

**ADMISSION TO THE MASTER'S DEGREE IN BIOTECHNOLOGY AND MEDICAL BIOLOGY
RESERVED TO NON-EUROPEAN CITIZENS RESIDING ABROAD
ACADEMIC YEAR 2021/2022**

FOREWARD

This call is reserved to Non-European Citizens. If you have European citizenship or if you are a Non-European citizen already residing in Italy you must compete with the EU quota and participate to the admission competition for EU Citizens.

GENERAL INFORMATION:

1. Admittance to the Master's Degree in Biotechnology and Medical Biology is subject to selection through the University's admission test. **12 places** are reserved for Non-European Citizens for the 2021/2022 academic year and the test will be held on **March 24th, 2021** online.
2. On line registration opens on **January 25th, 2021 and closes on March 17th, 2021 at noon (CET*)**. Registration to the test is done exclusively online through the dedicated registration portal. Registration is considered complete once all requested fields have been filled in and the **test fee corresponding to EUR 150** has been paid. Registration will mean inserting personal details and paying the test fee. Candidates will receive details on the online-delivered test via e-mail within 3 days prior to the test date.
3. Enrolment for admitted students will open on **July 15th, 2021 and close on September 20th, 2021 at noon (CET)**. Details on enrolment procedure and documentation to send in are in the dedicated article of this regulation.
4. An English language certificate corresponding to level B2 of the CEFR is requested as well in order to finalize enrolment. Please check the details in the dedicated article of the regulation.
5. Notes marked with *** means the information is not present in the Italian competition call but is added for extra information useful to international students.

*Every hour/time frame indicated in this call will always refer to the local time in Milan, Italy.

The Regulation for Admittance to the AY 2021/2022 in English, translates and lists the Articles of the Competition Call only for information purposes. It does not have legal value since the Italian version of the Competition Call, the Chancellor Decree n° 6884, is the official document regulating the competition.

**COMPETITION REGULATION FOR ADMISSION TO THE MASTER'S DEGREE IN
BIOTECHNOLOGY AND MEDICAL BIOLOGY (CLASSIFICATION LM-9) RESERVED TO
NON-EUROPEAN CITIZENS RESIDING ABROAD
ACADEMIC YEAR 2021/2022**

Article 1 - number of places available

Selection for admission to the Master's Degree in Biotechnology and Medical Biology (Classification: LM-9) is disciplined by an examination and based on the number of places available.

For the AY 2021/2022 the **number of places** available for non-European citizens residing abroad is **12**.

Article 2 - participation in the competition

2.1 Who can participate in this competition?

Non-EU Citizens can participate to this competition, i.e. Non-EU Citizens who do not already live in Italy and do not have any second European Citizenship or European Permanent Residence. ****Citizens from Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino and the Holy See State of Vatican City compete for the EU Citizens' quota.* Official reference document is the Ministerial Circular of June 16th, 2020, named "Procedures for entry, residency and enrolment at higher education institutions for students requiring visas for higher education courses in Italy, for the academic year 2020-2021", available on the official website of the MUR: <https://www.studiare-in-italia.it/studentistranieri/>

Italian, EU and non-EU Citizens already residing in Italy compete for the European quota and must sit the admission test reserved to that quota.

2.2 What are the academic requirements for enrolling in the Master's Degree in Biotechnology and Medical Biology?

A Bachelor's Degree (law n° 910 art.1 December 11, 1969) or any title equivalent to a Bachelor's Degree in Biotechnology (Former Ministerial Decree no. 270; Classification: L-2 "Biotechnologie") or Biological Sciences (Classification: L-13) awarded abroad according to the Ministerial Circular dated June 16th, 2020, named "Procedures for entry, residency and enrolment at higher education institutions for students requiring visas for higher education courses in Italy, for the academic year 2020-

2021”, available on the official website of the MUR: <https://www.studiare-in-italia.it/studentistranieri/>

Further information on academic requirements for students who are obtaining or have obtained a Non-Italian academic qualification can be also found on the UniSR website at the following page:

<https://www.unisr.it/en/servizi/ammissioni/biotechnology-medical-biology>

Article 3 - definition of the non-European quota

The regulation for admittance to Italian Universities and access requirements are defined by the Italian Ministry of University and Research MUR. Official reference document is the Ministerial Circular of June 16th, 2020, named “Procedures for entry, residency and enrolment at higher education institutions for students requiring visas for higher education courses in Italy, for the academic year 2020-2021”, available on the official website of the MUR: <https://www.studiare-in-italia.it/studentistranieri/>

The Master’s Degree in Biotechnology and Medical Biology is entirely held in English. Therefore, proof of Italian language knowledge is not requested.

