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

Sector selection procedures for admission to First
and Second Level programmes in Biomedical and
Medical sciences

Rectoral Decree Classification: V/2

No. of annexes: 2

NOTICE OF COMPETITION FOR ADMISSION TO THE LONG SINGLE-CYCLE DEGREE PROGRAMME IN
DENTISTRY AND DENTAL PROSTHODONTICS delivered in English
(CLASS LM-46) - A.Y. 2023/2024

THE RECTOR

Having regard to Law no. 168 of 9 May 1989 "Establishment of the Ministry of Universities and Scientific and Technological Research";

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, which sets out the rules for admission to university programmes, and in particular article 2 thereof, which states that universities are responsible for planning admission to study programmes for which the education system provides for the use of highly specialised laboratories, computer and technological systems or, in any case, personalised study places;

having regard to Ministerial Decree no. 270 dated 22 October 2004 concerning amendments to the Regulations governing 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 programmes have been defined, pursuant to Ministerial Decree no. 270 dated 22 October 2004;



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having regard to Law no. 170 of 8 October 2010, laying down rules on specific learning disorders in schools;
having regard to Law no. 240 of 30 December 2010, laying down rules on the organisation of universities, academic staff and recruitment, as well as delegating power to the government 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 the rules on procedures for the entry, residence and registration of international students and the related recognition of qualifications for higher education courses in Italy valid for academic year 2023/2024;
having regard to Ministerial Decree no. 1082 of 07 August 2023, which defines the procedures and contents of the admission tests for the single-cycle degree programme in Dentistry and Dental Prosthetics delivered in English for academic year 2023/2024;
having regard to Ministerial Decree no. 992 of 28 July 2023 establishing the number of places available in the first year of the programme for EU and non-EU citizens resident in Italy and for non-EU citizens resident abroad;
having regard to the University Statute;
having regard to the University Degree Regulations;
having regard to the Regulations for the calculation and payment of fees and dues for enrolment on University of Siena degree programmes - AY 2023/2024;
having regard to the resolution of the Council dated 09 June 2023 in which it approves the educational offering of the University of Siena for AY 2023/2024;
having regard to the provisions of the Head of the Department of Medical Biotechnologies dated 20 January 2023 approved through a resolution of the Board of the Department of Medical Biotechnologies dated 31 January 2023 concerning the educational potential for AY 2023/24;

HEREBY DECREES

Art. 1. Admission procedures

1. The selection procedure for admission to the first year of the long single-cycle degree programme in Dentistry and Dental Prosthodontics delivered in English (class LM-46) at the University of Siena, academic year 2023/24, hereafter referred to as the English language long single-cycle degree programme in Dentistry and Dental Prosthodontics, is hereby announced.



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2. The number of places available in the first year of the programme, for both EU citizens and non-EU citizens resident in Italy and for non-EU citizens resident abroad is indicated in the following table:

DEGREE PROGRAMME	PLACES for both EU citizens and non-EU citizens resident in Italy (a)	PLACES non-EU citizens resident abroad (b)
DENTISTRY AND DENTAL PROSTHODONTICS (class LM-46)	23	12 (of which 2 Marco Polo)

Art. 2. Admission requirements

1. 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 procedure.

In the case of a qualification awarded abroad, the original diploma (or a certified copy) or the replacement certificate for all legal purposes must be accompanied, alternatively and at the discretion of the individual higher education institute, by a certificate issued by the Italian ENIC-NARIC centre (CIMEA), by certificates issued by foreign official bodies or by a declaration of value.

If an academic aptitude test is required in your country of origin for access to local universities, you must present appropriate certification of successful completion of that aptitude test.

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

Non-EU citizens resident abroad (b) must also submit an online pre-enrolment application for the purpose of obtaining a study visa "University registration" for academic year 2023-2024, on the University website (<https://www.universitaly.it/>) by **29 September 2023**. Pre-registration on the University website is mandatory in order to obtain the study visa. Please note: pre-enrolment does not in itself allow admission to study programmes. In order to register, you must complete the procedures required by the University of Siena for your chosen degree programme.

