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DIVISION OF DEGREE COURSES IN THE
AREA OF HEALTHCARE AND
POSTGRADUATE PROGRAMMES

Divisione Corsi di Area Sanitaria e Post
Laurea

Rectoral decree

Classification: V/2

No. annexes: 1

**NOTICE OF COMPETITION FOR ADMISSION TO THE LONG SINGLE-CYCLE DEGREE COURSE IN
DENTISTRY AND DENTAL PROSTHODONTICS DELIVERED IN ENGLISH
(CLASS LM-46) - ACADEMIC YEAR 2019/2020**

THE RECTOR

- HAVING REGARD TO Law no. 241 of 2 August 1990, concerning administrative procedures and the right to access administrative documents, as amended and supplemented;
- HAVING REGARD TO Law no. 341 of 19 November 1990, "Reform of the university education system";
- HAVING REGARD TO Law no. 104 of 5 February 1992, governing the assistance, social integration, and rights of disabled persons;
- HAVING REGARD TO Ministerial Decree no. 245 of 21 July 1997, "Regulations on access and related guidance activities", as amended by Ministerial Decree no. 235 of 8 June 1999;
- HAVING REGARD TO Legislative Decree no. 286 of 25 July 1998, concerning the regulation of immigration and the status of foreigners, as amended by art. 26 of Law no. 189 of 30 July 2002, which amends the legislation on immigration and asylum, as subsequently amended and supplemented;
- HAVING REGARD TO Law no. 264 of 2 August 1999, concerning access to university courses;
- HAVING REGARD TO Legislative Decree no. 196 of 30 June 2003 concerning personal data;
- HAVING REGARD TO Ministerial Decree no. 270 dated 22 October 2004, concerning the amendments to the Regulation on the educational autonomy of universities;
- HAVING REGARD TO the Ministerial Decree of 16 March 2007, with which the classes of the University second cycle degree courses have been defined, pursuant to Ministerial Decree no. 270 dated 22 October 2004;
- HAVING REGARD TO Law no. 170 of 8 October 2010 concerning specific learning disorders in the school environment;
- HAVING REGARD TO 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 Ministerial Decree no. 5669 dated 12 July 2011, "Guidelines for specific learning disorders";
- HAVING REGARD TO EU Regulation 679/2016 adopted by the European Parliament and Council on 27 April 2016 relating to the protection of individuals with regard to the processing of personal data, as

well as the free movement of data, which supersedes directive 95/46/EC (General Data Protection Regulation);

- HAVING REGARD TO Ministerial notice no. 7870 dated 6 March 2019 regarding the enrolment of foreign students on university courses for a.y. 2019/20;
- HAVING REGARD TO Ministerial Decree no. 277 dated 28 March 2019 which establishes the procedures and contents of admission tests for first cycle and long single cycle degree courses in Italian with a cap on enrolment on a national level for a.y. 2019/20;
- HAVING REGARD TO Ministerial Decree no. 542 dated 18 June 2019 which establishes the procedures and contents of admission tests for long single-cycle degree courses in Medicine and Surgery and in Dentistry and Dental Prosthetics delivered in English for a.y. 2019/20;
- HAVING REGARD TO Ministerial Decree no. 593 of 27 June 2019 concerning the number of places available for matriculation on long single-cycle degree courses in Dentistry and Dental Prosthetics for a.y. 2019/20;
- HAVING REGARD TO Ministerial Decree no. 597 dated 28 June 2019 concerning the number of places available on a national level to extra-EU applicants resident abroad on all first cycle and long single cycle degree courses with a cap on enrolment for a.y. 2019/20;
- HAVING REGARD TO the Statute of the University of Siena issued through Rectoral Decree no. 164 dated 7 February 2012, published in the Official Gazette no. 49 of 28 February 2012, as amended and supplemented;
- HAVING REGARD TO the University Degree Regulations issued with Rector's Decree no. 1332 of 26 September 2016, as amended and supplemented
- HAVING REGARD TO art. 15, par. 6, of University of Siena Regulations, implementing 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 12 March 2019 concerning the number of places available, for a.y. 2019/20, to foreign students resident abroad holding an entry visa for study who do not fall under the provisions of art. 39, par. 5 of Legislative Decree no. 286 dated 25 July 1998, as amended by art. 26 of Law no. 189 dated 30 July 2002, as subsequently amended and supplemented;
- HAVING REGARD TO art. 39, par. 5, of Legislative Decree no. 286 dated 25 July 1998, as amended by art. 26 of Law no.189 dated 30 July 2002, as subsequently amended and supplemented;
- HAVING REGARD TO the resolution of the Council dated 7 June 2019 in which it approves the educational offering of the University of Siena for a.y. 2019/20;
- HAVING REGARD TO the provisions of the Head of the Department of Medical Biotechnologies dated 6 March 2019, approved through a resolution of the Council of the Department of Medical Biotechnologies dated 12 March 2019 concerning the educational potential for a.y. 2019/20;