Article 4 - registration to the admission test

In order to sit the admission test, candidates are requested to pay the test fee, which amounts to **Euro 150.00**. Payment is done according to the indications given on the online registration portal.

Payment of the test fee alone does not mean the candidate has completed the registration to the test.

The test fee payment is non-refundable, regardless of circumstance.

Registration to the test must be done **exclusively online** through the University website (www.unisr.it). Online registration opens on **January 25th, 2021 and closes on March 17th, 2021 at noon (CET)**. The Registration procedure requests candidates to enter their personal details and pay the test fee as described at point 4.1 below.

4.1 – Registration procedure and timing

In order to register for the test, candidates have to:

1. Enter their personal data;
2. Pay the test fee **within 30 minutes from registration**;
3. After paying the test fee, candidates will receive a confirmation e-mail of registration and payment and the procedure will be concluded.

Information on registration and payment will always remain available in the candidates' personal area (www.unisr.it and Selexi Portal) and accessible at any time by logging in with the credentials obtained upon registration. **Information contained in the candidates' personal area, is the only official confirmation of registration and payment.**

After having registered online and having paid the test fee by the set deadline (March 17th, 2021), **all candidates must send via e-mail to enrolment.biotechnologyNONEU@unisr.it the following documentation required for the assessment of the academic qualifications:**

- Copy of the final Bachelor's Degree awarded and official transcript of records with dates and grades of the exams passed
Or
- Certificate of enrolment to the final year of a Bachelor's Degree Course or equivalent course with dates and grades of the exams passed.

If in possession, candidates can also submit further certifications related to the Course e.g. scientific publications and internships in laboratories in Italy or abroad not related to the thesis internship.

All documents must be in English. If the original document is not in English, candidates must send both copies of the original version and of the verified translation.

Candidates who will fail to send the above-mentioned documentation within the set deadline will be considered renunciative. The test fee will not be reimbursed under any circumstances.

Important: please be aware that each candidate is responsible for the details indicated during the registration procedure. In case of wrong, missing or untruthful data, the candidate will be prevented from entering the final ranking list and therefore from enrolment. The University will randomly verify the information provided by the candidates.

Article 5 - delivery of the admission test

5.1 Test delivery

The admission test for the Master's Degree in Biotechnology and Medical Biology AY 2021/2022 reserved to non-EU citizens will be held on **March 24th, 2021**.

The admission test will be delivered with an **online proctoring system**. Technical requirements and all necessary information on how the test will be delivered will be sent to all candidates via e-mail within 3 days prior to the test date.

Once all pre-enrolment procedures of successfully ranked candidates of the test on March 24th have ended, should there still be places available for Non-Eu Citizens, further admission test sessions could be scheduled following the same registration methods described in art. 4.

Details on possible further admission test sessions and the number of places available will be published on the University website: www.univr.it

5.1.1 – Candidates with disability

Candidates with any kind of permanent or temporary disability in need of extra means of support, must formally request the support they will need for this test in relation to the extent of their disability, be it also further time for completing the test (law n° 104 February 5, 1992 and as modified by the law n.17/1999). Candidates with learning disabilities according to the law n°170 October 8, 2010 with the new regulation concerning specific learning disabilities within the educational environment can request the special terms according to the Ministerial Decree n. 5669, July 12, 2011.

All these requests must be accompanied by a medical certificate and sent to the Head of the Selection Procedure, via e-mail, to dsa.sd@univr.it no later than the application deadline for registration indicated by this competition call, which is March 17th, 2021 at noon (CET).

5.2 Content of the test

The admission test is entirely in English and consists in the comprehension of a scientific article from one of the main scientific journals in the biotechnological-biomedical field.

This scientific article, whose title and abstract will not be given, will be the same for all candidates.

The comprehension of the content of the article, as well as its hypothetical and theoretical implications, will be assessed through:

- The candidate's ability to define a title and write an abstract in English (points assigned: from 0 to 20);
- The answers given to 2 open questions that require the writing of a brief hand-written essay by the candidate (points for each question: from 0 to 9);
- 30 multiple choice questions whose score will be calculated as follows:
 - 2 points for each correct answer
 - - 0,75 points for each incorrect or not valid answer
 - 0 points for each non-given answer

All questions, as well as the answers given by the candidates, will be in English.

Candidates will have 180 minutes in total to complete the test.

