



UNIVERSITÀ  
DI SIENA  
1240

DIVISION OF COURSES AND LEVEL  
OFFICE FOR THE COORDINATION OF  
STUDENT PROCEDURES AND  
EDUCATIONAL ACTIVITIES

Decree of the Dean

Classification: V/2

No of Annexes: 1

**NOTICE FOR ADMISSION TO THE SINGLE CYCLE MASTER'S DEGREE PROGRAMME  
DENTISTRY AND DENTAL PROSTHETICS in English - DENTISTRY AND DENTAL PROSTHODONTICS  
(CLASS LM-46) - ACADEMIC YEAR 2018/2019**

THE DEAN

- IN VIEW OF Legislation no. 241 of 2 August 1990, concerning administrative procedures and the right to access administrative documents, as amended;
- IN VIEW OF Law no. 341 of 19 November 1990, "Reform of the university education system";
- IN VIEW OF Law no. 104 of 5 February 1992, concerning the assistance, social integration, and rights of people with disabilities;
- IN VIEW OF 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;
- IN VIEW OF Leg. Decree no. 286 of 25 July 1998, concerning the regulation of immigration and the status of foreigners, as amended by Art. 26 of Leg. no. 189 of 30 July 2002, which establishes the amendments to the legislation on immigration and asylum, as amended;
- IN VIEW OF Leg. no. 264 of 2 August 1999, concerning access to university courses;
- IN VIEW OF Leg. Decree no. 196 of 30 June 2003, concerning personal data;
- IN VIEW OF Ministerial Decree no. 270 of 22 October 2004, concerning the amendments to the Regulation on the educational autonomy of universities;
- IN VIEW OF Ministerial Decree of 16 March 2007, which defines the classes of University Master's degree programmes, pursuant to Ministerial Decree no. 270 of 22 October 2004;
- IN VIEW OF Leg. no. 170 of 8 October 2010, concerning specific learning disorders in the scholastic environment;
- IN VIEW OF Leg. 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;
- IN VIEW OF Ministerial Decree no. 5669 of 12 July 2011, which established "Guidelines for specific learning disorders";
- IN VIEW OF the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data, as well as the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation);
- In view of Ministerial Memorandum no. 5322 of 19 February 2018 on the registration of foreign students in university courses for the academic year 2018/19;



# UNIVERSITÀ DI SIENA

1240

- IN VIEW OF Ministerial Decree no. 337 of 26 April 2018 and Ministerial Decree no. 385 of 14 May 2018, which established the procedures and content of admission tests to programmed-access courses at a national level for the academic year 2018/19;
- IN VIEW OF the Ministerial Decree nos. 520 and 523 of 28 June 2018, establishing the places available for registration in the single-cycle English language Master's Degree programme in Dentistry and Dental Prosthodontics (Class LM 46) for the academic year 2018/19;
- IN VIEW OF the Statute of the University of Siena issued with Dean's Decree no. 164 of 7 February 2012, published in the Official Gazette no. 49 of 28 February 2012, as amended and supplemented;
- IN VIEW OF the University Regulations of the University of Siena issued by R. D. no.1332 of 26 September 2016 as amended and supplemented;
- IN VIEW OF Art. 15, paragraph 6 of the Regulations of the University of Siena, implementing Leg.no. 241 of 7 August 1990 concerning administrative procedures and the right to access administrative documents;
- IN VIEW OF the resolution of the Academic Senate of 14 May 2018, concerning the number of places available, for the academic year 2018/19, 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 Leg. Decree no. 286 of 25 July 1998, as amended by Art. 26 of Leg. no. 189 of 30 July 2002, as amended and supplemented;
- IN VIEW OF the resolution of the Board of Directors of 6 June 2018, which approved the University of Siena's course curriculum for the academic year 2018/19;
- IN VIEW OF the provision of 6 March 2018 enacted by the Director of the Department of Medical Biotechnology, ratified by the Council of the Department of Medical Biotechnologies of 10 April 2018, concerning the educational potential for the year 2018/19;

HEREBY DECREES

## ART. 1

### PROCLAMATION OF ADMISSION TESTS AND REQUIREMENTS

**1.** The selection test for admission to the first year of the English language, single-cycle Master's Degree Programme in Dentistry and Dental Prosthodontics (class LM-46) - of the University of Siena for the academic year 2018/19, is hereby announced and hereinafter defined.