HEREBY DECREES

ART. 1

ADMISSION TEST AND REQUIREMENTS

1. The selection procedure for admission to the first year of the long single-cycle degree course in Dentistry and Dental Prosthodontics delivered in English (class LM-46) at the University of Siena, academic year 2019/20, hereafter referred to as the English language long single-cycle degree course in Dentistry and Dental Prosthodontics, is hereby announced.

2. The number of places available in the first year of the course is **28** for both EU citizens and

non-EU citizens considered equivalent^(a) and 12 for non-EU citizens resident abroad^(b) (of which 4 reserved for Chinese citizens taking part in the Marco Polo Project).

3. Possession of an upper secondary diploma awarded in Italy, or one awarded abroad after at least 12 years of schooling, is required for admission to the selection test.

For qualifications awarded abroad, the original certificate must be accompanied by a certified translation into Italian and a Declaration of Value (“Dichiarazione di valore”) from the appropriate Italian diplomatic office abroad.

Should an academic qualification test be required in the country of origin for admission to local universities, appropriate certification confirming said eligibility must also be presented.

The documentation must be complete and compliant with the specified requirements.

4. Failure to meet the indicated requirements may lead, at any moment and with reasoned decision, to the student being excluded from the selection procedure.

ART. 2 REGISTRATION FOR THE ADMISSION TEST

1. **Starting on 3 July 2019, and no later than 3pm (GMT + 2) on 25 July 2019**, candidates must register for the admission test exclusively by completing the *online* procedure available on the University portal (www.university.it). During registration, candidates are required to register on the University portal by entering their e-mail address and indicating, in order of preference, the universities for which they wish to apply and whether they hold any of the language certificates indicated in annex 3 of Ministerial Decree no. 542 dated 18 June 2019.

Registration is completed once the exam fee is paid in accordance with the procedures published on the University portal (www.university.it) when registration opens.

Payment alone, without the online registration receipt, does not entitle the candidate to sit the exam. Should the candidate wish to take the test in an Italian centre, the first option automatically constitutes the centre where the candidate must sit the exam: no exceptions allowed.

These preferences are irrevocable and cannot be supplemented after 3pm (GMT + 2) on 25 July 2019, the registration deadline. **In any case, the last “confirmed” preference prior to said deadline will be deemed valid.**

The first applicable preference is to be understood as the best option, in the order of preference indicated, in relation to the centre and course in which the candidate, based on his/her score and the number of places available, has permission to matriculate.

This procedure is a mandatory part of the selection procedure, on pain of exclusion from the same.

^a For the purposes of these provisions, those considered equivalent to 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, irrespective of residence, who hold 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.

^(b) International students requiring a visa to enter Italy for study purposes.

In the case of dual citizenship, one of which is Italian or of another EU state, Italian citizenship or that of another EU state (art. 19 par. 2 of Law no. 218 dated 31 May 1995).

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

COUNTRY	CITY	CENTRE NAME	START TIME (LOCAL TIME)
Brazil	Sao Paolo	Winner Idiomas	09:00
Canada	Toronto	Global Village English Centre	09:00
Cyprus	Nicosia	Pascal Education Ltd	15:00
China	Beijing	School of International Education, Beijing Foreign Studies University	19.00
France	Paris	The British School of Paris	14:00
Germany	Essen	Stevens English Training	14:00
Germany	Munich	Münchner Volkshochschule GmbH	14:00
Greece	Athens	Hellenic English Council Ltd	15:00
Hong Kong	Hong Kong	ITS Tutorial School	19:00
India	Gurugram	Planet EDU – Pvt Limited	17:30
Israel	Tel Aviv	British Council, Tel Aviv	15:00
Italy	Siena	Università degli Studi di Siena	14:00
Pakistan	Lahore	British Council Lahore	17:00
Poland	Warsaw	Lang LTC	14:00
Saudi Arabia	Jeddah	British Council Jeddah	15:00
Switzerland	Zurich	Swiss Exams	15:00
South Africa	Johannesburg	British Council Johannesburg	14:00
Spain	Madrid	CESMA Business School	14:00
Turkey	Istanbul	British Side	15:00
UAE	Dubai	British Council, Dubai	16:00
UK	London	Mobile Testing Solutions Ltd	13:00
USA	New York	OHC New York	09:00

