

Prot. N.4376

Rep.n. 50

Bari, 16.07.2024

A.Y. 2024/2025

HAVING REGARD TO	Law dated 9 th of May 1989, No.168;
HAVING REGARD TO	Law dated 2 nd of August 1990, No.241, "New rules on administrative procedures and right of access to administrative documents" and subsequent amendments and/or additions;
HAVING REGARD TO	Law dated 19 th of November 1990, No.341 reforming the University regulations;
HAVING REGARD TO	Law dated 5 th of February 1992, No.104, "Framework law for assistance, social integration and the rights of disabled people", and subsequent amendments and additions;
HAVING REGARD TO	Law dated 2 nd of August 1999, No.264, as amended by the Law of January 8 th 2002, concerning rules on access to university courses;
HAVING REGARD TO	the Statute of the University of Bari Aldo Moro, issued with the Rectoral decree No.423 dated 04.02.2019;
HAVING REGARD TO	the current University teaching Regulations;
CONSIDERING	the Student Fee Regulations for the A.Y. 2024/2025, that will be available at the following link https://www.uniba.it/it/ateneo/statuto-regolamenti/studenti/regolamenti-sulla-contribuzione-studentesca ;
HAVING REGARD TO	the Decree of the President of the Republic dated 28.12.2000, No.445, " <i>Legislative provisions on administrative documentation</i> " and further modifications;
HAVING REGARD TO	the EU Regulation 2016/679 of the European Parliament and of the Council of April 27 th 2016 on the protection of individuals with regard to the processing of personal data, as well as their free movement and which repeals the Directive 95/46/EC (General Data Protection Regulation);
HAVING REGARD TO	the Legislative Decree No. 101 of August 10 th 2018 ' <i>Regulations for the compliance of the national law with the provisions of the EU Regulation 2016/679 of the European Parliament and of the Council dated April 27th 2016 on the protection of individuals regarding the processing of personal data and their free movement and repealing the Directive 95/46/EC (General Data Protection Regulation)</i> ';
HAVING REGARD TO	the circular document published on the website of the Ministry of University and Research at the following url: http://www.studiare-in-italia.it/studenti/stranieri/ containing " <i>Procedures for the entry, stay and enrolment of international students and the related recognition of qualifications for higher education courses in Italy valid for the 2024-2025 academic year</i> ";
HAVING REGARD TO	the current Teaching Regulations of the Sport and Physical Activity Science course relating to the School of Medicine;
HAVING REGARD TO	the abstract from the minutes of the Board of the School of Medicine of 28.03.2024, point No. 12 on the agenda, which approved the "Regulation for the issuance of transfer authorisation for enrolment in years subsequent to the first one in the Sport and Physical Activity Science Course relating to the School of Medicine for the Academic Year

	2024/2025”.
HAVING REGARD TO	the prot. notice 2175 dated 31.05.2024 issued by the U.O. Healthcare Professions informing the number of available places for the granting of transfer authorisation to years subsequent to the first one for the Degree Course in Sport and Physical Activity Science relating to the School of Medicine;

ISSUES

The present Notice for the issuance of transfer authorisation for enrolment in years subsequent to the first in the three-year degree course in Sport and Physical Activity Science relating to the School of Medicine for the Academic Year 2024/2025.

Art. 1 - Available places

The number of places available for enrolment in years subsequent to the first, under the allocated quota, for each year of the course, is planned annually by 30.05.2024, according to the indications provided by the Healthcare Professions Unit (Directorate of Educational Offer and Student Services - Medical Sciences Student Secretariat Section), exclusively within the limit of places made available for each year of the course, in the relevant contingent, following withdrawals from studies, headquarters transfers to enrol in the same degree course or transfer to another course in foreign universities, transfer to another course in the same or different university in Italy or in any case, in the presence of facts suitable to implement the final vacancy of the place in the specific year for the relevant course.

