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OFFICE FOR THE COORDINATION OF
STUDENT PROCEDURES AND
INSTRUCTIONAL ACTIVITIES

Rector's Decree
No. annexes: 1

**NOTICE CONCERNING ADMISSION TO THE ENGLISH LANGUAGE MASTER'S DEGREE PROGRAMME IN
DENTISTRY AND DENTAL PROSTHODONTICS (CLASS LM-46) FOR THE ACADEMIC YEAR 2017/2018**

THE RECTOR

- HAVING REGARD TO Italian Law no. 241 of 2 August 1990, concerning administrative procedures and the right to access administrative documents, as amended;
- HAVING REGARD TO Italian Law no. 341 of 19 November 1990, "Reform of the university education system";
- HAVING REGARD TO Italian Law no. 104 of 5 February 1992, concerning the assistance, social integration, and rights of people with disabilities;
- HAVING REGARD TO Ministerial Decree no. 245 of 21 July 1997, "Regulation on access and related orientation activities", as amended by Ministerial Decree no. 235 of 8 June 1999;
- HAVING REGARD TO Italian Legislative Decree no. 286 of 25 July 1998, concerning the regulation of immigration and the status of foreigners, as amended by art. 26 of Italian Law no. 189 of 30 July 2002, which establishes the amendments to the legislation on immigration and asylum;
- HAVING REGARD TO Italian Law no. 264 of 2 August 1999, concerning access to university courses, and namely art. 2, which states that the universities are responsible for organising access to courses for which the education system provides for the use of highly specialised laboratories and technological and information systems, or, regardless, personalised places of study;
- HAVING REGARD TO Italian Legislative Decree no. 196 of 30 June 2003, concerning personal data;
- HAVING REGARD TO Italian Ministerial Decree no. 270 of 22 October 2004, concerning the amendments to the Regulation on the educational autonomy of universities;
- HAVING REGARD TO the Italian Ministerial Decree of 16 March 2007, with which the classes of the University Master's degree programmes have been redefined, pursuant to Italian Ministerial Decree 270/2004;
- HAVING REGARD TO Italian Law no. 170 of 8 October 2010, concerning specific learning disorders in the scholastic environment;
- HAVING REGARD TO Italian Law no. 240 of 30 December 2010, concerning the organisation of universities, academic staff and recruitment, and the Government's mandate to improve the quality and efficiency of the university system;
- HAVING REGARD TO art. 6 paragraph 8 of Italian Ministerial Decree No. 5669 of 12 July 2011, "Guidelines for specific learning disorders";
- HAVING REGARD TO Decree no. 47 of the Ministry of Education, Universities and Research of 30 January 2013, titled "Decree on the self-assessment and initial and periodic accreditation of the locations and courses, and periodic assessment", as amended by Decree no. 1059 of the Ministry of Education, Universities and Research of 23 December 2013;
- HAVING REGARD TO the notice of the Ministry of Education, Universities and Research of 3 March 2017, prot. no. 6369, which established the schedule of tests for admission to undergraduate courses and graduate courses organised on a national level for the academic year 2017/2018;



