



UniSR

Università Vita-Salute
San Raffaele

Academic Regulations

Bachelor's Degree in Physiotherapy

In force for students enrolling in the academic year 2026-2027

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These Regulations use the masculine form in all circumstances, but this form should be understood as referring inclusively to all persons, irrespective of their gender.

General Part

ART. 1 Admission to the Degree Programme

1.1 Knowledge Required for admission

Candidates may be admitted to the Bachelor's Degree Programme in Physiotherapy (CLF) if they hold an upper secondary school diploma or a qualification obtained abroad that is recognised as suitable. The prerequisites for applicants wishing to enrol on the degree programme should include good interpersonal skills, flexibility and the ability to analyse and solve problems.

1.2 Admission Procedures

Access to the Degree Programme is subject to planned intake numbers under Italian Law no. 264 of 2 August 1999 and involves an admission examination consisting of a multiple-choice test.

The admission procedures are defined in the Call for Admission Applications.

Admission to the Bachelor's Degree Programme in Physiotherapy includes a medical assessment, in accordance with the procedures laid down by the applicable legislation for fitness to perform the functions specific to the relevant professional profile.

1.3 Definition of Additional Educational Requirements (OFA) for Bachelor's degrees and single-cycle Master's degrees

To enable any educational debt to be settled, the Degree Programme Council for the Bachelor's Degree in Physiotherapy establishes preparatory supplementary teaching activities to be completed by the deadline set out in Article 16 of the University Regulations. The additional educational requirement is determined selectively within the admission test results in the subject areas of Logic, Problem solving, Biology, Chemistry, Mathematics and Physics. The need to fulfil additional educational requirements in each of the above areas is determined when the number of correct answers for the admission test questions in the corresponding area falls below 30 per cent.

The additional educational requirements will be provided with online catch-up courses, which students with an educational debt must attend and pass. An assessment test is therefore provided to establish whether the additional educational requirements have been met. The deadline for passing the additional educational requirements coincides with the final day of the exam session of the academic year of enrolment. If a student fails to pass the tests assessing the catch-up of the additional educational requirements, their academic career may be blocked at the end of the first year (exams may no longer be taken after 1 February of the following academic year). Any stop to the academic career entails the freezing of any exams already taken and the impossibility to take any new exams until the educational debt has been settled.

ART. 2 Study Plan

Teaching activity is organised in accordance with the Study Plan set out in the following section **“Course Prospectus”**.

2.1 Individual Study Plans

Individual Study Plans may be submitted by requesting approval from the Degree Programme Council (CCdS) by the start of the course year; the Council will assess the request taking into account the Programme Specifications for the relevant cohort.

ART. 3 Mobility

The Degree Programme, on the basis of inter-institutional agreements or within the framework of European and international programmes (e.g Erasmus+), offers the possibility of carrying out learning activities at foreign Universities, providing support and guidance through its Administrative Offices and Academic Contacts, as provided for by Article 20 of the University Academic Regulations.

ART. 4 Repeating student

A student who has not obtained the certificate of attendance for the compulsory courses required to progress to the subsequent year of the Degree Programme or who, pursuant to Article 15(12) of the University Academic Regulations, has an educational debt totalling 15 or more credits or who has not passed the clinical internship of the first year of the Programme – considered as a compulsory exam – shall be enrolled as a repeating student in the year they are coming from (Article 14 of the University Academic Regulations). Failure to pass the internship entails compulsory attendance of the entire annual programme of internship experiences required for the year of enrolment that is being repeated.

The “repeating-student” conditions provided for by law or by the University Academic Regulations remain in force, where applicable (see Articles 14 and 15 of the University Academic Regulations).

ART. 5 Final Examination

In order to be admitted to the final examination, students must have obtained all the ECTS-credits in the educational activities provided for in the Study Plan, including those relating to internship activities and seminar activities.

The final examination of the Bachelor’s Degree in Physiotherapy is a State Licensing Assessment qualifying graduates to practise as a physiotherapist, pursuant to Article 6(3) of Italian Legislative Decree no. 502/1992, as subsequently amended and Article 7 of Italian Inter-ministerial Decree of 19-02-2009, and consists of:

- a) a test demonstrating practical skills. Candidates take the practical test by presenting a clinical case to the Examination Committee that they followed during their final-year internship. In presenting the clinical case, candidates must highlight the treatment programme, its rationale and the indicators used to assess the effectiveness of the physiotherapy treatment. The Examination Committee will then ask questions on the topics covered by the Degree Programme.
- b) the drafting of a written dissertation and its defence. To be admitted to the defence of their

dissertation, students must have passed their be deemed eligible in the State Licensing Assessment. Candidates shall submit to the Examination Committee a written dissertation of either a literature-based or experimental nature, on the practical application of theoretical concepts, on topics relevant to physiotherapy or closely related disciplines. Each candidate is presented to the Examination Committee by their dissertation supervisor.