For further information see <https://www.studiare-in-italia.it/studentistranieri/> or contact URP and International Place - Via Banchi di Sotto, 55 – 53100 Siena at: internationalplace@unisi.it

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

1. Note

(a) For the purposes of these provisions, the following are considered equivalent to EU citizens:

- 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 secondary school-leaving certificate 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 shall prevail (art. 19 par. 2 of Law no. 218 dated 31 May 1995).



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Art. 3. Application procedure

1. **Starting on 18 September 2023, and no later than 3pm (GMT + 2) on 29 September 2023**, candidates must register for the admission test exclusively by completing the online procedure available on the University portal (www.universitaly.it) following the procedures set out in Annex 2 of Ministerial Decree no. 1082 dated 7 August 2023. 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. 1082 dated 7 August 2023.

2. Registration is completed once the exam fee is paid in accordance with the procedures published on the University portal (www.universitaly.it) when registration opens. **Payment alone, without the online registration receipt, does not entitle the candidate to sit the exam.**

3. When registering for the exam, candidates must indicate, in order of preference, the programme seats for which they intend to compete. These preferences are irrevocable and cannot be supplemented after 3pm (GMT + 2) on 29 September 2023, the registration deadline. In any case, the last “confirmed” preference prior to said deadline will be deemed valid.

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

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

4. 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.

Candidates who wish to take the exam abroad must also indicate a foreign venue among those indicated in table A annexed to Ministerial Decree no. 1082 of 7 August 2023, which forms an integral part of this notice.

Art. 4. Candidates with disabilities or with a diagnosed specific learning disorder (SLD)

1. 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.

Candidates with certified disabilities pursuant to Italian Law no. 104 dated 5 February 1992 or with a diagnosed specific learning disorder (SLD) pursuant to Law no. 170 dated 8 October 2010 are admitted to the test with the medical certificate they hold, even if this is not up to date due to reduced national health service activities during the Covid-19 emergency; however, the universities reserve the right to request integration of required documentation at a later date.

For the purpose of organizing the exam, **candidate with certified disability or with certification pursuant to Law no. 104 of 5 February 1992** must promptly deliver the certificate (original or a certified copy on unstamped paper) issued by the relevant medical board attesting to the type of disability and/or degree of certified disability to the University.

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, **candidates with diagnosed SLD pursuant to law no. 170 of 8 October 2010** must promptly deliver the SLD diagnosis (original or a certified copy on unstamped paper) to the University.

Candidates with diagnosed SLD pursuant to Law no. 170 of 8 October 2010 have a right to up to 30% extra



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time with respect to that set for completing the exam. In the case of particularly grave certified DSA, universities may allow, in order to guarantee equal opportunities during the exam, the use of compensatory tools: non-scientific calculator; video-magnifier or support from a reader selected by the University with the assistance of relevant experts or the University Disability and SLD Services, where available.

The SLD diagnosis must be issued by the local public health service or by institutions or professionals accredited by the regional health service (SSR); if issued prior to the applicant's eighteenth birthday, it must have been issued no more than 3 years ago.

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. **Applicants resident abroad who are disabled or with SLD** and wish to benefit from the measures above must submit the relevant authenticated certification issued in their country of residence, accompanied by a sworn or certified translation into Italian or English issued by the Italian diplomatic offices. The University bodies responsible for examining the certification 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. 0577/235412 servizidsa@unisi.it - disabilita@unisi.it - 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 <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/corsi-numero-programmato/dentistry-and-dental-prosthodontics>

Art. 5. Rules for foreign nationals and for EU citizens with qualifications awarded abroad

1. International students resident abroad, referred to in point (b) of art. 1, par. 2 above, who pre-enrolled online through the UNIVERSITALY portal (<https://www.universitaly.it/>) in accordance with the regulations governing the registration of international students on university programmes for AY 2023/2024 (<https://www.studiare-in-italia.it/studentistranieri/>), must enrol using the same procedure set out in art. 3 of this call for applications.

