



Regulations for reviewing transfer applications into years following year I of any Bachelor's degree programme, Master's degree programme, or single-cycle Master's degree programme, for nationally capped enrolment within the University of Milan's Faculty of Medicine.

(Regulations approved by the Executive Committee of the Faculty of Medicine in the meeting of 17 May 2021)

**Art. 1
Scope**

1.1 Applications to transfer into years following year I of any Bachelor's degree programme, Master's degree programme, or single-cycle Master's degree programme, for nationally capped enrolment within the University of Milan's Faculty of Medicine are reviewed based on available space within the programme, in compliance with applicable national caps on enrolment and the spaces which have become available in the interim.

1.2 Applications for admission into years following year I may be submitted by the following:

- 1) Students enrolled on single-cycle Master's degree programmes in Medicine of the University of Milan (inter-campus transfer);
- 2) Students enrolled on the same programmes at another University;
- 3) Students transferring from the single-cycle Master's degree programme in Dental Medicine into the single-cycle Master's degree programme in Medicine, and vice versa;
- 4) Students enrolled on another degree programme;
- 5) Bachelor's and Master's graduates.

1.3 Applications submitted by students enrolled in the last year of their programme (Year III for any Bachelor's degree programme, Year II for any Master's degree programme, and Year VI for any single-cycle Master's degree programme), as an "off-track" student, and for the years of the programme prior to the year in which the student is presently enrolled, will not be accepted.

1.4 For the Bachelor's degree programmes and the Master's degree programmes for the Healthcare Professions, only those applications to transfer into years following year I submitted by students in the same degree programme at another University will be reviewed because under the requirements of the programme Regulations students must complete a pre-professional internship for that specific study programme.

1.5 Transfer applications submitted by students enrolled conditionally (in excess of the cap) at another university on a capped programme, following a provision of the administrative judicial authority, will not be accepted.



Art. 2

Application procedure and deadlines

2.1 The application must be submitted online using the form available for download from www.unimi.it in the dedicated section (study / bachelor's and master's / degree programme enrolment / transferring to the University of Milan) by 30 June of each academic year.

Should that deadline fall on a holiday, the deadline is postponed to the first business day thereafter.

2.2 Applicants from an Italian University must include the following with their transfer application:

self-drafted affidavit (*Dichiarazione sostitutiva di certificazione*), available at <https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment/transferring-milan-university> noting

- proof of enrolment in the last year of degree programme attended, and student status (on-track; repeater);
- list of exams taken, and the academic field (SSD) for each, along with the CFU/ECTS (university credits/ European Credit Transfer System) or equivalent point or credit system under the academic regulations of the home country, attendance records, and marks earned;
- list of the courses completed for which the applicant has not yet taken an exam, with a notation of the related SSD and CFU.

b. comprehensive study plan for the degree programme in which the student was enrolled, on University letterhead;

c. detailed academic programme for the courses taken, on University letterhead.

2.3 Students enrolled at a foreign University must annex to their transfer applications the certifications issued by their home University setting forth the information contemplated under subpart (a) of point 2.2, along with a legalised translation of the documents into Italian. The documents under subparts (b) and (c) of point 2.2 must be submitted on foreign University letterhead, bearing the stamp and signature of the person within the University authorised to issue the document in any official language of the foreign country where the university is located along with an official translation (that is, in English, French, Spanish, or German).

2.4 Transfer applications must include the documentation required under this article; any application lacking such documentation will be rejected.



2.5 The boards will review admission applications based on the qualifications earned and/or exams passed, as certified by the deadline set forth in point 2.1. Admitted students may update their academic record with the details of any qualifications earned after the deadline, as referred to in point 2.1, when applying for transfer credits according to the instructions provided by the Student Registrar.

Art. 3

International Medical School - Additional documents

3.1. For students requesting enrolment in the International Medical School degree programme, the required documentation will include, in addition to the documents under Art. 2, a certification noting that classes were held in English.

3.2. The documentation contemplated under Article 2.2 may be submitted in English, provided it was issued by the student's home University.

3.3. For students whose mother tongue is not Italian applying for transfer into the International Medical School degree programme beginning in Year III of the programme, Italian-language proficiency at a B2 level or higher (European Framework of Reference for Languages - CFER) will be required.

Art. 4

Available spaces

4.1 The number of available spaces for each programme year, as set by the Student Registrar based on the total number of students enrolled in each year of the programme, will be posted to

<https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment/transferring-milan-university> by 30 May of each year.