The number of available places for the transfer application, for the years subsequent to the first, **for the three-year degree course in Sport and Physical Activity Science** for the academic year 2024/2025, are as follows:

DEGREE COURSE	HEADQUARTERS	2nd YEAR	3rd YEAR
SPORT AND PHYSICAL ACTIVITY SCIENCE	UNIVERSITY SPORTS CENTER – BARI	9+2 atleti	3

Art. 2 - Admission conditions and requirements

Requests for transfer authorisation to years subsequent to the first may be submitted by students enrolled in the same Course of study at other EU or non-EU universities and by students enrolled in another degree Course who have regularly attended at least one academic year, as well as by students already in possession of a bachelor's degree.

Such requests can be considered exclusively within the limits of available places, in compliance with the local programming in force for the related course year and within the availability of places (example: a student enrolled in the second year of the course for the academic year 2023/2024, may submit an application for the third year of the course for the 2024/2025 academic year, after checking the availability of places).

It is not permitted to enrol in years subsequent to the first with the status of repeating applicants coming from other degree courses, as well as those students who have regularly enrolled in the relevant year of the course following the passing of the admission test set for the academic year in which they participated and the relative available places.

High level competitive athletes

With regards to high-level competitive athletes, candidates must meet the following requirements:

- ✓ Representatives of the national teams and/or the relevant youth categories;
- ✓ Athletes involved in the preparation of the Olympic and Paralympic Games (summer and winter) and youth games;
- ✓ Athlete recognized as "Athlete of National Interest" by the National Sports Federation or by the relevant Associated Sports Disciplines;

For individual sports, athletes included in the top 36 positions of the national rankings;

For professional team sports activities, recognized pursuant to law No. 91/1981, athletes participating in the following national championships:

- ✓ Football league Series A, B and C; Primavera e Berretti Series A, B and C; Under 17, Under 16 and Under 15 series A, B and C;
- ✓ Basketball series A1, A2, B; Under 20, Under 18, Under 16 and Under 15 Excellence;
- ✓ For non-professional team sports, athletes participating in the National Championships of series A, A1, A2 and B including the Championships of Excellence comparable to Series A. For Volleyball, athletes participating in the championships of Series A1, A2, A3 and B male and A1, A2, B1, B2 female.

The candidate must present a declaration or certificate issued by CONI or the competent Federations or Associated Sports Disciplines. Documentation provided by associations or sports clubs will not be taken into consideration.

For international students, knowledge of the Italian language is required.

Non-EU citizens residing abroad must comply with the rules set out in the Circular of the Ministry of University and Research containing "Procedures for the entry, residence and registration of foreign/international students in higher education courses in Italy for the A.Y. 2024/2025" and must submit their application for a study visa for the A.Y. 2024/2025 exclusively via the University portal. Please consult the specific web page with links and detailed instructions: <https://www.university.it/index.php/studenti/stranieri>

If these students enrol for the first time at the University in Italy, they will have to take and pass the Italian language proficiency test, except in the cases of exemption provided for by current legislation and appropriately proven by means of relevant qualifications. All information relating to the completion of the Italian language proficiency test will be made known by the International Students Unit (orsola.castoro@uniba.it). All candidates will be conditionally admitted to the selection. The President of the Evaluation Committee may, at any time, with a motivated Administrative Act, order the exclusion for failure to meet the prescribed requirements or for false declarations; the interested party will be notified of this measure by e-mail.

Art. 3 - Procedures and deadlines for submitting the request for authorisation

The application for authorisation, as well as the documents deemed useful for the selection, must be submitted, under penalty of exclusion, electronically, using the dedicated computer application at the page: <https://pica.cineca.it/uniba/2024-trasf-sams01/domande> starting from 16.07.2024 by and no later than the day 19.08.2024. Access to the procedure takes place on the PICA portal (Integrated Platform for University Competitions) which can be accessed after registration or with SPID credentials, as indicated in the Guidelines (Annex A).