For further information contact the URP and International Place - Via Banchi di Sotto, 55 - 53100 Siena at the address: internationaplace@unisi.it.

2. EU candidates and non-EU candidates considered equivalent to EU nationals under note (a) of art. 1, par. 2 above must register using the same procedures indicated under article 3 above.

Art. 6. Admitted applicants

1. The list of admitted applicants will be published by **10 October 2023** at <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/corsi-numero-programmato/dentistry-and-dental-prosthodontics>.

Art. 7. Selection procedures

1. There is only one admission exam for 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 and Research avails itself of the CINECA Inter-University Consortium for the management of the online exam registration procedure. CINECA 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



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for determining the score for each of the answer sheets submitted by the candidates for the admission exams held at universities and in centres abroad.

2. Candidates must pass an admission exam to be held on 17 October 2023 at 12 noon at Presidio San Niccolò – Porta Romana – Via Roma, 56 - Siena.

The time at which admitted candidates must present to sit the exam, as well as the classroom assigned to each candidate, will be published by 10 October 2023 at:

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/corsi-numero-programmato/dentistry-and-dental-prosthodontics>

Candidates will be admitted to the test centre upon presentation of a valid identity document.

Candidates who present without a valid identity document or arrive after the boxes containing the exam papers are opened will not be admitted to 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, in accordance with instructions issued by the MUR in the guidelines, will be provided at

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/corsi-numero-programmato/dentistry-and-dental-prosthodontics>

Any changes to this notice will be announced by rectoral decree, which will be published at:

<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/corsi-numero-programmato/dentistry-and-dental-prosthodontics> as well as in the section Online Services - online noticeboard accessible from the page www.unisi.it.

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

3. The admission test starts at 12 noon and candidates have 100 minutes to complete it.

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: reading skills and knowledge acquired during studies, logical reasoning and problem-solving, biology, chemistry, physics and mathematics.

On the basis of the schedules set out in Annex A to Ministerial Decree No. 1082 of 7 August 2023, which forms an integral part of this notice (Annex 1), the sixty (60) questions are divided as follows:

- four (4) questions testing reading skills and knowledge acquired during studies;
- five (5) questions on logical reasoning and problem-solving;
- twenty-three (23) questions on biology;
- fifteen (15) chemistry questions;
- thirteen (13) questions on physics and mathematics.

A maximum of 90 points are awarded for the exam, 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.



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Based on the score obtained by each candidate, calculated by CINECA in accordance with the criteria set out in paragraph 3 herein, a single national ranking list is drawn up for EU and non-EU citizens considered equivalent to EU nationals according to the procedures set out in attachment 2 of Ministerial Decree no. 1082 dated 7 August 2023.

The merit ranking for non-EU citizens resident abroad shall be established by the University.

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

- preference is accorded to the candidate with the best score on topics relating to biology, chemistry, physics and mathematics, logical reasoning, reading skills and general knowledge, respectively, in descending order;
- 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. 1082 dated 7 August 2023, as declared by the candidate upon registering for the exam. The possession of language certificates 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, registration will be cancelled, any benefits granted shall be recovered and any taxes and university fees paid shall be retained;
- In the event of a tie between one or more candidates with certified disability greater than or equal to 66% or disabled candidates with certification pursuant to art. 3, par. 3 of Law no. 104 of 1992 and one or more candidates not falling into the above categories, preference shall be given to the disabled candidate(s) with certified disability greater than or equal to 66% or with certification pursuant to Law no. 104 of 1992, art. 3, paragraph 3.

The disabled candidate with certified disability greater than or equal to 66% or with certification pursuant to Law no. 104 of 1992 art.3, paragraph 3, even if not up-to-date due to the limitations on the activities of the National Health Service caused by the COVID-19 pandemic, who in the event of a tie with another candidate that does not fall into the aforementioned categories, wishes to be accorded said preference, is required to present to the University where he/she is "assigned" within the strict term of 15 (fifteen) days from the date of assignment, including the first day, the certificate of disability greater than or equal to 66% or the certification pursuant to art. 3, paragraph 3 of Law no. 104 of 1992, under penalty of exclusion from the merit ranking.

