CALL FOR ADMISSION TO UNDERGRADUATE DEGREE COURSES
ACADEMIC YEAR 2019 – 2020

Article 1
Admission to the School

1. The Sant'Anna School of Advanced Studies (referred to hereafter as the School) has published a call for applications for 42 student places (via entry exam) for the academic year 2019/2020. The call for admission is for entry to three-year courses as well as to 5 to 6-year master's degree courses.

If financial and logistic conditions allow, the number of places may be increased in consideration of the number of applications and the general level of merit of the list of applicants. In this case, the School commits to publishing this on its official website www.santannapisa.it, in the section dedicated to calls for application.

2. Undergraduate students of the School are students of the University of Pisa. Within 30 days of accepting their place, each successful applicant must enrol on a three-year Undergraduate course, or a 5 to 6-year Master's degree course (for Law or Medicine and Surgery) offered by the University of Pisa. This course must link to the disciplines at the School (see attachment A). The study cycle of a regular undergraduate student lasts 3 years. The study cycle in Law lasts five years, while the study cycle in Medical Sciences lasts six years. Students are required to provide proof of their enrolment for each academic year.

3. Successful applicants will be admitted to take up a reserve of student places at the University of Pisa.

4. Undergraduate students will participate in highly distinguished educational activities in conjunction with those offered as part of the Degree Courses at the University of Pisa. These activities consist of dedicated teaching programmes accompanied by periods of study abroad, including a period of work experience at institutions and/or companies in Italy or outside Italy. The School also commits to providing students with advanced language study which will allow them (at the end of their course) to reach a standard comparable to those recognised by international certifications.

5. Students will be provided with free accommodation on the School's premises.

Art. 2
Places available and Subject Areas

The 42 student places available on the courses as described in article 1 are distributed as follows:

Faculty of Social Sciences: 20 places, of which:
- At least 5 places are for Economics and Management
- At least 7 places are for Law
- At least 5 places are for Political Sciences

The remaining three places will be assigned according to the list of qualifying students (ordered in terms of merit) to the first year of the Faculty of Social Sciences.

Faculty of Experimental and Applied Sciences: 22 places, of which:
- 4 places for Agricultural Sciences and Plant Biotechnology
- 8 places for Industrial and Information Engineering
- 10 places for Medical Sciences.

Art. 3
Pre-selection exam and application process

1. Candidates must pass a pre-selection exam in order to proceed with the application for places in the following disciplines:
- Economics and Management
- Law
- Political Sciences
- Agricultural Sciences and Plant Biotechnology
- Industrial and Information Engineering

2. The pre-selection exam may only be attempted once and for one discipline only. The discipline must be chosen by the candidate when they enrol for the exam, which remains the discipline they will proceed in if they are successful, at least until the end of the first year of their course. If the candidate does not present themselves for the exam, whatever the reason (including force majeure), they will be excluded from the application process.

There is a single pre-selection exam for Economics and Management, Law, and Political Science.

3. The application process for places within Medical Sciences <u>does not include a pre-selection exam</u>, as the candidate must pass the national admission exam to Master of Science Degree Courses in Medicine and Surgery (as per article 4).

4. Each exam consists of 80 multiple-choice questions to evaluate:

- ▪ Reasoning skills (verbal, abstract, logical and numerical) – 40 questions
- ▪ Basic knowledge in the discipline – 40 questions, specifically for the following subject areas:
    - Social Sciences: history, philosophy and mathematics
    - Agricultural Science and Plant Biotechnology: biology, chemistry and physics
    - Industrial Information Engineering: mathematics and physics

5. The names of candidates who have successfully passed the pre-selection exam will be communicated via the School's official website.

6. The candidate must first enrol for the pre-selection exam and only <u>after</u> they have successfully passed this may they send an application. Candidates for the Medical Sciences area of study need only send an application.

7. Online links for application process (as described above) are available on two different web platforms. All information relating to the process will be available on the School's official website.

8. <u>The pre-selection exam may only be attempted once, and for one area of study only – the area of study in which the candidate has passed the pre-selection exam.</u> If a candidate has passed the pre-selection exam in an area of study which is <u>not</u> Medical Sciences and wants to apply for the first year of Medical Sciences (which does not require the pre-selection exam), they must send an email renouncing their previous application to: infostudenti@santannapisa.it and then continue with their online application for Medical Sciences.

9. <u>Candidates may not start more than one application process under a single name.</u> If this occurs and is not due to a technical error, the candidate will be disqualified from the process.