The IT application will necessarily require you to have an email address in order to self-register in the system. The candidate must enter all the data required to produce the application and attach the documents in electronic PDF format.

The application for participation must be completed in all its parts, as indicated in the online procedure, and must include a copy of a valid identity document and a copy of the payment of the fee for participation in the competition. Once the payment has been made, the candidate must submit the application and ascertain the status of the same, which will switch from the "draft" mode to the "submitted" mode; the electronic submission of the participation application is certified by the IT system through a receipt which will be automatically sent via e-mail. Each application will be assigned an identification number which, together with the competition code indicated in the IT application, must be specified for any subsequent communication. At the end of the submission deadline, the system will no longer allow access to and submission of the electronic form. No other forms of submission of applications or documentation useful for participation in the procedure are allowed. In the case of access to the platform via SPID, the procedure will not require the signature; in all other cases the application must be signed:

- **by digital signature**, using smart cards, USB tokens or remote signatures, which allow the holder to sign generic documents using signature software on a PC or a web portal for Remote Signature made available by the Certification Authority. Whoever has a smart card or a Digital Signature USB token can verify its compatibility with the Digital Signature system integrated into the server system. In the event of a positive outcome, the holder will be able to sign the application directly on the server (e.g. ConFirma);

- **those who do not have compatible digital signature devices and Holders of Remote Digital Signatures** who have access to a portal for signing generic documents, must save the PDF file generated by the system on their PC and, without modifying it in any way, digitally sign it in CAdES format: a file with the .p7m extension will be generated which must be re-uploaded on the system. Any amendment made to the file before the Digital Signature is applied will prevent the automatic verification of the correspondence between the content of this document and the original one and this will exclude the application;

- **if it is impossible to use one of the above options**, the candidate must save the PDF file generated by the system on his PC and, without modifying it in any way, print it and affix the complete handwritten signature on the last page of the printout. This complete document must be produced in PDF via scan and the file thus obtained must be uploaded to the system.

Applications received in ways other than those indicated will not be considered valid.

The contribution for participation in this procedure is equal to **€50.00**.

The aforementioned participation fee is non-refundable for any reason, pending its destination.

The candidate must make the payment by clicking on the "Pay with Pago PA" button and choosing the following payment method:

- ✓ Credit/debit card: for paying with cards;
- ✓ Current account: for direct debit from your bank account;
- ✓ Other Payment Methods: such as PayPal or Satispay.

All candidates are conditionally admitted to the competition. The procedure relating to the filling out and submission of applications online can be carried out from any computer connected to the network.

For technical problems, contact the "**technical support**" indicated at the footer of the application procedure.

Candidates are invited to complete the application form well in advance before the deadline for this Call. It is the candidates' responsibility to verify the correct conclusion of the procedure. Complaints will not be accepted for any malfunctions of the IT system due to overloads encountered by candidates close to the deadline. Furthermore, the mere payment of the contribution of € 50.00 does not constitute the registration for the selection test, even if made within the deadline of the competition call, in absence of the submission of the application form. The documents required by this Call must be attached to the application form, in PDF format.

Once completed, the application must be printed, signed and re-uploaded into the procedure following the instructions described in the online procedure. The lack of a signature and/or identity document is a reason for exclusion from the selection. In the case of authentication using SPID (Public Digital Identity System) credentials, it will not be necessary to sign the application.

The ID number of the application form will be used as an "identifier" for the preparation of the rankings, in compliance with applicable legislation on privacy.

The ID number of the application form will be communicated to your email address at the end of completing the application to this procedure.

University Transfer/Course changing requests submitted by students who are or have been in a 'fuori corso' status (outside the prescribed timeframe) or repeating status at the institution of origin, will not be accepted. Applications received in the absence of calls or tenders with methods other than those provided for by the aforementioned documents or outside the peremptory deadlines provided for by the same will not be examined.

Any documentation presented or sent after the deadline for submitting applications will not be taken into consideration.