Once this period has expired, the undocumented preference title cannot be taken into account.

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

4. With regard to places available for registration, admission to the English language single-cycle degree programme 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.

Registration in the English language long single-cycle degree programme in Dentistry and Dental



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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.

5. 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, in time to facilitate adjustments to the relative rankings and without prejudice to, where possible, any compensation between Universities within the same quota reserved for non-EU students resident abroad.

6. The Examination Board, made up of professors from the University of Siena, will be appointed subsequently by Rectoral Decree.

7. The admission exam procedure is regulated as follows:

a) If multiple exam rooms are used, the students will be distributed according to age, except for twins. Before the start of the exam, four candidates will be drawn at random in each room to follow the competition procedures.

b) Upon penalty of disqualification, candidates may not interact with one another during the exam and must not use *mobile phones, PDAs, smartphones, smartwatches, tablets, earpieces, webcams* or other similar devices, nor can they bring and/or use pens, pencils, stationary (or any other writing materials). Applicants are not allowed to bring and/or use manuals, textbooks, handwritten and partial copies thereof, handwritten notes, blank sheets of paper or any reference materials.

c) The Board 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 admission exam questions, 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 programme 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.

d) The candidate must complete the personal data sheet and sign it, also for the purpose of certifying that the data referred to in point h) are correct at the time of delivery.

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 Board 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.

e) Candidates must fill out the answer sheet using a black pen **only**, which will be provided by the University.

f) 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.



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g) Once the test time has expired, the candidates must cease any activities in progress relating to the exam and return the pen provided

h) **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 Board, where they will find:

- a box for submitting the personal data form, on a side of which 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 another dedicated desk in order to insert the answer sheet into the sealed container located there, making sure the sheet is inserted upside down, facing down.

The candidate must submit the remaining material in special containers.

Once the answer sheets have been submitted, the Board'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.

REASONS FOR WHICH THE EXAM MAY BE ANNULLED:

- 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 Board and was noted in the minutes;
- the candidate's possession and/or use of a *mobile phone, handheld PC, smartphone, PDA, smartwatch, tablet, earpiece, webcam* or other similar device, or of manuals, textbooks or partial reproductions of the same, handwritten notes and reference materials while in the exam room;
- 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 Board, on the answer sheet;
- interaction among candidates and/or attempts to copy and/or exchange any material, including the exchange of personal details forms and/or answer sheets, held by the candidates.
- the candidate's use of pens, pencils or any other writing instrument for the purpose of making alterations, additions and/or corrections to the answer form during the insertion of the personal data sheet and answer form into the receptacles provided therein.

Annulment of the exam shall be ordered by the Board. In the cases described above, CINECA will not score the annulled exam.

Art. 8. Merit ranking and enrolment

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. 7, par. 7 of this notice.



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

On 26 October 2023 CINECA, on behalf of the Ministry of Education and Research, 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 31 October 2023 candidates will be able to view their work, scores, and personal details form on their own private pages of the University portal.

On 7 November 2023 the national merit ranking complete with the candidates' names will be published in the area of the University portal reserved for students.

4. At the time 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 set deadline. If the candidate has not registered by the deadline, he/she shall lose the right to register 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 register at the centre by the set deadline or hope that, following the next adjustment and once those with higher rankings have completed registration, 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 7 November 2023, 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. 9 below. Candidates with RESERVED places may register in accordance with the procedures indicated under art. 9 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 option 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, he/she shall forfeit the place in question. Candidates with reserved places who fail to register will not be excluded from the ranking.

7. 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, each University communicates the names of registered students to CINECA through its reserved website.



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8. **All candidates, with the exception of those who have registered and those who have waived registration and those whose status is "no places available", must confirm their interest in remaining in the ranking 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 register. No justification will be considered acceptable for failure to confirm.

9. On 15 November 2023 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 in accordance with 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 universities are only allowed to enrol candidates placed in a useful position in the ranking list for years subsequent to the first year after recognition of the relative credits and the necessary preparatory courses provided for by the regulations of the university degree programme, as well as after ascertaining the documented availability of places at the university for the year in which they request enrolment, compared to the places allocated within the respective cohort of students in previous programmes.