2. Candidates with certified disabilities, pursuant to Italian Law no. 104 of 5 February 1992, or with a diagnosed specific learning disorder (SLD), pursuant to Law 170/2010, are entitled to use specific aids or compensatory measures and to additional time for the test.

During the online registration procedure, these candidates must submit an explicit request, in relation to their needs, for the required aids and/or any required extra time.

The following aids are in any case not permitted: dictionaries and/or vocabularies; formularies; periodic tables of elements; conceptual maps; personal computers; tablets; smartphones or similar instruments.

For the purpose of organizing the exam, candidates with a certificate of disability or certification pursuant to Law no. 104 of 5 February 1992 must promptly deliver to the University the certification issued by the relevant medical board attesting to the type of disability and/or degree of certified disability.

Candidates with a certificate of disability or certification pursuant to Law no. 104 of 5 February 1992 have the right to up to 50% extra time with respect to that set for completing the exam.

For the purpose of organizing the exam, candidate with diagnosed SLD, pursuant to law no. 170 of 8 October 2010, must promptly deliver the SLD diagnosis to the University.

The SLD diagnosis must have been issued no more than 3 years earlier or after their eighteenth birthday by the local health service or by institutions or professionals accredited by the regional health service.

Candidates with diagnosed SLD pursuant to Law no. 170 of 8 October 2010 have a right to 30% extra time with respect to that set for completing the exam.

Candidates with disabilities or SLD resident in foreign countries must submit the relevant certification issued in their country of residence, accompanied by a certified translation into Italian or English. The University bodies responsible for examining the certificates shall make sure that the foreign

documentation in question certifies a disability or specific learning disorder in accordance with Italian legislation.

The candidates to whom this section refers must contact the *Ufficio accoglienza disabili e Servizi DSA* (Disability and SLD Services) – Via Banchi di Sotto, 55 – 53100 Siena - tel. 0577/235415 or 0577/235412 - to submit suitable documentation, issued by the appropriate authorities, certifying the disability or the diagnosed SLD, as well as the completed form for requesting any aids. This form may be downloaded from the University webpages following the instructions provided by the *Ufficio accoglienza disabili e Servizi DSA*.

ART. 3

RULES FOR FOREIGN NATIONALS AND EU NATIONALS HOLDING QUALIFICATIONS ISSUED ABROAD

1. International students resident abroad referred to in letter b) of art.1, par. 2 of this notice, and who have applied for admission through the Italian embassy or consulate in their country of origin, in accordance with the provisions in Ministerial memorandum no. 7870 of 6 March 2019, **must register using the same procedures indicated under art. 2 of this notice.**

International students resident abroad must submit or deliver, by the 11 September 2019 deadline, to the *URP and International Place* (Via Banchi di Sotto, 55 – 53100 Siena – e mail: internationalplace@unisi.it) the documentation relating to their academic qualifications and a copy of their passport – so as to obtain authorization (*nulla osta*) to take part in the admission exam.

Candidates who do not have authorization (*nulla osta*), cannot sit the exam scheduled for 12 September 2019.

2. Both EU and non-EU candidates considered equivalent to EU nationals, pursuant to letter a) art 1, par.2 of this notice, **must register using the same procedures indicated under aforesaid art. 2.**

Prior to the registration deadline, the candidates to whom this paragraph refers must submit the documentation relating to their qualification and a copy of a valid identity document and any residence permit to the URP and International Place - 55 Via Banchi di Sotto – 53100 Siena - during public opening hours (check the website www.unisi.it/urp).