**2.** The number of places available in the first year of the course is **26** for both EU citizens and non-EU citizens<sup>(a)</sup> and **10** for non-EU citizens residing abroad<sup>(b)</sup>.

<sup>(a)</sup> For the purposes of these provisions, those considered as Community citizens are:

- the citizens of Norway, Iceland, Lichtenstein, the Helvetic Confederation, the Republic of San Marino and the Holy See;
- non-EU citizens holding a permanent residence permit or a stay permit for employment, self-employment, family reasons, political asylum and humanitarian reasons or for religious reasons;
- non-EU citizens regularly residing for at least one year in possession of a higher education qualification obtained in Italy;
- non-EU citizens, wherever resident 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.

<sup>(b)</sup> International students who need a visa to enter Italy for study purposes.

In the case of dual citizenship, one of which is Italian or of another EU country, Italian citizenship or that of another EU



UNIVERSITÀ  
DI SIENA  
1240

**3** Possession of a higher secondary education diploma obtained in Italy or abroad is required for admission to the selection test. These qualifications must have been obtained after at least 12 years of school attendance and progression to this course is permitted where the student has completed at least the last two years with successful attendance and achievement record in the overseas education system. The qualification obtained outside the European Union, must also be accompanied by a copy of its certificate of equivalence from the competent Italian Diplomatic Authority abroad. If an academic qualification test is required in the country of origin for access to local universities, an appropriate certification confirming said eligibility must also be presented.

The documentation must be complete and compliant with the specified requirements, otherwise the student will not be permitted to register.

**4.** Failure to meet the indicated requirements may lead, at any moment and with provision of appropriate justification, to the student being excluded from the selection process.

**ART. 2**

**REGISTRATION FOR THE ADMISSION TEST**

**1. Starting on 2 July 2018, and no later than 15:00 (GMT+ 2) on 24 July 2018**, the candidates must register for the admission test exclusively by means of the online procedure available on the website [www.university.it](http://www.university.it). During the registration phase, candidates are required to register with the University website by indicating their e-mail address, and, in order of preference, the universities for which they intend their test to apply, as well as whether they are in possession of the linguistic certification indicated in Annex 3 of Ministerial Decree no.385 of 14 May 2018.

**This procedure is mandatory for the purposes of sitting the test, under penalty of exclusion from the same.**

Registration to the test entails paying a fee according to the procedures published on the website [www.university.it](http://www.university.it) when registration opens.

**Payment not accompanied by the online registration receipt does not entitle participation in the test.**

If the candidate intends to take the test in an Italian centre, the first option automatically constitutes the centre where the test will be held. No exceptions will be granted with regard to the centre at which the test is conducted.

**These preferences are irrevocable, and cannot be amended after 15:00 (GMT +2) on 24 July 2018;** closure of registration. **In any case, the last "confirmation" expressed by the candidate prior to the indicated deadline will be deemed valid.**

The **first applicable preference** is to be understood, in the order of preferences indicated, as the best option in relation to the centre and course to which the candidate, based on marks achieved and places available, is admissible.

Candidates intending to take the test abroad, must also specify one of the centres from among those indicated in the table below:

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
Canada	Toronto	Global Village English Centre	09:00
Cyprus	Nicosia	Pascal Education Ltd	15:00
France	Paris	The British school of Paris	14:00
Germany	Essen	Stevens English Training	14:00
Germany	Munich	Munchner Volkshochschule GmbH	14:00
Greece	Athens	Hellenic English Council Ltd	15:00

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country prevail (Leg. 31 May 1995, n.218, Article 19 paragraph 2).