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- HAVING REGARD TO the current legislation on the registration of foreign students in university courses for the academic year 2017/2018;
- Pending the enactment of the Ministerial Decree establishing the slots available for registration in the English language Master's Degree programme in Dentistry and Dental Prosthodontics for the academic year 2017/2018;
- HAVING REGARD TO the Statute of the University of Siena issued with Rector's Decree no. 164/2012 of 7 February 2012, published in the Official Gazette No. 49 of 28 February 2012, as amended and supplemented;
- HAVING REGARD TO the Educational Regulations of the University of Siena issued with Rector's Decree no. 1332 of 26 September 2016;
- HAVING REGARD TO art. 15, paragraph 6, of the Regulations of the University of Siena, implementing Italian Law no. 241 of 7 August 1990 concerning administrative procedures and the right to access administrative documents;
- HAVING REGARD TO the resolution of the Academic Senate of 8 March 2017, index no. 67/2017 prot. no. 29668 II/6, concerning the number of slots available, for the academic year 2017/2018, for foreign students residing abroad in possession of an entry visa for study purposes that do not fall under the provisions of art. 39, paragraph 5, of Legislative Decree no. 286 of 25/07/98, as amended by art. 26 of Italian Law no. 189 of 30/07/2002, as amended and supplemented;
- HAVING REGARD TO the resolution of the Board of Directors of 26 May 2017, which approved the University of Siena's course curriculum for the academic year 2017/2018;
- HAVING REGARD TO the provision of 28 March 2017 enacted by the Director of the Department of Medical Biotechnology, ratified by the Council of the Department of Medical, Surgical and Neurological Sciences of 20 April 2017, prot. no. 36964 of 5 April 2017, for the academic year 2017/2018, concerning the educational potential of the courses indicated under art. 1, paragraph 1, letter a) of Italian law no. 264/99, according to the parameters referred to under article 3, paragraph 2, letters a), b), and c) of the same Law;
- HAVING REGARD TO the resolution of 8 May 2017 of the Board of the Department of Medical Biotechnology, protocol no. 46047 of 11 May 2017, modifying the educational potential for the academic year 2017/2018;
- HAVING REGARD TO Italian Ministerial Decree no. 476 of 28 June 2017, which establishes the methods and contents of the tests for admission to the degree courses with pre-arranged access on a national level for the academic year 2017/2018 and the slots to be finalised with subsequent decrees pursuant to article 3, paragraph 1, letter a) of Italian Law no. 264/1999, for access to the English language Master's Degree Programme in Dentistry and Dental Prosthodontics for the academic year 2017/2018;

DECREES AS FOLLOWS

ART. 1

PROCLAMATION OF ADMISSION TESTS AND REQUIREMENTS

1. The screening test for admission to the first year of the English language Master's Degree Programme in Dentistry and Dental Prosthodontics (class LM-46), for the academic year 2017/2018, is hereby announced.

2. The number of slots available for the first year of the programme is hereby established at **26** for EU students and Non-EU students in possession of a residence card or residence permit for subordinate employment or self-employment, for family reasons, for political asylum, for humanitarian asylum, or for religious reasons, or else foreigners who have been legally residing in the country for at least one year who are in possession of a higher education qualification obtained in Italy, as well as for foreigners residing elsewhere who are in possession of final diplomas from Italian schools abroad or foreign or international schools operating in Italy or abroad under bilateral agreements, or according to special regulations for the



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recognition of their qualifications, and who meet the general entry requirements for study purposes (pursuant to art. 39, paragraph 5 of Italian Legislative Decree no. 286 of 25/07/98, as amended by art. 26 of Italian Law no. 189 of 30/07/2002), and 4 slots for foreign students residing abroad, in possession of an entry visa for study purposes, who do not fall under the aforementioned legislation. These slots are to be finalised with subsequent decrees pursuant to art. 3, paragraph 1, letter a) of Italian Law no. 264/1999.

3. The following requirement must be met in order to be admitted to this screening process: possession of a higher secondary education diploma, or a similar qualification obtained abroad, after at least 12 years of schooling. In the case of a diploma obtained abroad, the original qualification certificate must be accompanied by a translation, a legalisation document, and a declaration of value issued by the Italian embassy or consulate in the Country where the qualification was obtained. The documentation must be complete and compliant with the specified requirements, otherwise the student will not be permitted to register. Students in possession of high school diplomas obtained in Countries where a special academic eligibility test is required for registration with local Universities must also submit certification showing that they have been awarded such eligibility.

4. If the indicated requirements are found to have not been met, the Administration may exclude the candidate from the screening process at any time by providing the relative justification.

ART. 2

REGISTRATION FOR THE ADMISSION TEST

1. Starting on 3 July 2017, and by 3:00 p.m. on 25 July 2017, the candidates must register for the admission test exclusively using the online procedure available on the website www.university.it. During the registration phase, the candidates are required to register with the University website by indicating their e-mail address, and must indicate, in order of preference, the university locations to which they intend to apply the admission test, as well as whether they are in possession of the certification indicated in annex 3 of Ministerial Decree no. 476 of 28 June 2017. If the candidates intend to undergo the test abroad, they must also specify a foreign office from among those indicated in the table below.