10. The candidate may communicate with the School via the email infostudenti@santannapisa.it. The School will communicate with the candidate via the email they have provided in their application.

Art. 4
Admission requirements and reasons for disqualification and withdrawal of a place

1. Candidates may only apply once.
2. When the deadline for applications (as per article 9) is reached, only candidates who meet the following criteria may be admitted to apply (independently of their citizenship):

- **For the first year of Economics and Management, Law, Political Sciences, Agricultural Science and Plant Biotechnology, Industrial and Information Engineering and Medical Sciences,** candidates must have completed a course of studies in the academic year 2018/2019 which allows them to study a degree course at Italian Universities. Candidates who have completed a course of studies outside Italy should note that in order to study at the School, students must be enrolled at the University of Pisa. The University of Pisa must therefore approve their foreign qualifications. As per article 2 of Law 148/2002 (including subsequent changes and additions), the evaluation of foreign qualifications for enrolling on Italian Advanced Studies courses may only be carried out by these Institutes of Advanced Studies.

    Candidates who meet the admission requirements for the first year of the Medical Sciences area of study (as per the reserved places described in article 2) must show evidence of having successfully passed the exam for admission to Master's Degree Courses in Medicine and Surgery (academic year 2019/2020). They must have passed this exam with sufficient marks and have met criteria as laid out by the relevant Italian Ministerial Decree, which defines these on an annual basis. The link to the appropriate Ministerial Decree will be published on the official School website.

- **For the second and third year of Medical Sciences,** candidates must:
    a) Be enrolled on a Master's Degree Course in Medicine and Surgery at an Italian or non-Italian university
    b) Have enrolled for the above degree course in either the 2018/2019 or 2017/2018 academic years
    c) Have obtained an average grade of no less than 27/30 in all exams taken up to the date of their application.

Candidates whose applications are successful and are entering their second or third year must complete a programme of studies prescribed by the University of Pisa, as per the terms and conditions in the "Regulations for Educational Activities at the Sant'Anna School of Advanced Studies". If these successful candidates have completed the requisite years of study at an Institution other than the University of Pisa, they are invited to proceed with the formalities related to their transferral at the Faculty of Medicine and Surgery at the University of Pisa.

3. As part of their application, candidates declare to meet the requirements for admission as per articles 46 and 47 of Presidential Decree n.445 of 28 December 2000 (including subsequent changes and additions). The School reserves the right to verify the information provided and qualifications declared in candidates' applications at any time – including after successful candidates have been selected. If candidates are found to lack the admission requirements, this will lead to their exclusion from the selection process, or (if this occurs after candidates have been selected) the withdrawal of their place. The reasons for their exclusion/the withdrawal of their place will be communicated to the persons in question via the email address provided on their application.

4. Further reasons for a candidate's exclusion from the selection process are outlined in this document in articles 3, 5 and 7. Further reasons for the withdrawal of a successful candidate's place are outlined in this document in articles 6 and 8.

Art. 5
Admission exam

1. To enter the first year of courses, the required exams (two written tests and one oral test) are as follows:

Faculty of Social Sciences

For Economics and Management, Law and Political Sciences areas of study, the written and oral tests consist of:
Written test
1) On a theme linked to a problem in contemporary society. The test is aimed at evaluating the abilities of the candidate in terms of in-depth analysis.
2) A paper on a topic chosen by the candidate, belonging to the following subject areas:
- history
- philosophy
- mathematics

Oral test
A discussion on two of the subjects in the second written test (chosen by the candidate), and an interview to evaluate the candidate's aptitude for their chosen area of study and their motivation in relation to the School's educational offering.

Faculty of Experimental and Applied Sciences

Agricultural Sciences and Plant Biotechnology
Written test
1) Topic chosen by the candidate from one of the following subject areas:
- Agricultural/Environmental Science
- Biotechnology
2) Topic chosen from:
- Biology
- Chemistry
- Physics

Oral test
Discussion on the topics in the written test and an interview to evaluate the candidate's aptitude for their chosen area of study and their motivation in relation to the School's educational offering.

Industrial and Information Engineering
Written test
1) Mathematics test
2) Integrated physics and problem-solving test.
Oral test
Physics test and aptitude for planning and problem solving.

Medical Sciences – 1st Year
Written test
1) Biology topic
2) Topic chosen from:
- Chemistry
- Physics
Oral test
Discussion on all the subject areas in the written test, and an interview to evaluate the candidate's knowledge, their aptitude for the chosen area of study and their motivation in relation to the School's educational offering.