A. For candidates who intend to transfer from the same/other course of an Italian University:

1. substitutive declaration of certification using the form attached to this regulation, certifying:
 - ✓ enrolment in the last year of the degree course attended and qualification (underway "*in corso*", repeating);
 - ✓ the university of origin (exclusively State or legally recognized);
 - ✓ academic year of enrolment;
 - ✓ list of taken exams with indication of the relevant Scientific-Disciplinary Sectors (SSD), the ETCS credits awarded, and the respective grades obtained.

It is necessary to indicate only the regularly recorded exams and not the partial tests taken during the year. It is highly recommended to fill in very carefully the aforementioned form with regard to the indication of the exact name of the exams, the grade, the scientific disciplinary sector and the number of credits; in particular, in the case of exams made up of integrated modules, the student must report the entire exam with the grade obtained and the total number of credits and, for each integrated module, the disciplinary scientific sector and the number of related credits, it being understood that the exam must have been passed in full and recorded. Before completing the aforementioned self-declaration, students are invited to check with their University of origin that the exams have been duly recorded.

2. overall study plan of the three-year bachelor's or master's degree course attended;
3. detailed didactic program of the training activities (exams) taken;
4. photocopy of a valid identity or identification document.

B. For candidates who intend to transfer from the same/another course of an EU University:

- ✓ certificate of the taken exams or substitutive declaration of certification indicating the years of the course in which you were enrolled as well as an overall study plan including ECTS credits and grades with the ECTS scale. In the event that the University of origin does not provide ECTS credits, the certificate of the taken

exams, indicating the years of the course in which you were enrolled, as well as the hours of commitment for teaching activities and the overall study plan of the university of origin translated into Italian and legalized (as provided by the applicable law);

- ✓ official study programs of all the educational activities undertaken by the student (on headed paper of the foreign university and/or with its stamp), with official translation into Italian. Translation is not necessary for study programs in English;
- ✓ declaration by the University regarding the methods of organization of the training course in the country of origin and the evaluation scale used, with an indication of the minimum and maximum score, to secure sufficiency;
- ✓ copy of a valid identity or identification document.

C. For candidates who intend to transfer from the same/another course of a non-EU University:

- ✓ certificate of the taken exams with the indication of the years of the course in which you were enrolled as well as the hours of commitment for teaching activities and the overall study plan of the University of origin translated into Italian and legalized;
- ✓ official study programs of all educational activities undertaken by the student (on headed paper of the foreign university and/or with its stamp), with official translation into Italian. Translation is not necessary for study programs in English.
- ✓ declaration by the University regarding the methods of organization of the training course in the Country of origin and the evaluation scale used with the indication of the minimum and maximum score to secure sufficiency;
- ✓ copy of a valid identity or identification document.

D. For candidates already in possession of a bachelor's degree:

1. substitutive declaration of certification, using the form Annex B attached to this Call notice, certifying:
 - ✓ the achievement of the degree certificate with the indication of the degree class, the University where it was obtained and the date of achievement;
 - ✓ list of the taken exams with indication of the relevant Scientific-Disciplinary Sectors (SSD), the ECTS credits awarded, and the respective grades obtained.
2. overall study plan of the degree course attended;
3. detailed didactic program of all training activities (exams) taken;
4. copy of a valid identity or identification document.

Please Note: In case of candidates with a high school diploma obtained abroad, the following documents must also be submitted:

-Scan of the High school diploma obtained after at least 12 years of studies and enabling admission in first level University degree under the laws of the Country of issuance, both original version and related official sworn translation into Italian, or English

- If the diploma has been achieved in one of the Countries listed in the following Automatic Recognition Database: <https://ardi.cimea.it/en>, it will be mandatory to submit:

- Statement of Correspondence of the diploma, downloaded from <https://ardi.cimea.it/en>
- Statement of Verification of the diploma issued by CIMEA or, alternatively, legalization/apostille on both original and translated versions.