These preferences are irrevocable, and cannot be subsequently added after 3:00 p.m. on 25 July 2017. Whatever the case, the last "confirmation" expressed by the candidate prior to the indicated deadline will be retained as valid. The first applicable preference is to be understood, in the order of the preferences indicated, as the best option in relation to the location and the course in which the candidate is able to be registered, based on the score obtained and the number of slots available.

No exceptions will be granted with regard to the location at which the test is conducted. Registration in the screening process requires the payment of a fee according to the methods published on the website www.university.it

In order to encourage the participation of students residing abroad, with the aim of facilitating the internationalisation of the Italian Universities, for the academic year 2017/2018 the admission test can be taken at the following locations:

COUNTRY	CITY	CENTRE NAME	START TIME (LOCAL TIME)
Argentina	Buenos Aires	Buenos Aires Open centre 1	09:00
Brazil	Sao Paolo	Winner Idiomas	09:00
China	Beijing	School of International Education, BFSU	19:00
Cyprus	Nicosia	Pascal Education Ltd	15:00
France	Paris	The British school of Paris	14:00
Germany	Munich	Munchner Volkshochschule GmbH	14:00
Greece	Athens	Hellenic English Council Ltd	15:00
India	Haryana	Planet EDU — Pvt Limited	UTC +5:30
Israel	Tel Aviv	British Council, Tel Aviv	15:00
Italy	Siena	Università degli Studi di Siena	14:00
Poland	Warsaw	Lang LTC	14:00



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Portugal	Lisbon	International House, Lisbon	14:00
Qatar	Doha	British Council Qatar	15:00
Saudi Arabia	Jeddah	British Council Jeddah	15:00
Spain	Barcelona	Exams Catalunya S.L.	14:00
UAE	Dubai	British Council Dubai	16:00
UK	London	Mobile Testing Solutions Ltd	13:00
USA	New York	International House New York	09:00

2. Those with acknowledged handicaps, pursuant to Italian Law no. 104 of 05/02/1992, as amended by Italian Law no. 17 of 28/01/1999, are entitled to additional time, amounting to maximum of 50% more with respect to the original time limit established for the test.

Candidates with certified learning disabilities (dyslexia, dysgraphia, dysorthographia, and dyscalculia) pursuant to Italian Law no. 170/2010, shall be granted additional time amounting to 30% more with respect to the original time limit established for the test.

The candidates to whom this paragraph refers must contact the Disability Accommodation and Learning Disability Services Office (55 Via Bancchi di Sotto – 53100 Siena – Italy -Tel. +39/0577/235415) in order to submit appropriate documentation attesting the recognition of their handicap by the competent authorities, or suitable certification indicating an SLD diagnosis issued no more than three beforehand by the national health service, or by an accredited facility or specialist accredited by the same. In addition to the documentation concerning their handicap or SLD diagnosis, the candidates in question must also submit the duly completed assistance request form to the office indicated above. This form can be found on the University website www.unisi.it.

3. Candidates with handicaps or SLDs residing in foreign countries, who wish to benefit from the measures indicated in the preceding paragraphs, must submit certification attesting to their handicap or SLD issued in their country of residence, accompanied by a certified translation into Italian or English. The university bodies responsible for examining the certificates referred to in the preceding paragraphs shall ensure that the foreign documentation in question certifies a handicap or specific learning disorder recognised by the Italian legislation.

ART. 4

RULES FOR CANDIDATES OF FOREIGN NATIONALITY AND FOR EU NATIONALS WITH QUALIFICATIONS OBTAINED ABROAD

1. Foreign students residing abroad who do not meet the criteria indicated under art. 39, paragraph 5, of Italian Legislative Decree no. 286 of 25/07/98, as amended by art. 26 of Italian Law no. 189 of 30/07/2002, and who have applied for admission through the Italian embassy or consulate in their Countries of origin, **must register using the same procedures indicated under art. 2, paragraph 1, of this notice.**

2. The foreign students to whom the preceding paragraph refers shall be permitted to take the admission test scheduled to be held on 14 September 2017.