# UNIVERSITÀ DI SIENA

1240

Hong Kong	Hong Kong	ITS Tutorial School	19:00
India	Gurugram	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
Portugal	Torres Vedras	International House, Torres Vedras	13:00
Saudi Arabia	Jeddah	British Council Jeddah	15:00
Switzerland	Zurich	Swiss Exams	15:00
Spain	Barcelona	Exams Catalunya S.L.	14:00
Turkey	Istanbul	British Side English Language School	15:00
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 disabilities, pursuant to Italian Law no. 104 of 5 February 1992, as amended by Law no.17 of 28 January 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 of 8 October 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 Banchi di Sotto – 53100 Siena -Tel. +39/0577/235415 or +39/0577/235412 - in order to submit appropriate documentation attesting to recognition of their disability by the competent authorities, or suitable certification indicating an SLD diagnosis issued no more than three years beforehand by the national health service, or by an accredited facility or specialist accredited by the same. In addition to the documentation concerning their disability 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](http://www.unisi.it).

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

## ART. 3

### RULES FOR FOREIGN NATIONAL CANDIDATES AND EU NATIONALS WITH QUALIFICATIONS OBTAINED ABROAD

**1.** International students resident abroad referred to in letter b) of Art.1, para. 2 of this notice, and who have applied for admission through the Italian embassy or consulate in their Countries of origin, according to that stipulated by Ministerial Memorandum no.5322 of 19 February 2018, **must register using the same procedures indicated under Art. 2, para. 1, of this notice.**

**2.** Both EU and non-EU candidates in reference to letter a) Art 1, para.2 of this notice, **must register using the same procedures indicated under aforesaid Art. 2, para. 1.** 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 URP and International Place - 55 Via Banchi di Sotto – 53100 Siena - during public opening hours (available on the website [www.unisi.it/urp](http://www.unisi.it/urp)).



# UNIVERSITÀ DI SIENA

1240

## ART. 4 COMPETITION PROCEDURES

**1.** There is only one admission test to the single-cycle, English language Master's Degree programme in Dentistry and Dental Prosthodontics and its content is the same in all test centres. The Ministry of Education, Universities, and Research avails of 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 test bundles to be sent to each university, for printing the answer sheet instruction module and for determining the score for each of the answer forms submitted by the candidates for the admission tests held at the universities and centres abroad.

**2** The candidates must pass an admission exam to be held on **13 September 2018** at **14.00** at the Centro Didattico del Policlinico Santa Maria alle Scotte, no. 4 Strada delle Scotte – 53100 Siena, Italy.

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

If delays of any kind should prevent the scheduled date from being respected, the Governing body will publish a notice on the website [www.unisi.it](http://www.unisi.it) in order to communicate the changes to the aforementioned calendar.

If it should become necessary to change the testing centre, the Governing body will publish a notice communicating the changes on the website [www.unisi.it](http://www.unisi.it)

Candidates will be admitted to take the test upon presentation of a valid identity document and must arrive two hours early in order to complete the preliminary procedures. 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 will be left in an unguarded area.

**Any candidates who arrive after the boxes containing the exam papers are opened, will not be permitted to enter the test centre. Invitation to the test is concurrent with this notice of contest.**

Upon entry to the test centre, the identity of each candidate will be verified by noting the details of their identity document on an appropriate attendance list, which the candidate will sign on entry.

Any further information about the test procedures and the time spent in the centre will be provided subsequently or along with the information handed out to candidates in the test centre by the Committee, following instructions issued by MIUR [Ministry of Universities and Research] with the guidelines.

If multiple exam rooms are used, the students will be distributed based on their age, with the exception of twins. The list of participants, which will be published on **11 September 2018**, will indicate the exam rooms to which each student has been assigned in order to take the test.

