



**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 Managing Committee of the Faculty of Medicine in the meeting of 8 May 2023)*

**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 and Surgery at the University of Milan (inter-campus transfer);
- 2) Students enrolled on the same 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 Surgery, and vice versa;
- 4) Students enrolled on another degree programme;
- 5) Bachelor's and Master's graduates.

1.3 For Bachelor's degree programmes in the Healthcare Professions, applications submitted by students enrolled in the last year of their programme (Year III), 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 Master's degree programmes in the Healthcare Professions, applications submitted by students enrolled in the last year of their programme (Year II) and as an “off-track” student will not be accepted.

1.5 For single-cycle Master's degree programmes, applications submitted by students enrolled in the last and second-last year of their programme (Year V and VI), 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. For students enrolled on another study programme and for graduates, the Board will determine the year of enrolment based on the candidate's academic curriculum.



1.6 For Bachelor's and Master's degree programmes in 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.

1.7 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.

1.8 For single-cycle Master's degree programmes, applications submitted by candidates who have already obtained the same degree will not be accepted.

## Art. 2

### Application procedure and deadlines

2.1 The application must be submitted online using the form available on the website [www.unimi.it/en](http://www.unimi.it/en) in the dedicated section (study / bachelor and master study/ degree programme enrolment / transferring to the University of Milan), between 1 and 30 June of each academic year.

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

Transfer applications are intended as applications to transfer into the year immediately following the one in which the student is presently enrolled at the home University.

2.2 The candidate is required to pay a special fee as determined annually by the Board of Directors. The amount and methods of payment are specified at:

<https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment/transferring-milan-university> in the dedicated notice for the degree programmes of the Faculty of Medicine.

For single-cycle Master's degree programmes in Medicine and Surgery, both in Italian and in English, the candidate must pay a fee for each transfer application to one or more of the four study programmes run by the University of Milan. For these study programmes, a specific ranking will be made as per art. 6 below, including for each individual Medicine programme in Italian.

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

a. 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 the 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 is enrolled, on University letterhead;

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

2.4 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 2.3, along with a legalised translation of the documents into Italian.

The documents under subparts (b) and (c) of point 2.3 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).

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

2.6 The Boards will review admission applications based on the qualifications earned and/or exams passed, as certified by the deadline provided under 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. In assessing the programme, in order to award transfer credit for the exams, the Board for each degree programme may require the written opinion of instructors in the related courses for the study programme. The Board may require additional placement exams for any student whose previous academic work does not perfectly match that of the transfer programme.

### **Art. 3**

#### **International Medical School – Additional documents**

3.1. For students applying to the International Medical School, in addition to the documentation required by art. 2 above, a certificate is required to confirm that the previous programme was in English.

3.2. The documentation contemplated under Article 2.3 may be submitted in English, provided it was issued by the student's home University.

3.3. For non-Italian mother tongue students who apply for transfer to the International Medical School from Year III onwards, a certificate of Italian language proficiency at



B2 level or higher (Common European Framework of Reference for Languages – CEFR) is required.

3.4 The list of certificates of Italian as a foreign language accepted by the University is available on the website [www.unimi.it/en](http://www.unimi.it/en) in the dedicated section: study/language proficiency/Italian language for foreigners tests and courses

#### **Art. 4 Available spaces**

4.1 The availability of spaces for each year of the programme, to be verified annually by the Student Registrar based on the total number of students enrolled in each respective year of the programme, is posted at <https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment/transferring-milan-university> by 30 May each year.

#### **Art. 5 Application assessment criteria**

5.1 The Boards charged with reviewing transfer applications are appointed by the Managing 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 Managing 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 Delegate for Disability;
- for the Bachelor's degree programmes in the Healthcare Professions, the Board is made up of the Chairman of the Managing Committee for the Faculty of Medicine, by the Delegate 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 Delegate for Disability;
- for the Master's degree programmes in the Healthcare Professions, the Board is made up of the Chairman of the Managing Committee for the Faculty of Medicine, by the Delegate 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 Delegate for Disability;

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 For assessing applications for single-cycle Master's degree programmes (Medicine and Surgery in Italian, International Medical School, and Dental Medicine), the Board will also take into account the candidate's previous academic curriculum, to ensure that it matches the chosen study programme of the University of Milan.

For the International Medical School, the assessment will also cover teaching and learning approaches, with a focus on multidisciplinary courses.

5.4 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 and Surgery at the University of Milan (inter-campus transfer). Should a vacant space be filled by an internal student with priority status 1, this will free a space for the degree programme in which the transferring student was previously enrolled. In this case, the Board will update the ranking by including any newly admitted candidates, in accordance with the criteria and principles set forth in these Regulations;
- 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 Surgery, and vice versa;
- 4) EU Master's graduates in Medicine and Surgery transferring into Dental Medicine, or EU Master's graduates in Dental Medicine transferring into Medicine and Surgery;
- 5) transfer students enrolled in a different degree programme;
- 6) admission of students who have already graduated from other Bachelors' and Master's degree programmes not listed under point 4) above.

The Boards will assess applications taking into account the aforementioned categories



and the order of priority as identified above: 1); 2); 3); 4); 5); 6). 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**

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

7.2. The following students may also apply for transfer, regardless of the cap on admission, for the purposes of family reunion:

- a) parents of children aged no more than three years who, at the time of registration for the entrance exam, were resident in one of the municipalities of the Metropolitan City of Milan, and in which their family of origin also resides;
- b) pregnant students who, at the time of registration for the entrance exam, were resident in one of the municipalities of the Metropolitan City of Milan, and in which their family of origin also resides;
- c) students who declare their intention to acknowledge the paternity of the unborn child of a pregnant woman residing in one of the municipalities of the Metropolitan City of Milan, subject to the woman's confirmation of the declarant's paternity.

7.3 Lastly, the following students may apply for transfer, regardless of the cap on admission, for the purposes of family reunion:



- students with a parent with a serious disability pursuant to art. 104, paragraph 3, of Law no. 104 of 1992 or with a degree of disability greater than 66% residing in one of the municipalities of the Metropolitan City of Milan.

7.4 Such applications must include sufficient supporting documentation. Any false declarations or documentation will be reported to the competent judicial authorities, and disciplinary proceedings will be initiated against the offenders.

7.5 Applications falling into the categories mentioned in this article will be assessed only if submitted by students enrolled on the same programme at their home university.

7.6 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. This assessment is unappealable.

7.7 In any case, the number of admissions regardless of the cap may not exceed 4% of the spaces offered for the programme year into which transfer is sought.

7.8 This article is subject to the annual ministerial decree regulating admissions to years following Year I of University programmes.

7.9 The decisions regarding the possibility of initiating or not the procedure described in this article will be posted at <https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment/transferring-milan-university>, following the adoption of the aforementioned ministerial decree.

## Art. 8

### Publication of results

8.1 Once they have completed their duties, the Boards shall send final reports to the Chairman's Office for the Managing 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.

8.2 The assessment results will be posted on the University website at <https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment/transferring-milan-university> by 15 September. 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.



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

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

### **Art. 9 Appeals**

9.1 Candidates may appeal no later than the seventh day following the date of publication of the merit ranking.