5.1 Calculation of the degree mark

The following parameters contribute to determining the final mark, expressed out of one hundred and ten:

- the weighted average, expressed out of one hundred and ten, of the marks obtained in the examinations set out in the Study Plan, where each honours is included in the average by assigning a value of 30.33 to marks of 30 with honours;
- a maximum of 5 points awarded for the Practical Test in the State Licensing Assessment, defined as the average of the marks awarded by the individual examiners, on a scale from 0 to 5;
- a maximum of 5 points awarded during the exam session by the Degree Examination Committee on the basis of the type of dissertation and its defence;
- a maximum total of 2 additional points, broken down as follows:

CATEGORY	DETAILS	ADDITIONAL POINTS
Degree Programme duration (Degree completed on schedule)	Point awarded if the Degree is completed “on schedule” (defined as such if consistent with the overall duration of the Degree Programme).	1 point
International Mobility (Erasmus+ / other international mobility programmes)	Point awarded for periods of Mobility longer than 2 months (calculated as 60 calendar days including weekends and travel days).	1 point

By unanimous decision, the Examination Committee may award honours to candidates who obtain a final score of 113 or higher.

By unanimous decision, the Examination Committee may award an “honourable mention” to candidates who obtain a final score of 116 or higher.

5.2 Final Examination Committee

The Final Examination Committee is composed and governed in accordance with the provisions of the relevant Ministerial Decree, to which full reference is made.

ART. 6 Recognition of credits

6.1 University and course transfers

The recognition of credits deriving from university or course transfers is the responsibility of the Degree Programme Council, which, in the case of university transfers, uses a specifically appointed Committee that conducts an assessment on the basis of criteria (established annually) and in accordance with the relevant Call for Applications.

Applications to transfer to the Degree Programme are subject to approval from the Degree Programme Council, having heard the opinion of the Committee, which:

1. assesses the possibility of full or partial recognition of the course of study undertaken up to that point. In the event of full recognition of individual integrated courses already passed, the Committee will validate the mark obtained at the other institution.
2. The Committee may also recognise a pass of just a single part of an integrated course, leaving the coordinating lecturer the responsibility for defining the completion of the course as well as the calculation of the final mark.
3. It then recognises the ECTS-credits acquired up to the same number of credits for the same Academic Discipline(s) envisaged in the Study Plan attached to the Degree Programme Regulations. In all cases where the student transfers between Degree Programmes belonging to the same class, the number of ECTS-credits relating to the same Academic Discipline that has been directly recognised for the student may not be lower than the limit laid down by the applicable legislation.
4. It identifies the year of study after the first in which the student may enrol.
5. It establishes, in a detailed manner, any educational debt that needs to be met.

6.2 Extracurricular activities

Recognition is approved by the Degree Programme Council according to criteria of strict consistency with the educational objectives and expected learning outcomes of the Degree Programme and in line with the provisions of Italian Ministerial Decree no. 931 of 4 July 2024.

6.3 International Mobility

The Degree Programme promotes international mobility and provides for the recognition of activities performed on the basis of inter-institutional agreements or as part of European and international programmes, in accordance with the procedures set out in Article 20 of the University Academic Regulations.

If the Degree Programme Council decides that part of the recognised credits cannot be validated for the purposes of the Study Plan, they may be included in the Diploma Supplement.

ART. 7 Attendance

Students are required to attend the teaching and professional training activities of the Bachelor's Degree in Physiotherapy, as set out in the study plan. Attendance at learning activities is compulsory for 75% of the hours. Attendance is recorded through online systems and spot checks may be carried out by the Course Coordinator to confirm the student's presence in the lecture room.

Attendance at internship activities is compulsory for 100% of the hours. Attendance is verified by lecturers and internship supervisors, using the methods of verification established by the Physiotherapy Degree Programme Council.

ART. 8 Tutoring model

The Bachelor's Degree in Physiotherapy adopts an integrated tutoring model, consistent with University regulations and with the specific nature of training for Healthcare Professions, aimed at supporting the student throughout the entire theoretical, practical and professional training programme.

This model is structured as follows:

1. Academic Tutoring

Academic tutoring requires the involvement of a number of parties.

- a. The *Chairman of the Degree Programme*, as the person responsible for the Academic Tutoring Service and coordinator of the Tutors, defines the strategies and methods for implementing the objectives set out in Article 2 of these Regulations, ensures that the Unit's operational structure is maintained or updated, coordinates the activities of the Tutors and reports periodically to the relevant Degree Programme Council.
- b. The *Tutors*, chosen from among the University's permanent and/or fixed-term professors and researchers, as well as from among professionals with the same professional profile as those in the Degree Programme, that have advanced skills in the educational field and in the specific clinical healthcare field who are entrusted with the institutional task of guiding the students' process of cultural education, including guidance and Tutoring activities, in accordance with the provisions of Article 12(2) of Italian Law 341/1990 and Article 6(2) of Italian Law 240/2010. There are two categories of Tutor: at Degree Programme level and at Faculty level.
 - i. The *Degree Programme tutors* (also called Year Tutors), appointed for each Degree Programme and for each year of the programme. They take part in periodic meetings with students and carry out tutoring activities to support their course of study, in terms of teaching, organisation and career guidance. Their main functions include: supporting students in identifying and making up any educational debt and in forms of non-lecture-based teaching; providing information, assistance and advice throughout the entire training process, including monitoring their study career and supporting them in the event of temporary difficulties of a methodological

nature or in adapting to the University environment. They are also responsible for tutoring activities aimed at achieving the specific objectives set out in Article 2 of these Regulations, in accordance with the implementation procedures defined with the Chairman of the Degree Programme, and they coordinate the activity of the Tutorial Assistants, where provided for (ref. paragraph 1.c of this Article).