**3.** The Examination Committee, made up of professors from the University of Siena, will be appointed in a subsequent Decree of the Dean, as will the test centre Overseers and supervisory staff.

**4.** 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 to bring and /or use pens, pencils, stationeries (or any other writing instrument) as well as to bring and/or use manuals, textbooks, handwritten and partial copies thereof, handwritten notes, blank sheets and any reference material, while the test is in progress.

**5.** The Committee will provide each candidate with a sealed pack containing:

- a) registration sheet, with no identification code whatsoever;
- b) the questions for the admission test, bearing the pack's identification code;
- c) an answer form, bearing the same identification code as the pack;
- d) a sheet bearing the pack's identification code, as well as the name of the University and the degree programme to which the test refers.

If any one of the documents indicated under points b) and c) should need to be replaced, the entire pack will need to be replaced, as the documents are marked with the same identification code.

Any corrections or signs made by the candidate on the registration sheet do not entail the replacement of



# UNIVERSITÀ DI SIENA

1240

the same. The registration sheet must be replaced only if the signs or corrections made create an objective difficulty in identifying the candidate.

In this case, the Committee will replace the registration sheet with one from the reserve packs, and the operation will be noted in the exam room minutes. Replacement of the registration sheet will never require replacement of the entire pack.

**6.** 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.

**7. The time allotted for the test is 100 minutes, starting at 14.00.**

**8.** The test for admission to the single-cycle, English language 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 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.

**9.** The candidate must mark the selected answer by placing an X in the corresponding answer box. The candidates may correct one (and only one) answer already given to a question by completely blacking out the previously X-marked box and marking a different one: 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 mark, once made, cannot then be changed: if the candidate does not put any mark in the answer boxes, the answer will be considered omitted, even if the circular shape is not crossed out.

**10.** Once the test time has expired, the candidates must cease any activities in progress relating to the test, and return the pen provided.

**11.** At the end of the test, the candidate will be asked to go to a dedicated point equipped 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 check 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.

**12.** Upon submitting the completed pack, the student must compile the completed registration sheet and sign it for the purposes of attesting to the veracity of his/her personal data, as in the preceding paragraph.

**13. 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.

**14.** 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;



# UNIVERSITÀ DI SIENA

1240

- 0 points for each omitted answer.

**15.** Based on the scores obtained by each candidates, which are calculated by Cambridge Assessment according to the criteria indicated in the previous paragraph, a national ranking is established for both EU and non-EU candidates, according to procedures in Annex 2 of Ministerial Decree no.385 of 14 May 2018. The ranking for non-EU citizens residing abroad is established by the University.

In case of a **tie in points**, the following criteria apply:

- a) the scores obtained by the candidate for answers 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.
- b) the possession of one or more language certificates pursuant to Annex 3 of the Italian Ministerial Decree no.385 of 14 May 2018, prior to the registration deadline, and declared by the candidate upon registering for the test, shall prevail. The possession of linguistic certifications is self-certified by the candidates pursuant to Art. 46 of the Decree of the President of the Republic dated 28 December 2000 n.445. Governing Bodies reserve the right to ascertain the truthfulness of the declaration made by the candidate, in accordance with current legislation. The candidate must therefore provide all the necessary details to enable the appropriate checks. In the event that false or misleading declarations are found in the documentation submitted by the candidate, notwithstanding the criminal penalties provided for by the relative laws on the matter and the declarant's liability to action for compensation of damages by the counter-respondents, we will proceed with cancelling any enrolment, recovering any benefits granted and retaining any taxes and university fees paid;
- c) In the event of a further tie, the younger candidate shall prevail.

**16. With regard to places available for registration, admission to the single-cycle English language degree programme in Dentistry and Dental Prosthodontics shall be granted to both EU and non-EU candidates who obtained a minimum test score, equal to twenty (20) points. 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. Non-EU applicants residing abroad are eligible only if they have scored more than zero (0). Those who did not provide any answer to any question are not included in the ranking.**

Registration in the single-cycle, English language 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 places scheduled, and the preferences expressed by candidates themselves.

