturdays and holidays, each university, through its reserved website, shall communicate to CINECA the names of the students enrolled;
- d) within 5 days from the deadline referred to in letter a), and in any case by 12:00 noon of the fifth day following each sliding list, including the day of publication of the sliding list and excluding Saturdays and public holidays, all candidates, except for those enrolled and those who have withdrawn from the enrolment offer and candidates who fall into the status of "sold out", must confirm their interest in remaining in the ranking in the reserved area of the University website. In the absence of confirmation of interest, the candidate will be excluded from the next steps of the national ranking in which he/she is included and will not retain any right to enrolment. The justification for the lack of confirmation of interest, in case of impediment, is not relevant, as the computer procedure is of minimum duration and may be delegated to trusted third parties within the five days allowed to perform the confirmation operation.
- e) Upon expiry of the deadline, automatic notification of exclusion will be given in the reserved area. Against this notice, 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 the 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 sanction the exclusion.
- f) On 21 October 2022, CINECA, having received the communications referred to in letter c), shall proceed, in relation to the merit position and the preferences expressed, to the publication of the new ranking using the procedures indicated in letters b), c) and d).
- g) Subsequent downgrading of the ranking list follows the procedures and timescales set out in points b), c) and d).



## 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 in the reserved area <https://unipr.esse3.cineca.it>. After registration, the prospective student must send an email to the Student Registrar's office of the Medicine and Surgery course ([medicineandsurgery@unipr.it](mailto: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.

In compliance with the provisions of the Decree on Simplification and Digital Innovation, registration can be carried out using SPID (Public Digital Identity System) credentials by accessing the link <https://unipr.esse3.cineca.it>, and selecting "Register/Access" and then **log in with SPID** to be automatically directed to the University services portal where you will have to register your data. **If the prospective student does not have SPID credentials**, he/she can register with the university information system by going to <https://www.idem.unipr.it/start/registra>.

At this stage, the prospective student must provide his/her personal data, an ID document, residence address and personal e-mail address.

Once the registration procedures have been completed, the following information will be shown on the screen and sent to your personal mailbox:

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

which may also be useful for accessing services for which SPID cannot be used.

In order to proceed with activation, the prospective student should connect to the link <https://www.idem.unipr.it/start/attivapwd>.

At the end of the registration process with the university information system and the activation of credentials, it is necessary to access the ESSE3 student career management system, from the link <https://unipr.esse3.cineca.it>, choosing the item Register/Access, in order to proceed with the completion of the required personal data.

Only once the above steps have been completed will the prospective student be able to:

1. enter the page <https://unipr.esse3.cineca.it>;
2. click on LOGIN;
3. enter username (numeric code previously provided by the University) and personal password in order to proceed to the next step (2<sup>nd</sup> step), or use SPID credentials.

Students already in possession of credentials do not need to register again and can go directly to phase B. If you lose your personal password, it is strongly recommended that you request its recovery well in advance at [www.unipr.it/servizi/servizi-line/password](http://www.unipr.it/servizi/servizi-line/password).

Further details on the registration procedure can be found at <https://www.unipr.it/servizi/servizi-line/isciversi-alluniversita-di-parma>.



**After registering and notifying the Registrar (medicineandsurgery@unipr.it), log in and select the menu item Registrar>Registration.**

**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.

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 have a **Declaration of Value with the original Diploma, which has been translated into Italian and legalised. These documents must be submitted to the Student Office of Medicine and Surgery** during the admission process. Similarly, also the Italian Citizens (or EU citizens resident in Italy) who hold a foreign School Diploma Qualification, are required to submit the Declaration of Value provided by the Italian Embassy of the Country where the qualification was obtained, together with the original Diploma which has been translated and legalised. Translations of qualifications are not required if they are issued in English.



## **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.

**COURSE OPTIONS FOR STUDENTS ENROLLED IN 2022/2023:** Students enrolled in another course at the University of Parma for the first time in the academic year 2022/23, who are successful in the ranking, must apply for an option, without being charged, by sending an A12 form "Application for option" by e-mail to the Student Registrar to which they belong and to the Student Registrar of destination. The form can be downloaded from <https://www.unipr.it/servizi/servizi-lo-studio/modulistica/moduli-studente-iscritto>, and must be sent by the deadline established by Cineca for each course.

Option requests will be possible until 16 November 2022, after which date students enrolled in 2022/23 in another course at the University of Parma will have to switch courses.

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

Students can give up their previous studies or:

- 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 a declaration from the university stating that the application for transfer has been submitted. This must be sent via email to the following address: [medicineandsurgery@unipr.it](mailto:medicineandsurgery@unipr.it);
- 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>.

There are preparation courses for taking the tests, information at the following link <https://www.unipr.it/notizie/fissate-le-date-dei-test-dei-corsi-di-laurea-numeroprogrammato-nazionale-2>



## 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)

### THE PROCESSOR OF DATA

The processor of personal data 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 contact 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.

### MODE OF TREATMENT

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.