Article 6 - ranking list and admission

After the test has been corrected, **the ranking list** will be drawn up according to the following criteria:

- maximum 98 points for the answers given to all questions related to the scientific article;
- maximum 2 points for the evaluation of other certifications (scientific publications of the candidate, internships carried out in laboratories in Italy or abroad and not related to the students' thesis internship)

In case of a draw in the final score, the place is assigned to the youngest candidate.

Candidates will be able to view their test, the solution grid and the algorithm used for calculating the score seen in the ranking list by accessing the webpage indicated on the website with username and password given during the test.

Candidates scoring less than 22/100 will not be admitted for enrolment.

The final ranking list will be published within 15 days following the test date on the University's online Board and on the dedicated pages of the website www.univr.it.

Article 7 - admission to enrolment

7.1 Foreword

Notices and ranking lists published on the University website are the only official communications. Possible personal communications sent to the candidates' e-mail address indicated during the registration are merely intended to help them through the whole procedure and do not replace the official ones published on the website. Therefore, it is the candidate's responsibility to verify his/her position and meet the given enrolment deadlines by checking the webpage regularly.

In order to be eligible for enrolment, the admitted candidates must possess an **English language Certification corresponding to level B2 of the Common European Framework of Reference CEFR.**

Those who have studied entirely in the means of the English language in their University/College for at least the past two years preceding enrolment, are exempted from presenting the above-mentioned English language certification.

7.2 online enrolment

Admitted Candidates have to proceed with the online enrolment by accessing the dedicated webpage with the credentials received upon registration for the admission test and following the detailed instructions published on the University website by the Registrar's Office.

Admitted candidates will be requested to confirm their place by making a non-refundable advance **payment of Euro 1,500.00 within April 15th, 2021**; ****this amount guarantees reservation of the assigned place and entitles the candidate to proceed with enrolment and to receive information for beginning the study visa request.* This advance payment **will not be reimbursed** should the Candidate not finalize enrolment within the given deadlines or should later decide to withdraw. The advance payment is deducted from the first installment fee necessary to finalize enrolment (Euro 1,140.00).

Enrolment will be possible **from July 15th, 2021 to September 20th, 2021 at noon (CET)** according to the indications given in the online enrolment procedure.

Within the set deadline, candidates must:

- Complete the online **enrolment procedure**;
- **Pay the remaining amount** of the first tuition fee installment via wire transfer to the following bank details:
BANCA POPOLARE DI SONDRIO
Via S. Maria Fulcorina, 1 20123 MILANO (MI)
Account number: 16782/34
Account holder: UNIVERSITA' VITA-SALUTE SAN RAFFAELE
IBAN: IT73U0569601600000016782X34
BIC/SWIFT: POSOIT22
- Download, fill out and sign the **enrolment form** available on the University website;
- Send the following documentation in PDF format via e-mail to enrolment.biotechnologyNONEU@unisr.it specifying in the subject "Enrolment Biotechnology and Medical Biology":
 1. Copy of the filled out and signed **enrolment form**;
 2. Copy of the **payment receipt** of the first tuition fee installment;
 3. Copy of the **secondary school leaving certificate** translated into English or Italian;
 4. Copy of the translated and legalized original **Bachelor's Degree** awarded abroad with the relevant score together with the "Dichiarazione di Valore" (Declaration of Value) as soon as available;
 5. Copy of the **English language certification level B2**;
 6. Copy of the **passport**.

Candidates will receive confirmation of their enrolment via e-mail within five working days from when the Registrar's Office receives all the enrolment documentation.

If a candidate does not complete the enrolment procedures within the deadline, s/he loses the assigned place and will not be allowed to enrol any longer. The free place will be assigned to another candidate according to the ranking order and to the indications given by the Registrar's Office.

*** Please note that admittance through this competition is for **enrolment to the 2021/2022 academic year only** and that any assigned place cannot be kept on hold for future years.

*** In order to begin the study visa application procedure, Non-EU admitted Candidates must complete the Pre-enrolment procedure through the **University portal** www.universitaly.it and upload the requested documentation. Further information on the matter will be sent to all students admitted for enrolment.

Article 8 – enrolment and original documents required

Candidates who have completed the enrolment procedure as detailed in art. 7 will receive a confirmation e-mail from the Registrar's Office with detailed information on documents needed to finalize the matriculation.