3. EU candidates in possession of a qualification obtained abroad, and Non-EU candidates residing in Italy in possession of a residence card or residence permit for subordinate employment or self-employment, for family reasons, for political or humanitarian asylum, or for religious reasons, or else foreigners who have been legally residing in the country for at least one year who are in possession of a higher education qualification obtained in Italy, as well as foreigners residing elsewhere who are in possession of final diplomas from Italian schools abroad or foreign or international schools operating in Italy or abroad under bilateral agreements, or according to special regulations for the recognition of their qualifications, and who meet the general entry requirements for study purposes (pursuant to art. 39, paragraph 5 of Italian Legislative Decree no. 286 of 25/07/98, as amended by art. 26 of Italian Law no. 189 of 30/07/2002, **must register using the same procedures indicated under art. 2, paragraph 1, of this notice.** Prior to the registration deadline, the candidates to whom this paragraph refers must submit the documentation relating to their qualification and/or residence permit to the Integrated International Public



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Relations Service Desk (URP - 55 Via Banchi di Sotto – Siena, Italy), during days and hours in which it is open to the public (available on the website www.unisi.it). All qualification documents in foreign languages must be translated, legalised, and accompanied by a declaration of value from the competent Italian embassy or consulate abroad.

ART. 5

PROCEDURES FOR REGISTRATION, PARTICIPATION, AND ACCESSING THE RESULTS

1. The test for admission to the English language Master's Degree Programme in Dentistry and dental prosthodontics (class LM-46), which will be taken by the EU candidates, the Non-EU candidates indicated under article 26 of Italian law no. 189/2002, and the Non-EU candidates residing abroad, is unique, and its contents are identical at all the testing locations. It is prepared by the Ministry of Education, Universities and Research (MIUR), with the help of Cambridge Assessment.

The candidates must pass an admission exam to be held at 2:00 p.m. on **14 September 2017** at Centro Didattico del Policlinico Santa Maria alle Scotte, no. 4 Strada delle Scotte – Siena, Italy.

The candidates will be permitted to take the exam upon producing a personal identity document. The candidates must arrive two hours early in order to complete the preliminary procedures. **Any candidates who arrive after the boxes containing the packets are opened will not be permitted to enter the competition venue.**

The convocation to the test is concurrent with this competition notice. Upon arriving at the competition venue, the identity of each candidate will be verified by noting the details of their identity document on an appropriate attendance list. The candidate signs their name upon entering. If delays of any kind should prevent the scheduled date from being respected, the Administration will publish a notice on the website www.unisi.it in order to communicate the changes to the aforementioned calendar. If it should become necessary to change the testing location, the Administration will publish a notice on the website www.unisi.it in order to communicate the change.

2. Any candidates who do not appear on the scheduled testing date will be considered to have withdrawn from the screening process, even if their failure to appear was caused by unforeseen circumstances.

The time allotted for the test is 100 minutes, starting at 2:00 p.m.

3. The Examination Committee, which will be made up of professors from the University of Siena, will be appointed in a subsequent Decree of the Rector, as will the room managers and the supervisory staff.

4. The Ministry of Education, Universities, and Research relies upon Cambridge Assessment for the online test registration procedures, in collaboration with the CINECA Inter-University Consortium for the management of the North Eastern Italy electronic centre. Cambridge Assessment is also responsible for preparing the packets, which contain the test materials for admission to the Master's Degree Programme in Dentistry and dental prosthodontics, for each University, in numbers corresponding to the number of candidacies submitted, by 3:00 p.m. (GMT + 1) on 25 July 2017, increased by thirty percent. Cambridge Assessment also arranges for the printing of the "instructions for filling out the answer form", in numbers equal to the packets prepared for each University.

Cambridge Assessment determines the score for each of the answer forms submitted by the candidates for the admission tests held at the universities and the locations abroad.

The procedure for the admission test is governed by the rules set out in annex 1 to Ministerial Decree no. 476 of 28 June 2017, which, among other things, states that:

- a) If multiple exam rooms are used, the students will be distributed based on their chronological age, with the exception of twins. The list of participants, which will be published on **13 September 2017**, will indicate the exam rooms to which each student has been assigned in order to take the test.
- b) Upon penalty of disqualification, the candidates may not interact with one another during the test, and are forbidden to use mobile phones, smartphones, tablets, smartwatches, or other similar devices, as well as manuals, textbooks, handwritten notes and/or any reference material, while the test is in progress.