Medical Sciences – 2nd Year
Written test
1) Life Sciences topic (relating to the relationship between biology and medicine)
2) Topic chosen by the candidate from:
- Biology – genetics
- Chemistry – basic biochemistry
- Embryology – histology
Oral test
Discussion on all topics in the written test (limited to the study programmes completed in previous years of the candidate's current degree course) an interview to evaluate the candidate's knowledge, their aptitude for the chosen area of study and their motivation in relation to the School's educational offering.

Medical Sciences – 3rd year
Written test
1) Life sciences topic (relating to the relationship between biology and medicine)
2) Topic chosen by the candidate from:
- Anatomy
- Biochemistry
- Physiology
Oral test
Discussion on all topics in the written test (limited to the study programmes completed in previous years of the candidate's current degree course) an interview to evaluate the candidate's knowledge, their aptitude for the chosen area of study and their motivation in relation to the School's educational offering.

2. The duration of each written test is decided by the Judicial Committee.
3. If the candidate is not present at the start time of one of the tests, whatever the reason, they will be disqualified from the application process.
4. The tests in the admission exam will be in Italian.

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Art. 6
Admission committees, test results and shortlist/candidate classification
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1. Admission committee members are nominated by Decree by the School Rector, and the committee is made up of Professors and Researchers at the School. Professors and Researchers from other universities may also be called upon to be part of these committees - in particular from the University of Pisa - including foreign experts and scholars.
2. To carry out the process of selection, the judicial committees may form sub-committees. Admission to the final oral tests, and the names of the final shortlisted candidates, are however decided at a meeting with the full committee.
3. For the written tests, each judicial committee may award up to a total of 50 points. Candidates who achieve at least 35/50 points may be admitted to attempt the final oral tests.
4. For the oral test, each Judicial Committee may award up to a total of 50 points. Candidates who achieve at least 35/50 points will pass this test.
5. The results of the pre-selection exam do not contribute towards the evaluation process or the awarding of points as described above.
6. At the end of the tests, the Judicial Committee will create a shortlist of successful candidates in order of merit, attributing points (out of 100 available) by adding together their results from the written and oral tests. **Candidates will be considered successful for admission to the School if they pass the oral test with a total score of at least 35/50,**

and with a total score of at least 70/100. If the candidate does not pass the oral test with the minimum number of points, they will not be considered successful, even if they have an overall final mark over 70/100.

7. The Rector will approve the final shortlist and announce the successful candidates, within the limits of the places available. At the end of the process, the shortlist of successful candidates (in order of merit) will be published on the official School website. For the Medical Sciences area of study (1st year), the candidates' results from the national test (as described in article 4, comma 2 of this document) will have an impact on the approval of certificates and the general shortlist (in order of merit).

8. If more than one candidate has the same total number of marks from the tests, preference will be given to those with the higher mark in the oral test. If, at this stage, these marks are also the same for more than one candidate, preference will be given to the candidate(s) with the higher mark achieved in the discussion of the subjects dealt with in the written test. If in turn, at this stage, marks are also the same for more than one candidate, preference will be given to the candidate with the higher mark in the interview to evaluate aptitude for their chosen area of study, and their motivation in relation to the School's educational offering.

9. Changes may be made to the shortlist, normally up until the 31 October 2019.

10. Successful candidates will be invited to accept their student place on the course, and therefore to present themselves at the School in the first few days of October 2019 as per communications via email. The start date/entry to the School of successful candidates in Medical Sciences may be postponed until the results of the national entrance exam to Degree courses in Medicine and Surgery are available, and the final shortlist has been approved. Any potential variations will be communicated promptly.

11. If successful candidates do not present themselves at the School without a valid reason, their place will be withdrawn.

Art. 7
Application

1. Application is free of charge and should be registered online by the deadline as stated in article 9 of this document. Applications should be made via the dedicated online process on the official School website (in the call for applications section). Each online application will be linked to the candidate via digital identification.