These procedures, as well as post-registration forfeitures, entail ranking adjustments to the exclusive benefit of students who are not registered but who are in a useful position only if communicated, as long as there are still places available on the programme at the individual university. Any further requests for transfer or withdrawals after all the places on the programme have been filled will not lead to new adjustments.

12. Without prejudice to the provisions of the preceding paragraph, enrolment in years subsequent to the first, following the procedures for the recognition of credits and the necessary preparatory courses by the University of destination, may only take place within the limits of the places made available for each year of the programme, in the relative cohort, following withdrawal from studies, transfer to enrol in the same degree programme elsewhere or transfer to another programme at a foreign university, transfer to another programme in the same or different university in Italy or in any case in the application of institutes, provided for in the relevant University regulations, which may result in the definitive vacancy of the post in the year of reference, in relation to the posts defined in the annual planning decrees, published by the Ministry of University and Research.

13. The enrolment of a student coming from an EU or a non-EU country in years subsequent to the first is always subject to the verification, by the Italian university of destination, of the educational background of the student requesting the transfer, with particular regard to the specific characteristics of the degree programme, the examinations taken, the theoretical studies completed and the practical experience acquired at the university of origin, as well as the unavoidable limit of the number of available places allocated to the university itself for each year of the programme during the annual planning.

To this end, the universities specify analytically in their announcements or notices both the criteria for the recognition of credits acquired in the foreign university and for the assessment of equivalences and the number of places available for transfer to each year following the first.

14. Under no circumstances shall supernumerary or out-of-cohort enrolment of students be permitted.

Art. 9. 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. 8 of this notice,



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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 registration.

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

Before accessing the registration procedure successful candidates with a qualification awarded abroad must apply in writing to the URP and International Place for **final authorization**: sienainternational@unisi.it.

2. Procedure for winners already enrolled at the University of Siena:

- a) withdraw from the previous degree programme and register again in accordance with the procedures and deadlines indicated above;
(or)
- b) initiate the programme transfer procedure by submitting an application to the Students and Course Administration Office for the first/second cycle degree programme 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.

3. Procedure for winners already enrolled at another university:

- a) withdraw from the previous degree programme and register again in accordance with the procedures and deadlines indicated above;
(or)
- a) initiate the programme transfer procedure by submitting an application to the university of origin. A copy of this application, accompanied by a copy of the student's identity card and fiscal number, must be sent to the email address concorsi-areasanitaria@unisi.it by the deadline for registration.

4. The concerned parties will not receive any personal communication and must therefore view the rankings and the deadlines for registration according in accordance with the methods previously described.

5. Competition winners who do not comply with the above requirements by the deadline will be considered to have withdrawn.

Art. 10. Procedure Manager

The person in charge of the administrative procedure is Dott.ssa Silvia Focardi, Head of the Competition Procedures Sector for admission to First and Second Level study programmes in the biomedical and medical sciences area pertaining to the Health and Postgraduate Programmes Division of the University of Siena.

Art. 11. Access to records

1. Candidates are entitled to exercise their right of access to the competition records in accordance with articles 1 and 2 of Presidential Decree no. 184 dated 12 April 2006, which is the current "Regulations governing access to administrative records".

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, attaching a photocopy of a valid identity document.



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Art. 12. Data processing

1. The processing of personal data is undertaken by the University of Siena for institutional purposes only and for managing the present administrative procedure. 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>.

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.

3. The data controller is the University of Siena, legally represented by Rector pro-tempore, Prof. Roberto Di Pietra.

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

4. 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. 13. Final and transient 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, data of the digital signature

The Rector
Roberto Di Pietra

Approved
The Procedure Manager Silvia Focardi

Approved
Head of the Student Services area Claudia Vaccarezza

Approved
The General Manager Emanuele Fidora

ANNEXES

1. Annex A (subjects and programmes)
2. Table A (countries and centres)