**17.** Any unoccupied places in the ranking of non-EU citizens residing abroad may be used to the benefit of the EU and Non-EU citizens resident in Italy under Art. 26 of Italian Law no. 189/2002, in time to facilitate adjustments to the relative rankings and notwithstanding, where possible any compensation between Universities within the same quota reserved to non-EU students residing abroad.

**18.** At the end of the test in both Italian and foreign centres, 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 where the boxes containing the



UNIVERSITÀ  
DI SIENA  
1240

registration sheets will be opened will be announced during the course of the test, and will be posted on the University's online noticeboard;

- c. sign the containers' closure flaps;
- d. ask the four candidates to sign the same flaps;
- e. prepare additional containers for: the packs that have been opened because they were replaced; the packs from which the replacement registration sheets were taken; the packs 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 centres, 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 pack's check sheet.

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

At the foreign centres, 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.

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

**REASONS FOR WHICH THE TEST MAY BE NULLIFIED:**

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, earpiece or other similar device, as well as manuals, textbooks and/or copies, even partial, thereof, handwritten notes and/or any reference material, while in the exam room;
3. Application of the candidate's signature, (on either front or back) or any other distinctive marking of the candidate or of a member of the Committee, on the answer form;
4. interaction between candidates and/or attempts at copying and/or exchanging of any material, including the exchange of registration sheets and/or response forms, held by the candidates.

**Annulment of the test will be ordered by the Commission. In the cases described above, CINECA will not calculate the score for the nullified test.**

**ART. 5  
MERIT RANKING AND ADJUSTMENTS**

1. Admission to the English language, single-cycle, Master's degree programme in Dentistry and Dental Prosthodontics, shall be granted those who, in relation to the number of available places, 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. 4, paragraph 16, of this notice.

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

On **27 September 2018**, CINECA, on behalf of the Ministry of Education, Universities and Research (MIUR),





# UNIVERSITÀ DI SIENA

1240

will publish the scores associated with the label codes on the website [www.university.it](http://www.university.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 5 business days, the Universities will send CINECA the individual candidate identification data, as indicated on the registration sheets, through a private website. The Universities will also send a scan of individual registration sheets, using the same method.

On **4 October 2018**, the candidates will be able to view their paper, scores, and registration sheets on their own private pages on the University website.

On **10 October 2018**, the national merit ranking complete with the candidates' names will be published on the area of the University **portal reserved for students**.

Prior to the online registration procedure, the winning candidates holding a qualification achieved abroad must submit the documentation relating to their qualification and a copy of their residence permit to the URP and International Place - 55 Via Banchi di Sotto – 53100 Siena, during public opening hours (available on the website [www.unisi.it/urp](http://www.unisi.it/urp)).

**4.** Upon each ranking adjustment the candidate who:

a) **falls** within the available places for their first applicable preference, shall be **ASSIGNED**, and shall be required to register at the location to which he/she has been ASSIGNED by the deadline indicated in paragraph 6 below. If the candidate has not registered by the deadline, he/she shall lose the right to registration and no justification for the delay will be considered acceptable;

b) **does not fall** within the available places for their first applicable preference, shall be **RESERVED** for a subsequent selection. In this case the candidate may still enrol at the centre by the deadline indicated in paragraph 6 below, in order to wait for any places 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 should register at the centre where he/she has a RESERVED place, all other preferences expressed shall be automatically cancelled.**

**5.** On **10 October 2018**, based on the merit ranking and the number of places available at the Universities, the names of those who are ASSIGNED or RESERVED at the centre 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 candidate's name, indicates the score obtained, the placement in the ranking, and the university centre to which the candidate is "assigned", "reserved" or "on standby", based on the rankings of all the candidates preceding them and the relative location preferences.

**6.** The candidates **ASSIGNED** places at Siena **must** register according to the procedures indicated under Art. 6 below. Candidates with **RESERVED places may** register according to the methods indicated under Art. 6 below.