2. On the application form, candidates must declare the following:
a) Name(s), surname, place of birth and fiscal code
b) Citizenship
c) Place of residence, telephone numbers (fixed line number and cell phone number) and email address, in order to receive communications and to let the candidate know of any changes
d) Possession of the admission requirements as per article 4
e) Possession of an academic qualification[1] which admits them to Degree courses at Italian universities, or their commitment to achieving this qualification within the application deadline for presenting their application (as per article 9)
f) Possession of qualifications awarded abroad (see article 4)
g) The area of study for which they are applying
h) The year of the course they are applying for (only for the Medical Sciences area of study)
i) To have passed the pre-selection exam (for all candidates except for the Medical Sciences area of study)
j) Acknowledgement and acceptance of the terms, conditions and instructions of the call for admission
k) Acknowledgement of the privacy policy in relation to personal data as per article 11 of this document
l) Any potential family links (of the 4th degree for direct family links and of the 2nd degree for family links by marriage) as per article 7 of the School's Code of Ethics, with a teacher, a researcher or a member of technical or administrative staff at the School.

3. All details given as part of the application assume the status of substitutive declaration of certification (as per article 46 of Decree no.445/2000 of the President of the Republic) and substitutive declaration of the deed of notoriety (as per article 47 of Decree no.445/2000 of the President of the Republic) including subsequent changes and additions. Candidates must attach a (non-authenticated) copy of a valid identity document.

4. Candidates who make an application beyond the deadline, or who do not follow the procedure indicated, will be excluded from the selection process.

5. Candidates with a disability (as per Law no.104 of the 5 February 1992, including subsequent changes and additions) must scan and upload a signed note and appropriate certification to the upload section of the application process in order to request assistance (related to their disability) in completing the application, and any requirement for extra

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[1] For qualifications see article 8.

time. The Committee will evaluate and decide on the nature of assistance and amount of extra time in relation to the particular disability, based on the documentation provided. The Undergraduate Studies Office will promptly communicate this decision to the candidate.

6. Candidates with Learning Disabilities (as per Law no.70/2010 and subsequent changes and additions) must also upload a signed note with appropriate certification to the upload section of the application process in order to request extra time and any compensatory educational tools necessary. The Committee will evaluate and decide on any compensatory educational tools and amount of extra time allowed based on the documentation provided. The Undergraduate Studies Office will promptly communicate this decision to the candidate.

7. Candidates applying for the second and third years of Medical Sciences must upload the appropriate declaration as per article 8 of this document.

8. The School reserves the right to allow the correction of applications made within the deadline which contain minor/resolvable errors.

9. The School does not assume any responsibility for errors in the contact details as provided by the candidate, or if the candidate communicates any changes to these at a late stage of the process.

10. The School will promptly communicate to candidates if their application cannot be accepted, along with the reason for this.

11. The School maintains the possibility of granting means-tested (income-based) reimbursements to candidates who participate in the call for admission, according to the appropriate regulations.

Art. 8
Qualifications

1. All candidates must declare to have completed a secondary education/received a secondary education diploma. They should indicate the type of diploma they obtained, the name of the school or institute which awarded the qualification, the place and date the qualification was awarded, and the grade achieved. Candidates which indicate on their application that they are currently studying for this are invited to send details of their qualification in July 2019, once it has been awarded. These details should be sent via email to the address indicated in the application process.

2. Candidates who possess an equivalent qualification obtained outside Italy are eligible to apply. If their application is successful, access to the School is dependent upon enrolment at the University of Pisa. The University of Pisa is the body which evaluates foreign qualifications – therefore, if the candidate's foreign academic qualifications are not recognised as equivalent in order to follow University of Pisa courses, their place will be withdrawn.

3. For candidates with qualifications obtained outside Italy, and for candidates who are citizens of countries outside the European Union, please refer to the information provided by the Ministry of Education, Universities and Research relating to the enrolment of foreign students for the 2019/2020 academic year. The relevant document can be downloaded from the following link: http://www.studiare-in-italia.it/studentistranieri/.

4. Candidates who are beyond the first year of Medicine and Surgery must upload a declaration (to the relevant section of the application process) following the model provided in the application process ("MED_II e III anno"), which includes:

a) The transcript/curriculum of studies that the candidate is following on their current University Degree course in Medicine and Surgery. This refers to the first year if they are applying to the second year, and the second year if they are applying for the third year.

b) The University where they have been studying, exams passed at the date of application (including marks) and the credits awarded for each exam

c) Exams which are still to be passed according to the statutory programme of studies – or individual programme of studies as approved by the University – for the current year/years already completed

d) The curriculum of any other university courses attended during the years after obtaining a level 2 secondary education diploma.