-If the diploma has been achieved in one of the Countries NOT listed in the following Automatic Recognition Database: <https://ardi.cimea.it/en> it will be mandatory to upload:

- Statement of Comparability and Statement of Verification of the diploma issued by CIMEA (<https://cimea-diplome.it/>)

Alternatively to CIMEA statements, you can submit: Declaration of equal value (DoV) issued by the Italian Diplomatic mission (Embassy or Consulate) in the Country in charge of the education system where the diploma has been achieved, with legalization/apostille on both original and translated versions of the diploma.

In the case of upper secondary school qualifications obtained at the end of a school period of less than 12 years, they must submit, in addition to the above documentation:

1. The academic transcripts certifying the passing of all the exams foreseen for the first year of university studies in the case of the eleven-year local school system, or the academic transcripts certifying the passing of all the exams scheduled for the first two academic years in the case of a ten-year local school system.
2. An official Italian or foreign post-secondary study qualification obtained in a non-university higher education institution 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, respectively.
3. Certificates from other Italian universities regarding the completion of a foundation course which compensates for the years of missing education. These certificates may also be accepted in cases in which they are issued by foreign higher education institutions recognized and/or accredited in the foreign system in question and, at the same time, prove to be official qualifications belonging to the foreign system in question.
4. Certificates awarded in-house relating to the passing of foundation courses, including those of less than one academic year, which impart adequate knowledge, competences and skills to attend the chosen course of study within the same institution.

The aforementioned additional and complementary certifications to upper secondary school qualifications obtained with less than twelve years of schooling allow in Italy only enrolment in the first academic year and cannot be evaluated further for enrolments with a course abbreviation, in order to avoid a double assessment of the same qualifications.

In the case of invalid or disabled candidates, the following must also be delivered:

Scan of the disability certificate equal to or greater than 66% or scan of the disability certificate as referred to in Law No. 104 of 1992 art. 3, paragraph 3.

Art. 4 - Evaluation of the applications

The admissibility of the applications received will be assessed by a special Commission appointed by the President of the Medical School, whose names are published on the School's website.

The Commission will evaluate individual requests mainly with reference to the following criteria:

- ✓ number of university training credits (ECTS) acquired and recognizable;
- ✓ number of exams taken and related grades reported.

The Commission will have to indicate the following elements for each of the students requesting the transfer:

- ✓ formal suitability of the application (presence of the requirements, completeness of the documentation);
- ✓ course year in which it is possible to enrol the student based on the validatable exams and the related recognizable ECTS, taking into account the Didactic regulations of the Degree Course.

Applications found to be formally suitable will be accepted within the limits of available places. If in the same course year a higher number of students than available places are eligible, a ranking will be drawn up based on the following criterion:

- ✓ arithmetic mean of the marks obtained in the exams within the deadline for submitting the application multiplied by the number of related credits acquired from the aforementioned exams divided by total

credits expected from the relevant degree course, according to the following algorithm:
"med.artm.es. X (Acquired CFU /tot. CFU.)", from the first year to the year of last enrolment, based on the study plan of this University;

In the event of a tie, disabled candidates in possession of a disability certificate equal to or greater than 66% or disabled candidates with certification pursuant to the Italian Law No. 104 of 1992 art. 3, paragraph 3, placed in a useful position in the ranking relating to enrolment in years subsequent to the first, following the recognition of the relevant credits and the necessary preparatory requirements, as well as after ascertaining the documented availability of places at the university for the year of course in which they request enrolment, have preference over candidates not falling into the aforementioned categories.

Therefore, if two or more candidates obtain, at the conclusion of the credit evaluation operations and the necessary preparatory requirements, the same score or equal evaluation, priority will be given to the disabled candidate in possession of a disability certificate equal to or greater than 66% or disability certification as referred to in the Italian Law no. 104 of 1992 art. 3, paragraph 3. In the event of a further tie, the youngest student will take precedence.

The outcome of the evaluation of the application will be made known exclusively through publication on the website <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti>.