ART. 4

SELECTION PROCEDURES

1. There is only one admission exam for the the English language long single-cycle degree course in Dentistry and Dental Prosthodontics, and its content is the same in all test centres. The Ministry of Education, Universities and Research avails itself 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 papers to be sent to each university, for printing the "instruction sheet for completing the answer sheet" and for determining the score for each of the answer sheets submitted by the candidates for the admission tests held at universities and in centres abroad.

2. Candidates must pass an admission exam to be held on **12 September 2019 at 2pm** at the Centro Didattico del Policlinico Santa Maria alle Scotte, no. 4 Strada delle Scotte – 53100 Siena, Italy. Candidates will be admitted to take the test upon presentation of a valid identity document.

Candidates must arrive at 11.30 am in order to complete the preliminary procedures. **Any candidates who present without a valid identity document or arrive after the boxes containing the exam papers are opened, will not be permitted to enter the test centre.**

For security reasons, purses, backpacks, bags or similar items cannot be brought into the exam room. Candidates will be required to leave their bags in an area identified for this purpose.

This notice of competition serves as official call to attend the exam.

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

Any further information about the test procedures and its duration will be provided subsequently or along with the information handed out to candidates in the test centre by the Committee, in accordance with instructions issued by the MIUR in the guidelines.

Should delays of any kind prevent the scheduled date from being respected, the Administration will publish a notice on the website www.unisi.it communicating the changes to said calendar.

Should it become necessary to change the test centre, the Administration will publish a notice communicating the changes on the website www.unisi.it

Any candidates who do not present on the scheduled test day will be considered to have forfeited, even if the absence was due to *force majeure*.

3. The time allotted for the admission test is 100 minutes, starting at 2 pm.

(Tests held in centres abroad begin at the time reported in table A, pursuant to par. 1 of the art. 2 above).

The admission test for the English language long single-cycle degree course in Dentistry and Dental Prosthodontics consists of sixty (60) questions with five answers to choose from, of which the candidate must select only one, 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: twelve (12) on general knowledge, twenty (10) on logical reasoning, eighteen (18) on biology, twelve (12) on chemistry, and eight (8) on physics and mathematics. A maximum of 90 points are awarded for the test, 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 every omitted answer.

4. The Examination Committee, made up of professors from the University of Siena, will be appointed subsequently by Rectoral Decree, as will the test room supervisor and invigilators.

5. The admission test procedure is regulated by the norms in annex 1 of Ministerial Decree no. 542 dated 18 June 2019, which also sets out that:

- If multiple exam rooms are used, the students will be distributed according to age, with the exception of twins. The list of participants, which will be published at www.unisi.it on 2 September 2019, will indicate the exam rooms to which each student has been assigned in order to take the test;
- Upon penalty of disqualification, candidates may not interact with one another during the test and are forbidden to use *mobile phones, handheld PCs, smartphones, smartwatches, tablets, earpieces, webcams* or other similar devices, nor can they bring and/or use pens, pencils, stationary (or any other writing materials). They are not allowed to bring and/or use manuals, textbooks, handwritten and partial copies thereof, handwritten notes, blank sheets or any reference materials;



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- Prior to the start of the test, four candidates will be randomly selected in each room so that they can follow the selection procedures;
- The Committee will give each candidate a sealed envelope containing:
 1. a personal details form, to be filled in by the candidate, with no identification code whatsoever;
 2. the questions for the admission test, bearing the envelope's identification code and two sheets of paper for the rough draft;
 3. an answer sheet, bearing the same identification code as the envelope;
 4. a sheet bearing the envelope's identification code, as well as the name of the University and the degree course to which the test refers

If any one of the documents indicated under points 2) and 3) should need to be replaced, the entire envelope 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 personal details form do not entail the replacement of the same. The personal details form 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 personal details form with one from the reserve envelopes, and the operation will be noted in the exam room minutes. Replacement of the personal details form will never require replacement of the entire envelope.

- The candidates must fill out the answer sheet using a black pen only, which will be provided by the University or the centre abroad when checking the candidate's identity. The test may not be completed using any pen other than that which is provided.
- The candidate must mark the selected answer by placing an X in the corresponding answer box. (tracing the diagonal lines within the answer box). 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 modified: 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. Once the test time has expired, the candidates must cease any activities in progress relating to the test, and return the pen provided.
- **At the end of the test**, candidates will be asked to go to a dedicated desk equipped with a special pen, located at an appropriate distance from the Committee, where they will find:
 - a box for submitting the personal data form, on which side there is a copy of the personal data form;
 - the pairs of adhesive labels on which the barcodes are reported.Each candidate must select a pair of identical adhesive labels and apply one of the two labels to the personal details form and the other to the answer sheet. Each label must be applied to the answer sheet and the personal details form 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 personal details form attesting to the correctness of his/her personal data and confirming that the label codes applied to the personal details form and the answer sheet match.