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- c) The Committee will provide each candidate with a sealed packet, prepared by Cambridge Assessment, containing:
1. a registration sheet, without any identification code;
 2. the questions for the admission test, bearing the packet's identification code;
 3. an answer form, bearing the packet's identification code;
 4. a sheet containing the packet's identification code, as well as the name of the University and the degree programme to which the test refers.
- d) If any one of the documents indicated under points 2 and 3 should need to be replaced, the entire packet will need to be replaced, as the documents are marked with the same identification code as the packet.
- e) **Upon submitting the completed packet, the student must sign the completed registration sheet and the declaration attesting to the veracity of his/her personal data, as well as the correspondence of the label codes applied to the registration sheet and the answer form.** If the candidate makes any corrections or undue marks on the registration form, it will only need to be replaced (thus also requiring the entire packet to be replaced) if the corrections or marks in question create difficulties in identifying the candidate. In this case, the Committee will replace the registration sheet with one of those contained in the extra packets, and the operation will be noted in the exam room minutes. Whatever the case, the replacement of the registration sheet will never require the entire packet to be replaced.
- f) The candidates must fill out the answer form using a black pen, which will be provided at the time that the candidate's identity is verified. The test may not be completed using any pen other than that which is provided.
- g) The candidate must mark the selected answer by placing an X in the corresponding box. The candidates may correct one (and only one) answer already given to a question by completely blacking out the box previously marked and marking a different one: whatever the case, **only one** of the five boxes must contain an X in order for the relative points to be awarded. A small circular shape can be found next to the sequential number of each question, which must be crossed out by the student in order to indicate their intention not to answer the relative question. This indication can no longer be changed once it has been made. If the candidate does not make any mark in the answer boxes, the answer will be considered omitted, even if the circular shape is not crossed out. Once the test time has expired, the candidates must cease any activities in progress relating to the test, and must return the provided pen to the Committee.
- h) At the end of the test, the student will be asked to go to a dedicated station with an attached pen, located at an appropriate distance from the Committee, from which a pair of adhesive labels must be selected. Each label must be applied to the answer form and the registration sheet by the candidate him/herself, who must verify that the alphanumeric codes indicated on the chosen pair of labels correspond. The candidate must then sign the declaration at the bottom of the registration sheet attesting to the veracity of his/her personal data, as well as the correspondence of the label codes applied to the registration sheet and the answer form. Once these operations have been completed, the candidate must insert the registration sheet into the sealed container at the dedicated station, and then go to the Committee's station in order to insert the answer form into the sealed container located there.

After having submitted the registration sheet and the answer form, the candidate goes to the dedicated station to submit the remaining material.

For security reasons, it is not permitted to bring purses, backpacks, bags, and other similar items, into the exam room. Any bags in the candidates' possession must be left in an unguarded area.

Reasons for which the test may be nullified:



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1. Taking the test in an exam room other than that to which the candidate was assigned on the exam room list, unless the change was authorised by the Examination Committee and was noted in the minutes;
2. The candidate's possession and/or use of a mobile phone, smartphone, tablet, smartwatch, or other similar device, as well as manuals, textbooks, handwritten notes and/or any reference material, while in the exam room;
3. The application of the candidate's signature, or any other distinctive marking of the candidate or of a member of the Committee, to the answer form;

The test's nullification will be ordered by the Commission. In the cases described above, CINECA will not calculate the score for the nullified test.

5. The Committee's chairperson or the exam room manager, shall:

- a. insert all the answer forms into one or more containers, which must be sealed in the presence of the candidates themselves in order to verify the integrity of the boxes, or, if the latter should not be able, in the presence of four other candidates selected at random;
- b. insert all the registration sheets into one or more containers, which must be sealed in the presence of the candidates themselves in order to verify the integrity of the boxes, or else in the presence of four other candidates selected at random. The date, time and place at which the boxes containing the registration sheets will be opened will be announced during the course of the test, and will be posted on the University's online register;
- c. sign the containers' closure flaps;
- d. ask the four candidates to sign the same flaps;
- e. prepare additional containers for: the packets that have been opened because they were replaced, the packets from which the replacement registration sheets were taken, the packets that were not used, the declaration verifying the integrity of the boxes, and a copy of the exam room minutes, complete with the exam room's candidate lists.