Upon arrival in Italy and by the deadline indicated in the enrolment confirmation e-mail, students will have to hand in to the Registrar's Office the following **original documentation**:

- **Official Bachelor's Degree** with verified translation into Italian and legalization by the local Italian Diplomatic Authorities of reference;
- **“Dichiarazione di Valore”** (Declaration of Value) of foreign titles issued by the local Italian Diplomatic Authorities of reference (Italian Consulate/Embassy/Italian Cultural Centre). This declaration must have the information on the evaluation system of academic qualifications in the country where it was obtained (final score, minimum and maximum score that can be assigned.)
- Copy of **“Codice Fiscale”** (Italian tax identification number.)

The above-listed documentation must be handed in to the Registrar's Office by the person concerned only. Documentation sent by mail or fax will not be accepted.

UniSR reserves the right to request further documentation concerning students' study visa and residence permit.

Requests of Evaluation of previous university credits can be officially handed in **only after** the student has finalized the enrolment and within three months from enrolment by handing to the Registrar's Office the filled-out form available in the student's Intranet together with all the attachments and tax stamp required.

Please acknowledge that enrolment must be compliant to the Italian regulation on Higher Education (art 14.2 T.U. sull'istruzione superiore) which forbids contemporary enrolment to different Universities and/or study courses in Italy.

Candidates who have not obtained their Bachelor's Degree yet, must hand in to the Registrar's Office the final translated and legalized Degree together with the Declaration of Value no later than December 20th, 2021.

Failure to hand in the required documentation within the set deadline will result in forfeiture of matriculation.

Article 9 – reserve list

At the deadline for enrolment, a notice will be posted on the University website (www.univr.it) indicating the number of places still available, which can be assigned according to the procedure described below.

From the working day after the publishing of the number of remaining available places, the Registrar's Office will indicate the candidates who have been admitted according to the ranking order. This information will be posted online on the University website (www.univr.it). The newly admitted candidates will have to proceed with online enrolment **by 3:00 p.m. (CET) of the third working day after the publishing of the notice** following the procedure described in art. 7.

Should the admitted candidate fail to do so, his/her place will be considered free and assigned to the next successful candidate in the ranking list no matter what reason there is for lateness in proceeding as requested. Candidates will be admitted to the Master's Degree program until there are places available.

Article 10 – tuition fees

The yearly tuition fees for students enrolling to the 2021/2022 academic year amount to **Euro 7,640.00** and is divided into 3 installments:

- First installment: Euro 2,640.00 to be paid upon enrollment (minus 1,500.00 Euros deposit =1,140.00 Euros)
- Second installment: Euro 2,500.00 deadline January 31st, 2022
- Third Installment: Euro 2,500.00 deadline March 31st, 2022.

The above-indicated amounts include Euro 140.00 of regional tax, which is defined each year from the Lombardy Region Council. Any variation to this tax will be communicated once the Council's resolution has been confirmed.

Article II – privacy policy

Università Vita-Salute San Raffaele, with registered office located in Milan, Via Olgettina no. 97187560152 (hereinafter referred to as “UniSR”) undertakes to constantly safeguard the privacy of the data subjects. This information notice is aimed at disclosing the privacy policy implemented by UniSR in order to: (i) explain to the data subjects the terms and conditions pursuant to which their personal data are processed; and (ii) allow the data subjects to provide their explicit and conscious consent to the processing of their personal data. The above in compliance with the provisions set forth under both Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as “Regulation”) and the Italian Legislative Decree 30 June 2003, no. 196 (hereinafter referred to as “Privacy Code”).

The information and the personal data supplied or otherwise collected shall be processed in accordance with the provisions of both the Regulation and the Privacy Code and in compliance with the confidentiality obligations inspiring UniSR activity.

According to the provisions of both the Regulation and the Privacy Code, any processing of personal data carried out by UniSR shall be lawful, fair and transparent and shall be consistent with the following principles: limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality.

DATA CONTROLLER AND DATA PROTECTION OFFICER

The controller of the personal data is Università Vita-Salute San Raffaele.

According to (i) Article 37 of the Regulation and (ii) the CODAU Guidelines, by resolution of the Board of Directors dated 22 January 2018, UniSR appointed GSD SISTEMI E SERVIZI S.C.A.R.L., with registered office located in Milan, Corso di Porta Vigentina no. 18, VAT no. 06959200962 (hereinafter referred to as “GSD”), as data protection officer (hereinafter referred to as the “DPO”).

The professional indicated by GSD for the purposes of the carrying out of the DPO activities is Mr. Gabriele Tettamanti, born in Como, on 8 August 1980, Tax Code TTTGRL80M08C933F.

The DPO is available for any information regarding the data processing carried out by UniSR.