In any event, in order to allow for the proper management of the national ranking, both assigned candidates and those with reserved places who decide to exercise this possibility in relation to the 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 PLACE should fail to register within the four days allotted, the place in question shall be considered rejected. Candidates with reserved places who fail to register will not be excluded from the ranking.

**7.** 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 5 of this article, and, regardless, by 12:00 p.m. of the fifth day following each adjustment, excluding Saturdays, Sundays, and holidays.

**8. 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 5, and, regardless, by 12:00 p.m. of the fifth day**



# UNIVERSITÀ DI SIENA

1240

**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. No justification will be considered acceptable for the failure to confirm.**

**9.** On **17 October 2018**, after having received the communication indicated in paragraph 7 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 6, 7 and 8.

**10.** The subsequent ranking adjustments shall be conducted according to the same procedures and time frames indicated in paragraphs 6, 7 and 8.

**11.** The conclusion of the ranking adjustments will be announced by means of a subsequent ministerial provision, which shall be issued during the second academic semester in order to allow students to reach the minimum mandatory attendance necessary to sit the individual exams. Once the ranking adjustments have been concluded, all the qualifying candidates who have confirmed their interest in registration shall be assigned places, 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.

**12.** Any transfer or waiver requests made after all the places on the programme have been occupied shall not result in new ranking adjustments.

**13.** As required by Annex 2 of the Ministerial Decree of 14 May 2018 n.385, "enrolment to subsequent years of the course by a student from an EU or non-EU university is always subject to assessment by the Italian University of destination, of the training course undertaken by the student requesting the transfer, the particular characteristics of the degree course, the exams taken, the theoretical studies completed and the practical experience acquired in the University of origin, as well as the strict limit of the number of available places assigned to the University itself for each year of the course during the annual programme".

Subsequent University measures will define the criteria for registration for transfer to successive years, the available seats available for each year of the course and the methods for submitting the application.

## **ART. 6 REGISTRATIONS**

**1.** Upon penalty of exclusion, the competition winners must register in the single-cycle, English language Master's degree programme in Dentistry and Dental Prosthodontics by the deadlines indicated under Art.5 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.

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 Students Academic Office 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](mailto:immatricolazioni@unisi.it) by the deadline indicated under Art.5, paragraph 6. The student will receive a confirmation e-mail.

### **PROCEDURE FOR WINNERS ALREADY ENROLLED AT OTHER UNIVERSITIES:**

a) renounce the previous course of studies, and register again according to the procedures and



UNIVERSITÀ  
DI SIENA  
1240

deadlines indicated above;

**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](mailto:immatricolazioni@unisi.it) by the deadline indicated under Art.5, paragraph 6. The student will receive a confirmation e-mail.

**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. 7**

**APPOINTMENT OF THE PROCEDURAL MANAGER**

**1.** In accordance with the current legal provisions, Dr. Katia D'Avanzo has been appointed as Manager of Student Academic Procedures Coordination Office.

**ART. 8**

**ACCESS TO DOCUMENTS**

**1.** Candidates are entitled to exercise their right to access 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 procedures and grounds for negating the right to access administrative documents, in implementation of Art. 24, paragraph 2, of Italian Law no. 241 of 7 August 1990, as amended, concerning administrative procedures and the right to access administrative documents).

The request must be sent to the URP and International Place - University of Siena, 55 Via Banchi di Sotto, 53100 Siena, or via email to [urp@unisi.it](mailto:urp@unisi.it) or to [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it), including a photocopy of a valid identity document.

**ART. 9**

**DATA PROCESSING**

**1.** Pursuant to current legislation regarding data processing cited in the introduction, 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 selection process, participation in the same implies acceptance of all the provisions contained herein, without reservation.

This notice will be made public via this University's online register, which can be found at [www.unisi.it](http://www.unisi.it).

ATTACHMENTS

1. Programmes (Annex A)