Art. 9
Application deadline

1. Online application registration, together with the uploading of the required documentation as per articles 7 and 8, must be completed **by 12:00 on the 31 July 2019.**

2. If candidates encounter any difficulties, they should write to the email address: infostudenti@santannapisa.it.

Art. 10
Timetable for entrance exams

1. The timetable and locations for **both the written and oral tests** will be published on the School's official website by the end of June 2019. Candidates who have sent an initial application should present themselves for the written test at

the place and time indicated on the published calendar, <u>without being required to give further communication.</u> Any variations to the calendar will be shown on the official website. The school may communicate using other methods where it deems appropriate.

2. Candidates must bring a valid ID document with them to the exam.

3. The calendar and list of candidates who have been shortlisted for the oral test are published on the official School website. The document showing the candidates who will proceed to the oral test will also show the date and time of the test. This constitutes the official invitation to the test.

Art. 11
Management of the admissions process, Privacy Policy and anti-corruption measures

1. In accordance with article 5 of Law 241/1990 (and subsequent changes and additions), the person responsible for the process as described in this document is Cristiana Neri, Undergraduate Secretary, Sant'Anna School of Advanced Studies, Piazza Martiri della Libertà, 33, 56127 Pisa, tel: 050/883339, fax: 050/883250, email: cristiana.neri@santannapisa.it.

2. As per the GDPR 679/2016 (European regulations on Privacy), the School is the data holder for personal data provided as part of the application process. It is necessary to provide personal data in order to participate. The processing of personal data is used to carry out the following institutional activities:

- Running of the call for admission
- Students' access to and accommodation within the collegiate facilities
- Creation of an academic record of achievement/CV
- Providing work placement services to students

3. Data processing carried out by the School is subject to European GDPR (General Data Protection Regulations), 679/2016.

4. Data processing will be carried out by administrative staff at the Undergraduate Studies Office, and by committee members. Personal data is also utilised by the Strategic Projects department to provide placements. Data may be processed digitally, within the limits (and using methods) strictly necessary for the activities as described above, including where any third parties are involved. Anonymous data may be used for statistical purposes.

5. Candidates are covered by the rights outlined in GDPR 679/2016, including the right to access their own personal data, and to request amendments, additions or deletion if this data is incomplete, incorrect or has been collected in violation of the law. Candidates may object to their data being processed for reasons recognised by law, by sending a request to: Scuola Superiore Sant'Anna, U.O. Segreteria Didattica Allievi Ordinari, Piazza Martiri della Libertà, 33, 56127 Pisa, e-mail: infostudenti@sssup.it. For any further information or clarification please contact the Data Protection Manager ("Responsabile della protezione dei dati personali") at the School at the following email address: dpo@santannapisa.it.

6. The School operates in line with anti-corruption and transparency regulations (Law no.190/2012 and subsequent modifications and additions), applying the measures outlined in the Three-year Anti-Corruption and Transparency Plan ("Piano Triennale di prevenzione della corruzione e della trasparenza 2018-2020") published on the Transparent Administration ("Amministrazione trasparente") section of the official School website.

Attachment "A" of Call for Admission
to Degree courses, academic year 2019 – 2020

Scientific disciplines of the Sant'Anna School of Advanced Studies - Undergraduate Degrees and single-cycle Master's Degrees at the University of Pisa which successful candidates must enrol on:

Scientific Disciplines of the Sant'Anna School of Advanced Studies	Degree Courses and Master's Degree Courses
Economics and Management	**THREE YEAR DEGREE COURSES:** **University of Pisa**: Banking, finance and financial markets (class L-18), Business Administration (class L-18), Economics and commerce (class L-33), Management for Business and Economics (class L-18)
Political Sciences	**THREE YEAR DEGREE COURSE:** **University of Pisa:** Political Science (class L-36)
Law	**MASTER'S DEGREE COURSE:** University of Pisa: Law (LMG-01)
Agricultural sciences and Plant Biotechnology	**THREE YEAR DEGREE COURSES:** **University of Pisa:** Agricultural Sciences (class L-25), Viticulture and Winemaking (class L-26) Natural and Environmental Sciences – Environment curriculum (class L-32), Biotechnology (class L-2)
Industrial and Information Engineering	**THREE-YEAR DEGREE COURSES:** **University of Pisa:** Biomedical Engineering (class L-8), Electronic Engineering (class L-8), Computer Engineering (class L-8), Telecommunications Engineering (class L-8), Mechanical Engineering (class L-9), Energy Engineering (class L-9), Aerospace Engineering (class L-9)
Medicine	**MASTER'S DEGREE COURSE:** **University of Pisa:** Medicine and Surgery (LM-41)