This publication serves as notification to all candidates, no further communication will be sent.

Art. 5 - Publication of the rankings

Provisional merit rankings for each course of study or the notice of a possible postponement of the publication date of the same will be published on the School of Medicine website <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti> by 06.11.2024.

An appeal to the President of the evaluation commission against the provisional ranking is permitted; for this purpose it is necessary to send an email to the address: presidenza.medicina@pec.uniba.it by 21.11.2024 (this PEC also receives from ordinary email).

The merit rankings or notice of possible postponement will be published on the School of Medicine website <https://www.uniba.it/it/scuole/medicina/studenti/regolamenti>, following the analysis of any appeals presented, by 09.12.2024.

This publication will represent the only means of legal publicity on the outcome of the qualification selection. In any case, the transfer operations referred to above, will be considered definitively closed **by 31.12.2024 c.y. (current year).**

Art. 6 - Issue of authorisation

Acceptance of the place assigned to the eligible person will take place in two phases:

Phase 1: Acceptance of the Authorisation

The winners must send an email of acceptance and simultaneous request for transfer authorisation (to be delivered to the University of origin), no later than 10 days from the publication of the final ranking, at the following address segreteriestudenti.professionisanitarie@uniba.it.

Failure to send this expression of intent is equivalent to renouncement of the place.

Phase 2: Completion of the transfer

Once the authorisation has been obtained, the candidate must submit the transfer application to their University and send the transfer receipt to segreteriestudenti.professionisanitarie@uniba.it no later than 10 days from the issue of the Authorisation, attaching at the same time the duly completed enrolment application and the payment receipt for the first enrolment instalment.

Failure to send this documentation within the aforementioned deadlines is equivalent to renouncement of the place.

Phase 3: Further availability of places

If at the end of the competition procedure there are positions not covered by the successfully ranked

candidates, the School reserves the right, upon request of the Course of Studies, to publish a further Call for Transfer applications.

Art. 7 Processing of personal data

The personal data contained in the application form (and in the CV) will be processed for the purposes of managing this procedure and in application of the current regulatory provisions regarding the processing of personal data. The data will be processed - by the subjects authorized to process the same - 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 compliance with the provisions of EU Regulation no. 2016/679 and the current national legislation on the protection of natural persons with regard to the processing of personal data. 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 email address rpd@uniba.it. The full text of the information is available at <https://www.uniba.it/ateneo/privacy/informative/formazione-selezioni/view>

The competition documents are public.

Candidates can exercise the right of access to the documents of the competition proceedings according to the procedures and terms established by current legislation.

Art. 8 Final Provisions

For anything not expressly provided for in this Call notice, shall apply the provisions of the "Regulation for the request of authorisation for university transfer/course changing to years subsequent to the first in the single-cycle master's degree Courses of the Medical School at the University of Bari Aldo Moro", as well as the current legal and regulatory provisions regarding admission to courses with scheduled access. This Call constitutes the *lex specialis* of the procedure relating to the issuing of the authorisation for the transfer and, therefore, participation in the same implicitly implies acceptance, with no reserve, of all the provisions contained therein. This Call will be published on the website of the School of Medicine of the University of Bari Aldo Moro.

Art.9 – Person Responsible for the procedure

Pursuant to Law No. 241/1990 and subsequent amendments, the person Responsible for the procedure is the Head of the Teaching and Student Services Unit of the School of Medicine, Mrs. Teresa Mazzarella. Any clarifications can be requested at the following e-mail address: teresa.mazzarella@uniba.it. Candidates can exercise the right of access to the documents of the competition proceedings according to the procedures and terms established by current legislation.

Bari, 16.07.2024

f.to The President
(Prof. Alessandro Dell'Erba)

DISCLAIMER: this English translation does not have any legal value in itself, and it is a translation of the original in Italian and is intended for information purposes only and thus does not supersede the Italian version. In case of discrepancies, the Italian version prevails.