



UNIVERSITÀ  
DEGLI STUDI DI BARI  
ALDO MORO

ENROLLMENT PROCEDURE ON THE MASTER'S DEGREE COURSE IN MEDICINE AND SURGERY IN  
ENGLISH (B.E.M.C.) - A.Y. 2022/2023

In order to enroll on the single-cycle master's degree course in Medicine and Surgery in English (B.E.M.C.), the candidate whose been successfully placed in the merit ranking must complete the guided compilation of the enrollment application as follows at the address [www.uniba.it](http://www.uniba.it):

1. Registration on the Uniba [portal](#) (if not already registered), in order to obtain the access credentials (User\_Name and password). To do this, follow the instructions in the relevant [registration manual](#);
2. Access to the Uniba [portal](#), with credentials <http://www.studenti.ict.uniba.it/esse3/Home.do>;
3. Click in the menu on the right: "MENU / REGISTRAR's OFFICE / ADMISSION TEST";
4. Click on the button below "ISCRIZIONE CONCORSI";
5. Select MASTER'S DEGREE - 6 YEARS COURSE;
6. Click on the ball of the COMPETITION "*Pre-registration reserved for the WINNERS of" MEDICINE AND SURGERY- BARI ENGLISH MEDICAL CURRICULUM 2022/2023*";
7. Continue in the compilation UNTIL THE END OF THE PROCESS;
8. Send an e-mail confirming the pre-enrollment to the student secretariat ([segreteriastudenti.medicina@uniba.it](mailto:segreteriastudenti.medicina@uniba.it)) and wait for the secretariat to carry out checks;
9. Then proceed with the enrollment procedure by following the instructions starting from point 2 of the relevant [Manual](#) after having received a communication concerning the positive result of the checks mentioned at point 8 from the student secretariat of the Course of Medicine and Surgery and Dentistry;
10. Once the enrollment guided process is complete, the candidate must deliver the below listed documentation via email to be sent to [segreteriastudenti.medicina@uniba.it](mailto:segreteriastudenti.medicina@uniba.it), by and no later than the deadlines indicated in the competition announcement:
  - o Signed enrollment form;
  - o Copy of an identity document;
  - o Copy of the tax code;
  - o Copy of the first installment a.y. 2022/2023 (to be paid within the terms set out in the competition notice, under penalty of forfeiture of the right to enroll, exclusively through the [PagoPA](#) system (if not enrolled in a Uniba course of study);
  - o certification of the successful taking charge for the execution of the tests and vaccinations required by the protocol ex. DGR 241/2013 (Mantoux test);
  - o passport with the entry visa for "Immatricolazione Università" issued by the competent Italian Representations for the territory (only in case of international students);
  - o residence permit for study (university) issued by the competent Italian police headquarters or receipt issued by an Italian post office following a request of appointment with the police headquarters for the release of a residence permit (only in case of international students);
11. **In case of students residing outside the region**, after enrollment is complete, send the required documentation to the following address: [segreteriastudenti.medicina@uniba.it](mailto:segreteriastudenti.medicina@uniba.it).  
Candidates enrolled in any other Uniba degree courses must complete the enrollment in the academic year 2022/23 to the Course of origin, fill in the transfer application online on ESSE3 and deliver the receipt of the transfer application, according to the methods and terms as indicated

above, the proof of payment of the first installment a.a. 2022/23, a copy of a valid identity document and the tax code.

With regard to the timing and requirements related to enrollments and scrolling of the ranking, candidates must comply with what is written at points 8, 9, and 10 of Annex 2 of the Ministerial Decree [1110/2022](#), as per art. 9 of the Competition Notice for the admission to the Degree Course in Medicine and Surgery in English (B.E.M.C.), issued with [D.R. 2416 of 04/07/2022](#).

The enrollment procedure is completed with the delivery, exclusively by hand the required documentation (with the exception of students outside the region), by and no later than 12:00 A.M. of the deadlines set out in points 8, 9 and 10 of Annex 2 to Ministerial Decree [1110/2022](#), at the counter of the O.U. of Medicine and Surgery and Dentistry - ground floor - Multifunctional Center - Policlinico, Piazza G. Cesare, 11, Bari.

In compliance with the anticovid-19 legislation, the flows and paths of access and moving within the aforementioned area are organized and regulated in one-way mode and via a queue-eliminating ticketing machine.

From the access to the counters and up to the exit, it is mandatory for candidates to wear the FFP2 filtering face mask. Candidates will reach the student secretariat desk through a well-defined and signposted route, maintaining a safe interpersonal distance. It will be necessary to sanitize your hands using the special dispensers made available by the Administration at the entrance to the premises before each operation.

The aforementioned candidates, who intend to enroll in the single-cycle master's degree course in Medicine and Surgery in English (B.E.M.C.), are required to pay the amount foreseen as per the current "[Regolamento sulla contribuzione studentesca](#)" – A.Y. 2022/2023, issued with D.R. n.2594 of 17/07/2022.

Winning candidates enrolled in other universities / other UNIBA degree courses

"ASSIGNED" candidates, as per points 8, 9 and 10 of the aforementioned Annex 2 to Ministerial Decree [1110/2022](#), enrolled in other universities degree courses must mandatorily file a copy of the transfer application submitted to the University of origin, at the time of enrollment (online), according to the methods and terms indicated above, in addition to the aforementioned documentation.