At the Italian locations, once the answer forms have been submitted, the Committee's Chairperson or the exam room manager, in the presence of each candidate, must retain the following material, which shall be kept by the University in order to formulate the final merit ranking, as well as for any future requests to access the documents:

- the sheets upon which the test questions are printed;
- the registration sheet;
- the packet's control sheet.

These materials must be retained by the University for five years from the date of the test.

At the foreign locations, the exam room minutes, drawn up by the Committee's Chairperson or by the exam room manager, must be sent to the Universities concerned, along with the aforementioned documents, so that they can be kept on file at the university itself.

6. The test for admission to the master's degree programme in Dentistry and dental prosthodontics consists of sixty (60) questions with five answers to choose from, of which only one must be selected by the candidate, discarding the incorrect, arbitrary, or less likely conclusions. The questions are on the following topics:

- general knowledge and logical reasoning
- biology
- chemistry
- physics and mathematics.

The sixty (60) questions are on the topics referred to in annex A, which constitutes an integral part of this



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notice, and are divided as follows: two (2) on general knowledge, twenty (20) on logical reasoning, eighteen (18) on biology, twelve (12) on chemistry, and eight (8) on physics and mathematics.

7. In order to evaluate the test, a **maximum of 90 points** are awarded, taking the following criteria into account:

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

8. Based on the scores obtained by the candidates, which are calculated by Cambridge Assessment according to the criteria indicated in paragraph 7 of this article, a national ranking is established for the EU and Non-EU candidates, pursuant to art. 39, paragraph 5 of Italian Legislative Decree no. 286 of 25/07/98, as amended by art. 26 of Italian Law no. 189 of 30/07/2002, in accordance with the procedures indicated in annex 2 to Italian Ministerial Decree no. 476 of 28 June 2017. The ranking for the foreign candidates residing abroad is established by the University.

9. In the case of a **tie score**, the scores obtained by the candidates for the solutions to the questions on the topics of logical reasoning, general knowledge, biology, chemistry, physics and mathematics, respectively, in descending order, shall prevail for the purpose of determining their ranking. In the event of another tie, the possession of one of more language certificates pursuant to annex 3 of the Italian Ministerial Decree no. 476 of 28 June 2017, prior to the registration deadline, and declared by the candidate upon registering for the test, shall constitute a determining factor. In the event of another tie, the younger candidate shall prevail.

10. The conclusion of the adjustment of the rankings shall be subsequently announced with a ministerial provision, which shall be issued during the second academic semester in order to allow the students to reach the minimum mandatory attendance necessary to undergo the individual exams. Once the adjustments of the rankings have been concluded, all the qualifying candidates who have confirmed their interest in registration shall be assigned slots, and shall be required to register by the deadline indicated in the provision itself. Those who have not registered in the degree programmes to which they were assigned by the registration deadline shall be disqualified, and shall not retain any rights for the following years.

11. With regard to the slots available for registration purposes, admission to the degree programme in Dentistry and dental prosthodontics shall be granted to the EU and Non-EU students indicated under art. 39, paragraph 5, of Italian Legislative Decree no. 286 of 25/07/98, as amended by art. 26 of Italian Law no. 189 of 30/07/2002, who have obtained **a minimum score of twenty (20) points** on the test. **The candidates who have not qualified will not be included in the ranking.**

The minimum qualification threshold does not apply to Non-EU candidates residing abroad.

Registration in the master's degree programme in Dentistry and dental prosthodontics is granted based on the candidate's placement in the merit ranking, which is prepared taking into account the number of available slots determined during the scheduling of the master's degree programme, and the options expressed by candidates themselves.

12. Any unoccupied slots in the ranking of Non-EU citizens residing abroad may not be used to the benefit of the EU and Non-EU citizens indicated under art. 26 of Italian Law no. 189/2002, as they pertain to separate contingents and are intended for different purposes, since the slots reserved for Non-EU candidates residing abroad do not fall within the scope of the slots determined pursuant to article 1 of Italian Law no. 264/1999 "Rules concerning access to university courses".