Art. 5

Application assessment criteria

5.1 The boards charged with reviewing transfer applications are appointed by the Executive Committee of the Faculty of Medicine as stated below:



- for single-cycle Master's degree programmes, the board is made up of the Chairman of the Executive Committee for the Faculty of Medicine, by the President and/or by his/her deputy for each single-cycle Master's degree programme, and by the Rector's Deputy for Disability and Accommodations;
- for the Bachelor's degree programmes in the Healthcare Professions, the board is made up of the Chairman of the Executive Committee for the Faculty of Medicine, by the Deputy for the Bachelor's degree programmes in the Healthcare Professions, by four Presidents of the Bachelor's degree programmes in the Healthcare Professions, and by the Rector's Deputy for Disability and Accommodations;
- for the Master's degree programmes in the Healthcare Professions, the board is made up of the Chairman of the Executive Committee for the Faculty of Medicine, by the Deputy for the Master's degree programmes in the Healthcare Professions, by two Presidents of the Master's degree programmes in the Healthcare Professions, and by the Rector's Deputy for Disability and Accommodations;

5.2 The respective boards will assess the individual applications pursuant to the following criteria:

- whether the academic programme, with respect to the exams taken at the student's home university or degree programme, matches that of the transfer programme;
- number of university credits earned (or equivalent points or credits earned under the academic regulations in the student's home country) and marks earned on the exams;
- verifying that the exams taken by the student at their home University or degree programme are properly preparatory for the programme, including with respect to academic restrictions contemplated under the current Academic Regulations for capped-enrolment Bachelor's, Master's, and single-cycle Master's degree programmes for the University of Milan's Faculty of Medicine.

5.3 In assessing the programme, in order to award transfer credit for the exams, the board requires the written opinion of instructors in the related courses for the study programme.

5.4 The board may require additional placement exams for any student whose previous academic work does not perfectly match that of the transfer programme.

5.5 In terms of awarding transfer credit to those wishing to transfer into the International Medical School degree programme, the board will likewise review the applicant's prior academic training to make sure it is adequate given the particular structure of the study programme at our University. Specifically, the



board must be satisfied with the student's being able to respond to pedagogy centred on a multi-disciplinary approach to the coursework.

5.6 In view of the diversity of the study programmes governed by these regulations, and in compliance with the criteria and principles set forth herein, the board may identify further specific criteria. Any additional criteria will be made public prior to the assessment phase.

Art. 6 Ranking procedure

Any application which meets the established criteria shall be accepted until all available spaces are filled. Should the number of qualified applicants exceed the number of available spaces, the respective boards shall create a ranking based on the following criteria, listed below in order of priority:

- 1) internal transfers from single-cycle Master's degree programmes in Medicine at the University of Milan (inter-campus transfer);
- 2) transfer students enrolled in the same degree programme at another University;
- 3) students transferring from the single-cycle Master's degree programme in Dental Medicine into the single-cycle Master's degree programme in Medicine, and vice versa;
- 4) transfer students enrolled in a different degree programme;

admission of students who have already graduated from Bachelors' and Master's degree programmes. The boards will assess applications taking into account the aforementioned categories and the order of priority as identified above: 1); 2); 3); 4); 5). Only if, after assessing applications falling into category 1), there are still spaces available, will applications under the following categories be assessed in the order indicated above.

In case of a tie under the foregoing criteria, the board will use the following formula in order to award merit points to applications, taking into account the marks earned on each exam the student has taken, and the number of university credits (CFU) or equivalent credits earned:

$$\sum_{i=1}^n (\text{mark}_i \times \text{CFU}_i)$$

Where

n = total number of exams taken



i = the individual exam taken

In case of a tie, the younger applicant will be admitted.

Art. 7

Special cases

Students with a severe disability (as defined under Article 3, paragraph 3, of Law no. 104/1992), or with greater than 66% disability, who at the time of registration for the entrance exam reside in one of the municipalities of the Metropolitan City of Milan, may submit a transfer application regardless of the cap on admission.

A waiver is likewise available to those with a severe disability (as defined under Article 3, paragraph 3, of Law no. 104/1992) or with greater than 66% disability, who require treatment and/or care through a facility located in the Metropolitan City of Milan.

Such applications must include sufficient supporting documentation.

Applications for admission under a waiver will be assessed only if submitted by students enrolled on the same programme at their home university.

The board will assess applications also based on the student's previous academic career, which must match the criteria identified in point 5 of these Regulations.

Applications for admission under a waiver, as accepted by the respective boards, must be vetted and approved by the Ministry. However, the number of admissions under a waiver may not exceed 4% of the spaces available as identified in the academic offerings for the year in which the transfer is requested.

Art. 8

Publication of results

Once they have completed their duties, the boards shall send final reports to the Chairman's Office for the Executive Committee for the Faculty for approval of the official transfer documents for each admitted student, setting forth the following:

- formal compliance of the application (all requirements met, all required documentation submitted);
- year of the programme into which a student might enrol based on the requirements set forth in the Regulation of the degree programme.

The assessment results will be posted to the University website on

<https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment/transferring-milan-university> by 15 September.



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Students whose transfer application is granted are required to enrol in the year of the programme established by the Board no later than the deadline posted along with the admission results. Upon enrolment, a no-objection letter will be issued, which must then be submitted to the student's home university to complete the transfer.

The posted results will be deemed sufficient notice to all interested parties; no individual letters will be sent out.

Students holding a qualification earned abroad are required to submit their legalized high school diploma upon enrolment, with an official translation into Italian, and the statement of validity (*Dichiarazione di valore in loco*) issued by the locally competent diplomatic office or the CIMEA certificate of comparability. No translation is required for documents in French, English, German and Spanish.