



University of Rome Tor Vergata

FACULTY OF MEDICINE AND SURGERY

NOTICE

**TRANSFERS OF STUDENTS ENROLLED AT ITALIAN OR FOREIGN UNIVERSITIES AT THE
SECOND OR FOLLOWING YEARS
OF SINGLE CYCLE DEGREE IN MEDICINE AND SURGERY IN ENGLISH LANGUAGE -
MEDICINE AND SURGERY (LM-41 CLASS)
A.Y. 2016/2017**

Transfers of students enrolled at Italian or foreign universities at the second or following years of the single cycle degree in Medicine and Surgery in English language - Medicine and Surgery (class lm-41) a.y. 2016/2017 are established as follows:

Art. 1 - Requirements for the submission of the transfer request

1. The following students can submit a transfer application:

- Students with the Italian citizenship,
- Students with the European citizenship,
- Foreign students with no European citizenship who legally stay in Italy, according to art. 26 of Law no. 189/2002; as well as foreign students enrolled at an Italian university according with art. 46 of Presidential Decree n. 394/99, under the quota of non-EU citizens residing abroad.

2. The students above-mentioned must be enrolled at the second or following years and must be in compliance with the administrative situation for the same degree course. Students in late with the regular process of studies will not be considered eligible.

3. The transfer to Medicine and Surgery degree course can be submitted only by students who are correctly enrolled, at their own universities, at degree courses **provided in English only** and characterized by an English language competition for the admission.

Art. 2 – Available positions

The following positions are available for the release of “nulla osta” in the Academic year 2016/2017, in order to enroll at the second or following years:



University of Rome Tor Vergata

DEGREE COURSE	YEAR OF STUDY	N. OF AVAILABLE POSITIONS
MEDICINE AND SURGERY LM-41	3°	10
MEDICINE AND SURGERY LM-41	4°	4

Art. 3 – Procedures and terms of application

The request for transfer, prepared according to the schedule form (form A) available on the website <http://medschool.uniroma2.it>, will have to be hand delivered to the Student Secretary of the degree course in Medicine and Surgery, no later than November 23, 2016.

Students will have to attach the following documents to the request of transfer (**form A**), duly filled, in a sealed envelope and countersigned by whom concerned:

Please note: Attaching documents in a not proper way will be evaluated with the inadmissibility.

a. A self declaration according to the schedule form (Form B) available on the website <http://medschool.uniroma2.it>

1. list of passed exams with grade, date, credits, and related hours;
2. the frequency of exams not performed with relative credits and hours;
3. practical activities of internship.

b. Official degree's course structure;

c. Detailed courses programs;

d. Copy of a valid identity document.

➔ **We will not accept additional documents after you have submitted the request of transfer.**

➔ Students enrolled in **foreign universities** should attach to the application, in place of self-certification referred to paragraph a., the certification issued by the University of origin attesting to the requirements of the letter a., accompanied by an official Italian translation. The documents referred to subparagraphs b. and c. must be issued by the foreign University, duly stamped and signed by the same. This documentation must be accompanied by its official translation in Italian language.

N.B.: Applications missing of requirements of Art. 3 of this Call, devoid of all or part of the required documentation, will not be evaluated.



University of Rome Tor Vergata

Art. 4 – Application Evaluation Process

Applications will be evaluated by a special Commission of the degree in Medicine and Surgery in English. The Commission will primarily evaluate applications on the basis of the following criteria:

- a) the arithmetic average of the exams for a maximum of 60 points, calculated as following: subtract eighteen to the arithmetic average of exams and multiply the result by five. Partial examination or exams validations without a vote of thirty will not be considered;
- b) number of total credits in relation to the number of actual years of enrollment, for a maximum of 60 points, calculated as following: give 1 point for each obtained credit and divide the result by the number of actual years of enrollment in the course in Medicine and Surgery;
- c) Adequacy of all courses programs of the taken exams at the University of origin.

In case applications are evaluated higher than the number of places available, the Commission will make a merit ranking based on the average of passed and officially registered exams and the number of total credits achieved in relation to the number of actual years of enrollment.

In case of equal score, priority shall be given to the youngest candidate.

If the received applications are equal to or less than the number of places available, they will be automatically accepted by the Commission, after requirements verification. In this case the Commission will not proceed with the selection process.

The Commission, at the end of its evaluation, will send the minutes to the student secretary of Medicine and Surgery, indicating for each students requesting the transfer, the following elements:

- Year of study;
- Recognized exams;
- Authorization to release of “nulla osta”.

Art. 5 – Publication of admitted students and release of “nulla osta”

The results of evaluations about transfer requests will be published no later than December 02, 2016 on the website <http://medschool.uniroma2.it>

These publications represent the only legal notice about the result of the evaluation.

In the period between **December 05, 2016** and not later than **December 12, 2016**, the students concerned can take the “nulla osta” and they can receive the necessary instructions in order to regularize the enrollment which will need to be completed no later than **December 16, 2016**.

The responsible of the student secretary's office - Medical Area of the Faculty of Medicine and Surgery, has been identified as the person in charge of this administrative procedure.



University of Rome Tor Vergata

Art. 6 - Useful contacts

Medicine and Surgery Secretary's Office

Address	Medicine and Surgery Faculty Via Montpellier, 1 – 00133 Rome
Telephone	0039 0672596045
Opening hours	Monday, Wednesday, Friday, from 9.00 to 12.00 Wednesday from 14.00 to 16.00
e-mail	sgr-studenti-medicina@med.uniroma2.it

International Students Secretary's Office

Address	Via Orazio Raimondo, 18 – 00173 Rome – 5 th floor
Telephone	0039 0672592566-67
Opening hours	Monday, Wednesday, Friday, from 9.00 to 12.00 Wednesday from 14.00 to 16.00
e-mail	International.students@uniroma2.it