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ART. 6

MERIT RANKING AND ADJUSTMENTS

1. Admission to the English language master's degree programme in Dentistry and dental prosthodontics (class LM-46) shall be granted those who, in relation to the number of available slots, have obtained a qualifying placement in the relative ranking, based on the score obtained out of a total of 90, and who have met the minimum threshold of twenty (20) points, as indicated under art. 5, paragraph 11, of this notice.

2. Cambridge Assessment determines each candidate's score, and transmits the results to CINECA via a specially designed private website.

On **28 September 2017**, the Ministry of Education, Universities and Research (MIUR), via CINECA, will publish the scores associated with the label codes on the website www.universitaly.it, in the area reserved for the candidates, in accordance with the personal data protection regulations. These data will remain available in the area reserved for candidates until all the procedures have been completed.

3. Starting on the day after the publication of the test results, and within five business days, the Universities will send CINECA the individual candidates' identification data, as indicated on the registration sheets, through a private website. The Universities will also send the images of the registration sheets, using the same method. The Ministry authorises CINECA to electronically transmit files relating to the scores obtained by the candidates via a private website.

On **6 October 2017**, the candidates will be able to view their results, their scores, and their registration sheets on their own private pages on the Universitaly website. The images of the results and the registration sheet can also be downloaded by the candidate concerned.

On **11 October 2017**, the national merit ranking complete with the candidates' names will be published in the area of the website reserved for students.

Prior to accessing the online registration procedure, the competition winners in possession of qualifications obtained abroad and/or a residence permit must submit their documentation to the Integrated International Service Desk (URP - 55 Via Banchi di Sotto – 53100 Siena, Italy). All documents in foreign languages must be translated, legalised, and accompanied by a declaration of value from the competent Italian embassy or consulate abroad.

3. A candidate who, following each adjustment of the ranking:

a) **falls within** the available slots for their first applicable preference, shall have an **ASSIGNED SLOT**, and shall be required to register at the location to which he/she has been ASSIGNED by the deadline indicated in paragraph 5 below. If the candidate has not registered by the deadline, he/she shall lose the right to registration, without any justification for the delay being considered acceptable.

b) **does not fall within** the available slots for their first applicable preference, shall have a **RESERVED SLOT** for a subsequent selection. In this case the candidate may still enrol at the location by the deadline indicated in paragraph 5 below, in order to wait for any slots to open up among his/her indicated preferences, following the next adjustment, once the registrations of those with higher rankings have been completed. **If a candidate with a RESERVED SLOT should register, all the other preferences expressed shall be automatically cancelled.**

4. On **11 October 2017**, based on the merit ranking and the number of slots available at the universities, **the names of those with ASSIGNED SLOTS or RESERVED SLOTS at the location indicated as their first applicable preference shall be published** in the area reserved for the students, and the University will be provided with the list of these candidates. The ranking complete with the candidates' names indicates the score obtained, the placement in the ranking, and the university location to which the candidate has an "assigned slot", or else a "reserved slot" or "standby slot", based on the rankings of all the candidates preceding them and the relative location preferences.

5. The candidates with **assigned slots** at the Siena location **must** register according to the methods



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indicated under art. 7 below. The candidates with **reserved slots** may register according to the methods indicated under art. 7 below.

Whatever the case, in order to allow for the proper management of the national ranking, both the candidates with assigned slots and those with reserved slots who decide to exercise this possibility in relation to a specific adjustment, shall be allotted **a maximum of 4 (four) days to register**, including the date of the ranking adjustment, and excluding Saturdays, Sundays, and holidays. If a candidate with an ASSIGNED SLOT should fail to register within the four days allotted, the slot in question shall be considered open. The candidates with reserved slots who fail to register will not be excluded from the ranking.

6. Each university shall communicate the names of the registered students to CINECA, via its own private website, within 5 days of the deadline indicated under paragraph 4 of this article, and, regardless, by 12:00 p.m. of the fifth day following each adjustment, excluding Saturdays, Sundays, and holidays.