Once these operations have been completed, the candidate must insert the personal details form into the sealed container at the dedicated desk, and then go to the Committee's station in order to insert the answer sheet into the sealed container located there.

The candidate must submit the remaining material in special containers.

- **At the end of the test in both Italian and foreign centres, the Committee's Chairperson or the exam room manager, shall:**
 - insert all the answer sheets into the appropriate 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;
 - insert all the personal details forms into the appropriate containers provided by CINECA, 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 personal details sheets will be opened will be announced during the course of the test, and will be posted at www.unisi.it under the section *Servizi on line – Albo on line consultazione*
 - sign the containers' closure labels;
 - ask the four candidates to sign the label previously signed by the Committee's Chairperson;
 - prepare additional containers for the envelopes that were returned and replaced, those from which the personal details forms were extracted, the unused personal details forms and envelopes, the container integrity statement and a copy of the minutes, along with the list of candidates present in the room.

In the Italian centres, once the answer sheets have been submitted, the Committee's Chairperson or the test room supervisor, 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 personal details form;
- the envelope'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.

6. A national ranking is drawn up for both EU and non-EU citizens declared equivalent on the basis of candidate test scores, which are calculated by Cambridge Assessment in accordance with the criteria indicated in paragraph 3 above, in accordance with the procedures set out in annex 2 of Ministerial Decree no. 542 of 18 June 2019. The ranking for non-EU citizens resident abroad is defined by the University.

The following criteria apply in the case of **equal test scores**:

- a) preference is accorded to the candidate with the best score on topics relating to general knowledge and logical reasoning, biology, chemistry, physics and mathematics, respectively, in descending order;
- b) preference is accorded to the candidate holding, prior to the registration deadline, one or more language certificates pursuant to annex 3 of Ministerial Decree no. 542 dated 18 June 2019, as



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declared by the candidate upon registering for the test. The possession of linguistic certifications is self-certified by the candidates pursuant to art. 46 of Presidential Decree no. 445 dated 28 December 2000. Administrations reserve the right to ascertain the truthfulness of the declaration made by the candidate, pursuant to the relevant laws in force. 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, without prejudice to the sanctions provided for by the criminal code and relevant special laws and the declarant's liability to action for compensation of damages by the counter-respondents, matriculation will be cancelled, any benefits granted shall be recovered and any taxes and university fees paid shall be retained;

c) in the event of a further tie, preference shall be accorded to the younger candidate.

7. With regard to places available for matriculation, admission to the English language single-cycle degree course in Dentistry and Dental Prosthodontics shall be granted to both EU and non-EU candidates declared equivalent who obtained a minimum test score of twenty (20). Candidates who have not qualified will not be included in the ranking.

The minimum qualification score does not apply to non-EU candidates resident abroad. Non-EU applicants resident 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.

Matriculation in the English language long single-cycle degree course in Dentistry and Dental Prosthodontics is granted on the basis of the candidate's placement in the merit ranking, which is drawn up taking into account the programmed number of available places, and the preferences expressed by the candidates themselves.

8. Any unoccupied places in the ranking of non-EU citizens resident abroad may be used to the benefit of the EU and non-EU citizens resident in Italy under art. 26 of Italian Law 189/2002, in time to facilitate adjustments to the relative rankings and without prejudice to, where possible, any compensation between Universities within the same quota reserved to non-EU students resident abroad.

REASONS FOR WHICH THE TEST MAY BE ANNULLED:

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 authorized by the Examination Committee and was noted in the minutes;
2. the candidate's possession and/or use of a *mobile phone, handheld PC, smartphone, tablet, smartwatch, tablet, earpiece, webcam* or other similar device, or of manuals, textbooks, handwritten notes and reference materials 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 sheet;
4. interaction among candidates and/or attempts at copying and/or attempts to exchange any material, including the exchange of personal details forms and/or answer sheets, held by the candidates.

Annulment of the test shall be ordered by the Committee. In the cases described above, the annulled test will not be scored.