"ASSIGNED" candidates, as per points 8, 9 and 10 of the aforementioned Annex 2 to Ministerial Decree [1110/2022](#), enrolled in other Uniba degree courses must complete their enrollment for the academic year 2022/23 to the Course of origin and fill in the transfer application online on ESSE3 and file the receipt of the transfer application, the proof of payment of the first installment a.y. 2022/23, a copy of a valid identity document and the tax code, according to the methods and terms indicated above. The same documentation, together with the self-certification of the transfer clearance, must also be sent to the email address of the secretariat of the Degree Course of origin which can be found at the following link:

<https://www.uniba.it/studenti/segreteria-studenti/amministrative>.

"BOOKED" candidates, as per points 8, 9 and 10 of the aforementioned Annex 2 to Ministerial Decree [1110/2022](#), who are interested in enrollment, should contact the O.U. Medicine and Surgery and Dentistry at the following address: [vito.marino@uniba.it](mailto:vito.marino@uniba.it) for any information regarding the procedure to be followed in order to complete the enrollment operations within the time frame foreseen by the scrolling of the aforementioned Annex 2.

In the event of failure to comply with the terms and procedures for enrollment, the candidate loses the right to enroll and any entitlement deriving from his/her position within the merit ranking and the justification for non-enrollment or late enrollment is of no relevance.

Candidates with a high school diploma from abroad must also deliver:

- scan of the original high school diploma, obtained after at least 12 years of schooling equipped with its official translation, legalization and one of the following declarations or declaration of value issued by the Italian Embassy or Consulate where concerned qualification was obtained.

As an alternative to Legalization and/or the Declaration of Value, the University of Bari accepts the Certificate of Verification and the Certificate of Comparability issued by CIMEA (Italian ENIC-NARIC center) using the Diplome platform:

EN: <https://www.cimea.it/EN/pagina-attestatati-universita>

IT: <https://www.cimea.it/pagina-attestatati-universita>

- the academic certification attesting the passing of all the exams required for the first year of university studies in the case of an eleven-year local school system, or the academic certification attesting the passing of all the exams required for the first two academic years in the case a ten-year local school system (equipped with its official translation into Italian and legalization);
- an official Italian or foreign post-secondary study qualification obtained in a non-university higher education institution and in a subject related to the chosen course, lasting one year in the case of an eleven-year local school system, or two years in the case of a ten-year local school system (equipped with its official translation into Italian and legalization);
- Certifications from other Italian universities relating to the passing of foundation courses, filling up the missing years of schooling. The aforementioned additional and complementary certifications to secondary school qualifications obtained with less than twelve years of schooling, only allow enrollment in the first academic year in Italy and cannot be further evaluated for enrollments with shortened courses, in order to avoid any double evaluation of the same qualifications.
- own certifications related to the successful completion of preparatory courses (foundation courses), even those lasting less than one academic year, filling up the missing years of schooling taken at any Italian universities (equipped with its official translation into Italian and legalization);  
<https://www.uniba.it/it/studenti/segreteria-studenti/studenti-stranieri>

#### Taxes and Benefits

Students wishing to take advantage of the reduction of contributions in relation to the maximum amount are required to produce the ISEE for subsidized benefits for the right to university study or the ISEE "parificato", limited to the students indicated in art. 5.5 of [Regolamento sulla contribuzione studentesca](#) – A.Y. 2022/2023.

Students must authorize the University to electronically acquire the ISEE from the INPS database by means of a special self-certification procedure available in the online secretarial services.

Students who intend to take advantage of any kind of exemption/reduction of contributions in relation to the maximum amount must comply exclusively with the provisions of [Regolamento sulla contribuzione studentesca](#) – A.Y. 2022/2023.

Any further information regarding enrollments can be requested to the O.U. of Medicine and Surgery and Dentistry:

<https://www.uniba.it/studenti/segreteria-studenti/amministrative/medicina-chirurgia-odontoiatria>

#### TREATMENT OF PERSONAL DATA

The personal data contained in the application form will be processed only for the purposes of concerned procedure management and in application of the regulations in force regarding the processing of personal data. The data will be processed - by the persons authorized to process it - with manual, IT and telematic tools within the scope and for the purposes specified above, in

compliance with the security measures adopted by the University and in accordance with the provisions of EU Regulation no. 2016/679 concerning the protection of individuals with regard to the processing of personal data and the free circulation of such data, as well as the legislative decrees for the adaptation of the national legislation to the provisions of the aforementioned Regulation. The Data Controller is the University of Bari Aldo Moro, with registered office in Piazza Umberto I, no. 1, 70121 - BARI. The designated Data Protection Officer can be contacted at the e-mail address [rdp@uniba.it](mailto:rdp@uniba.it).

The text of the information policy is available at the address: [Informativa per gli studenti — Italiano \(uniba.it\)](#)

*For anything not expressly indicated in these enrollment procedures, reference is made to the Call for Applications for admission to the Degree Course in Medicine and Surgery activated in English - Medicine and Surgery (LM41) for the academic year 2022-2023, issued with [D.R. 2416 of 04/07/2022](#). Bari, 27/09/2022*

RECTOR  
signed Stefano BRONZINI