The contact details of the Data Processor and of the DPO are the following:
privacy@univr.it

CATEGORIES, NATURE AND PURPOSES OF THE PROCESSED DATA

The personal data collected by UniSR for institutional purposes - ID data, contact data, scholarship data, carrier data, economic data, sensitive and judicial data - will be processed for institutional purposes only, including the possible publication of the personal data on UniSR website, for the purposes of all fulfilments imposed to UniSR by any applicable laws in compliance with the Regulation and the Privacy Code as well as with the aforementioned principles of limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality in connection with the purposes for which such data are processed.

The personal data could be also processed for historic, statistic, scientific purposes in compliance with any applicable laws and deontological code.

As per the so called sensitive data (id est personal data allowing the disclosure of racial or ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character, as well as personal data disclosing health and sex life) and judicial data (id est personal data disclosing the measures referred to in Section 3(1), letters a) to o) and r) to u), of Presidential Decree no. 313 of 14 November 2002 concerning the criminal record office, the register of offence-related administrative sanctions and the relevant current charges, or the status of being either defendant or the subject of investigations pursuant to Sections 60 and 61 of the Criminal Procedure Code) within the employment relationship UniSR may collect any of the following data:

- a) data regarding students and/or their relatives affected by any handicap or economic data for the purpose of any control and/or granting of any benefit provided under applicable laws and/or management of extraordinary contributions;
- b) data concerning the status of refugee;
- c) data concerning pregnancy for academic purpose and for the purpose of the granting of any benefit provided under applicable laws;
- d) personal data allowing the disclosure of political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character,

- e) sensitive and judicial data concerning disciplinary proceedings against students;
- f) data regarding handicap;
- g) data regarding health necessary for any eligibility evaluation of the students, also through specific medical visits, and for safety measures.

The sensitive and judicial data referred to above, regarding academic activities and the inscriptions of students collected from the data subject or from third parties, shall be processed through paper and electronic support.

Please find below the main legal provisions justifying the data processing of sensitive and judicial personal data: Royal Decree no. 1592/1933 and subsequent amendments; Royal Decree no. 1269/1938 and subsequent amendments; Presidential Decree no. 382/1980; Law no. 168/1989; Law no. 398/1989; Law no. 341/1990; Law no. 390/1991; Law no. 104/1992; Ministerial Decree no. 224/1999; Italian Legislative Decree no. 445/2000; Law no. 148/2002; Ministerial Decree no. 270/2004; Presidential Decree no. 334/2004; Ministerial Decree no. 142 of 25/3/1998 and Law 24 giugno 1997, no. 196; Presidential Decree 9 April 2001; Law no. 14 February 2003, no. 30; Contratto Istituzionale Socrates Erasmus; By-laws, UniSR Regulations; Regional Laws in force.

MANDATORY COLLECTION OF PERSONAL DATA

Within the aforementioned principles of limitation of scopes, conservation and minimization of data, please be informed that the collection of personal data is mandatory for the purpose of the relationship with UniSR.

PROCESSING

Personal data are processed with both handwriting and electronic systems, in strict compliance with the scope of the processing, through adequate safety measures and for the period provided under applicable laws.

TRANSFER OF PERSONAL DATA

In compliance with the aforementioned principles of lawfulness, fairness and transparency, limitation of scopes and conservation, minimization of data, exactness, integrity and confidentiality, the personal data collected by UniSR could be transferred to third countries, including extra UE countries.

In such cases UniSR undertakes to preliminary verify and impose to the third subject to which the personal data should be transferred the compliance with the principles and the applicable provisions pursuant to the Regulation and the Privacy Code. To such purpose UniSR could impose to the third subject to which the personal data are transferred to sign a specific deed of appointment in accordance with Article 29 of the Privacy Code and Article 28 of the Regulation.

RIGHTS OF THE DATA SUBJECT

At any time, you are entitled to ask UniSR to have access to your personal data, to modify or cancel the same or to object to their processing according to Article 20 of the Regulation. You are further entitled to request for a restriction of processing according to Article 18 of the Regulation, and for the portability according to Article 20 of the Regulation.

Any request should be addressed in writing to the Data Controller and the DPO.

You are always entitled to make a claim before the competent supervisory authority (Garante per la Protezione dei Dati Personali) according to Article 77 of the Regulation, should you consider any data processing being in breach of the applicable laws.

Article 12- miscellaneous

For all other issues not mentioned in this competition regulation, reference is to the existing Italian laws.

According to the law n. 241 of august 7, 1990, the Head of the Competition procedure is Mrs. Paola Tedeschi.

The Italian competition call will be published on the official University's online Board. (<http://www.unisr.it/ateneo/albo-online/>).

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