**ART. 5
MERIT RANKING AND ADJUSTMENT**

1. Admission to the English language long single-cycle degree course in Dentistry and Dental Prosthodontics shall be granted to those who, in relation to the number of available places, are suitably positioned in the relevant ranking, which is based on the score obtained out of a total of 90, and who have been awarded a minimum of twenty (20) points, as indicated under art. 4, par. 7 of this notice

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

On **26 September 2019**, CINECA, on behalf of the Ministry of Education, Universities and Research (MIUR), will publish the scores associated with the label codes on the website 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 working days, the Universities will send CINECA, through a private website, the personal details of individual candidates, as indicated on the personal details form. The Universities will also use the same procedure to send a scanned copies of the individual personal details forms as .pdf files.

On **4 October 2019**, candidates will be able to view their work, scores, and personal details form on their own private pages of the University portal.

On **9 October 2019**, the **national merit ranking complete with the candidates' names** will be published in the area of the University portal reserved for students.

Before starting the online matriculation procedure, winners holding a qualification awarded 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 (check the website www.unisi.it/urp).

4. Upon completion of each ranking adjustment the candidate who:

a) **is suitably ranked** 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 matriculate and no justification for the delay will be accepted;

b) **is not suitably ranked** for their first applicable preference, shall be **RESERVED** for a subsequent selection. In this case the candidate may still matriculate at the centre by the deadline indicated in paragraph 6 below and hope that, following the next adjustment and once those with higher rankings have completed matriculation, a place opens up among his/her indicated preferences.

Should a candidate register at the centre where he/she has a RESERVED place, all other preferences expressed shall be automatically cancelled.

5. On **9 October 2019**, 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 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 "waitlisted", based on the rankings of all the candidates preceding them and the relative location preferences.

6. Candidates **ASSIGNED** places at Siena **must** register in accordance with the procedures indicated under art. 6 below. Candidates with **RESERVED** places **may** matriculate in accordance with the procedures indicated under art. 6 below. In any event, in order to allow for the proper management of



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the national ranking, both assigned candidates and those with reserved places who decide to exercise this option in relation to the specific adjustment, shall be allotted **a maximum of 4 (four) days to matriculate**, including the date of the ranking adjustment, and excluding Saturdays, Sundays and holidays. If a candidate with an ASSIGNED PLACE should fail to matriculate within the four days allotted, the offer of the place in question shall be considered rejected. Candidates with reserved places who fail to matriculate will not be excluded from the ranking.

7. Each university shall communicate the names of the matriculated students to CINECA, via its own private website, within 5 days of the deadline indicated under paragraph 5 of this article, and in any case by 12 noon 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 matriculation, must confirm their interest in matriculation using the reserved area of the University website within five days of the date indicated in paragraph 5, and, regardless, by 12 noon 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 matriculate. No justification will be considered acceptable for the failure to confirm, except when due to:

- extraordinary and unforeseen circumstances or circumstances beyond their reasonable control without any fault on their part, as long as these are suitably documented;
- injury and/or illness that made it impossible for the candidate to confirm by the deadline his/her intent to matriculate, as long as it is supported by a medical certificate issued by their general practitioner or by the appropriate local health authority (ASL), local health services or by institutions or professionals accredited by the regional health service (SSR) and reporting the presence of an injury and/or illness resulting in temporary disability. The date of the medical certificate cannot postdate the deadline for confirming one's intent to matriculate and must overlap with the last possible date for confirming interest. The relevant documentation must be sent to M.I.U.R. – *Direzione Generale per lo studente, lo sviluppo e l'internazionalizzazione della formazione superiore*, Via Michele Carcani no. 61, Roma - using the following email address: dgsinfs.ufficio3@miur.it. CINECA shall communicate any variations in this address.

9. On **16 October 2019**, after having received the communication indicated in par. 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 par. 6, 7 and 8.

10. Subsequent ranking adjustments shall be conducted in accordance with the procedures and timing indicated in paragraphs 6, 7 and 8.

11. The conclusion of 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 matriculation shall be assigned places, and shall be required to matriculate by the deadline indicated in the provision itself. Those who have not matriculated in the degree courses 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 course have been filled shall not result in new ranking adjustments.