7. All candidates, with the exception of those who have registered and those who have waived registration, must confirm their interest in registration in the reserved area of the University website within five days of the date indicated in paragraph 4, and, regardless, by 12:00 p.m. of the fifth day following each adjustment, excluding Saturdays, Sundays, and holidays. If this confirmation is not provided, the candidate shall be excluded from the national ranking in which he/she is listed, and shall not retain any right to register.

8. On **18 October 2017**, after having received the communication indicated in paragraph 6 of this article, CINECA shall proceed, based on the merit ranking and the preferences expressed, with the publication of the new ranking adjustment according to the procedures indicated in paragraphs 5, 6 and 7.

9. The subsequent ranking adjustments shall be conducted according to the same procedures and time frames indicated in paragraphs 5, 6 and 7, until such time as the ministerial provision concluding the adjustment of the rankings is issued.

10. Any transfer or waiver requests made after all the slots in the programme have been occupied shall not result in new ranking adjustments.

**ART. 7
REGISTRATIONS**

1. Upon penalty of exclusion, the competition winners must register in the master's degree programme by the deadlines indicated under art.6 of this notice, using the online procedure available on the website <https://segreteriaonline.unisi.it/>. After all the required fields have been filled out correctly, the winners must pay the first instalment of the university fees by same deadline indicated for registration in the English language master's degree programme in Dentistry and dental prosthodontics (class LM-46). Information on the registration procedure can be found on the University's website, at <http://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/immatricolazioni>.

PROCEDURE FOR WINNERS ALREADY ENROLLED AT THE UNIVERSITY OF SIENA:

a) renounce the previous course of studies, and register again according to the procedures and deadlines indicated above;

OR

b) initiate the course transfer process by submitting an application to the Office of Students and Instructional Activities for the relative Bachelor's/Master's degree programme. A copy of this application, accompanied by a copy of the student's identity card, must be sent to the email address immatricolazioni@unisi.it by the deadline indicated under art.6, paragraph 5. The student will receive a confirmation email.

PROCEDURE FOR WINNERS ALREADY ENROLLED AT OTHER UNIVERSITIES:

a) renounce the previous course of studies, and register again according to the procedures and deadlines indicated above;



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OR

b) initiate the transfer process by submitting the appropriate application to the University of provenance. A copy of this application, accompanied by a copy of the student's identity card and fiscal code, must be sent to the email address immatricolazioni@unisi.it by the deadline indicated under art.6, paragraph 5. The student will receive a confirmation email.

2. The concerned parties will not receive any personal communications, and must therefore review the rankings and the deadlines for registration according to the methods previously described.

3. Competition winners who have not complied with the above requirements by the deadline will be considered to have waived their rights.

ART. 8

APPOINTMENT OF THE PROCEDURE MANAGER

1. In accordance with the current legal provisions, the Manager of the Office for the Coordination of Student Procedures and Instructional Activities has been appointed as the manager in charge of the administrative procedure.

The candidates are entitled to exercise their right to access the documents relating to the competition proceedings according to the methods indicated under articles 1 and 2 of Italian Presidential Decree no. 352 of 23 June 1992 (Regulation governing the operating methods and grounds for negating the right to access administrative documents, in implementation of art. 24, paragraph 2, of Italian Law no. 241/90, as amended, concerning administrative procedures and the right to access administrative documents). The request must be sent to the Public Relations Office of the University of Siena at no. 55 Via Banchi di Sotto, 53100 Siena, Italy, or else by fax to +39 0577 232294, with a photocopy of an identity document being included in both cases.

ART. 9

PERSONAL DATA PROCESSING

1. Pursuant to Italian Legislative Decree no. 196 of 30 June 2003, cited in the premises, the University hereby agrees to respect the confidentiality of the information provided by the candidate. These data will only be processed for purposes relating to the competition and the eventual registration process.

ART.10

FINAL AND TEMPORARY PROVISIONS

1. For any matters not specified in this notice, reference should be made to the current applicable legislation. As this notice constitutes *lex specialis* in relation to the screening process, participation in the process itself implies the acceptance of all the provisions contained herein, without reservation.

This notice will be made public via publication on this University's online register, which can be found at www.unisi.it.