13. As set out in annex 2 of Ministerial Decree no. 593 of 27 June 2019, "enrolment in 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, with due consideration for the characteristics of the degree course, the exams

taken, theoretical studies completed and practical experience acquired at the University of origin, as well as the limit on the number of available places assigned in the annual programme to the University itself for each course year".

Subsequent University provisions shall define the criteria for enrolment for transfer to years subsequent to the first, the number of places available for each year of the course and the methods for submitting the application

ART. 6 MATRICULATION

1. Under penalty of exclusion, the competition winners must register in the English language long single-cycle degree course in Dentistry and Dental Prosthodontics by the deadlines indicated under art. 5 of this notice, using the online procedure available at <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 the deadline indicated for matriculation.

Information on the matriculation procedure can be found on the University portal at <http://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/immatricolazioni>.

PROCEDURE FOR WINNERS ALREADY ENROLLED AT THE UNIVERSITY OF SIENA:

a) withdraw from the previous course of studies and matriculate again in accordance with the procedures and deadlines indicated above;

(OR)

b) initiate the course transfer process by submitting an application to the Students and Course Administration Office for the first/second cycle degree course of origin. A copy of this application, accompanied by a copy of the student's identity card, must be sent to the email address concorsi-areasanitaria@unisi.it by the deadline indicated under art.5, par. 6. The student will receive a confirmation e-mail.

PROCEDURE FOR WINNERS ALREADY ENROLLED AT OTHER UNIVERSITIES

a) withdraw from the previous course of studies, and matriculate again in accordance with the procedures and deadlines indicated above;

(OR)

b) initiate the transfer process by submitting the appropriate application to the University of origin. 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 concorsi-areasanitaria@unisi.it by the deadline indicated under art. 5, par. 6. The student will receive a confirmation e-mail.

2. The concerned parties will not receive any personal communication, 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 withdrawn.

ART. 7 PROCEDURE MANAGER

1. In accordance with the current legal provisions, the appointed administrative procedure manager is Dott. Katia D'Avanzo, from the *Divisione corsi di area sanitaria e post laurea* (Division of

degree courses in the area of Healthcare and of postgraduate programmes).

ART. 8 ACCESS TO DOCUMENTS

1. Candidates are entitled to exercise their right to access documents relating to the competition proceedings in accordance with the methods set out in articles 1 and 2 of Presidential Decree no. 352 dated 23 June 1992 (Regulation governing the right to access and the grounds for not granting access to administrative documents, pursuant to art. 24, paragraph 2, of Italian Law no. 241 dated 7 August 1990, as amended and supplemented, concerning new 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 or by certified e-mail to rettore@pec.unisipec.it, including a photocopy of a valid identity document.

ART. 9 DATA PROCESSING

1. The privacy notice on the processing of Student's personal data may be viewed in the Privacy section of the University portal at <https://www.unisi.it/ateneo/adempimenti/privacy>. The processing of personal is undertaken by the University of Siena for institutional purposes only and for managing the present administrative procedure.

2. The University undertakes to respect confidentiality of data and information provided by the Candidate, which will be processed pursuant to EU Regulation 679/2016 regarding the protection of personal data and Legislative Decree 196/2013 Privacy Code, for provisions not incompatible with said Regulations. The data controller is the University of Siena, legally represented by Rector pro-tempore Prof. Francesco Frati.

Candidates may exercise their rights (art. 15 et seq. of EU Regulation) by writing to the Data protection officer at the certified e-mail address: rettore@pec.unisipec.it or e-mail: segreteria.rettore@unisi.it.

3. The provision of data is compulsory for managing relationships between the Student and the University (e.g. selection, admission, enrolment, managing the student's university records, etc.). Failure to agree to the processing of data will lead to exclusion from the competition.

ART. 10 FINAL AND TEMPORARY PROVISIONS

1. For any matters not specified in this notice, reference should be made to the applicable laws in force. 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 published under the section *Servizi on line – Albo on line-consultazione*, which can be found at www.unisi.it.

Siena, date of the digital signature

The Rector
Francesco Frati



Approved

The Procedure Manager

Katia D'Avanzo

Approved

The Head of the Division of degree courses in the area of Healthcare and postgraduate programmes (*Divisione corsi di area sanitaria e post laurea*)

Giuseppe Giordano

Approved

The Deputy Managing Director

Giovanni Colucci

ANNEXES

1. Programmes (annex A)