- ii. In addition, Faculties may optionally appoint a *Faculty Tutor* as an additional point of reference for Tutoring activities.

- c. The *Tutorial Assistants*, where provided for by the Degree Programme Council as they are not mandatory roles, support tutors in performing the activities required to achieve the tutoring objectives set out in Article 2 of these Regulations, operating under their responsibility. This role may be held by contract lecturers or students enrolled in Master's Degree programmes or in subsequent years of single-cycle Master's Degree programmes, as well as PhD students (Article 1(1b) of Italian Law 170/2003), including through part-time collaboration arrangements (Article 1(292) of Italian Law 232/2016).

In addition to these academic roles, staff from the office responsible for Tutoring and/or other technical-administrative offices may be involved, where necessary, to provide logistical and managerial support.

Appointments of the persons referred to in paragraph 1, letters b, c, d and letter e of this Article are made annually by the Degree Programme Councils or the Faculty Councils.

2. Professional Tutoring

Professional tutoring is provided by professionals assigned to the training site, with advanced skills both in the educational field and in the specific professional field. This form of support is provided for Degree Programmes in the Healthcare Professions and is arranged with the following roles:

- a. The *Director of Professional Training* must belong to the specific professional profile of the relevant Degree Programme and must meet suitable study, scientific and professional requirements consistent with the teaching functions to be performed. They are a contract lecturer and, for this reason, are automatically a member of the Degree Programme Council. They:
 - ensure the correct implementation of the training programme;
 - coordinate professional teaching activities between lecturers of theoretical and clinical courses;
 - develop and propose the training plan for the professional training activities and internship activities;

- propose the sites where internships will be conducted, in line with the objectives of the training plan:
 - at the beginning of each academic year, they present and explain to the Directorates of Healthcare Professions and to the Coordinators of the internship sites the reasoning behind the three-year plan, the criteria for alternating theory and internship and the duration of the internship experiences;
- propose the tutors and internship supervisors:
 - identify the criteria for selecting the professionals who will work alongside the students at the internship sites, propose their appointments to the Faculty Council, subject to approval by the Degree Programme Council, and agree the related implementation arrangements with those responsible for the internship sites.
- coordinate tutor-led activities and participate in their assessment;
- may take part in defining indicators on the adequacy of the facilities used for training purposes in the teaching activities of the programme and oversee their verification.

b. Each Degree Programme also provides for the presence of full-time *Tutors for professional teaching*, one of whom is identified as the *Teaching Coordinator* for each year of the programme. These roles are responsible for the students' theoretical-practical and technical-practical training. The student-to-tutor ratio must be defined within the training plan. Tutors must belong to the professional profile of the relevant Degree Programme and perform functions aimed at:

- supporting the organisation of internships;
- guiding students in their course of study and internship;
- ensure the acquisition and consolidation of the professional skills that characterise the healthcare profession to which the Degree Programme refers.

c. The *Internship Supervisor* is a support role that works alongside the student in performing care, rehabilitation, technical or preventive activities at the internship sites. This person is a professional belonging to the same professional profile as the Degree Programme, with specific training and at least one year's clinical experience in the relevant context.

The functions assigned to the Internship Supervisors pursue the following objectives:

- facilitating the student's integration into the Operational Unit/Service hosting the internship;
- ensuring an adequate welcome, fostering a climate of mutual collaboration and at the same time promoting the learning of professional skills and the ability to operate in a complex organisational context;
- ascertaining the student's training needs in order to plan their internship, recognising individual differences and identifying learning opportunities in line with the principle of gradual progression in the training programme;
- providing timely and specific formative feedback on the student's performance, contributing to their formative assessment, while ensuring impartiality and promoting self-assessment;
- monitoring the safety of the service user, the student and the internship environment.

Tutors for Professional Teaching and Internship Supervisors are appointed annually by resolution of the Faculty Council, following a proposal by the Degree Programme Council, based on the indication of the Director of Professional Training.

3. Information and guidance tutoring

To ensure support for students, there is also information and guidance tutoring within the Degree Programme. This service is aimed at incoming and continuing students, with the objective of accompanying them throughout their University career, also providing assistance to students with disabilities and SLDs and support for international students, helping them to integrate into academic life and facilitating their guidance towards the world of work.

Special Part

ART. 9 Description of the Educational Programme and of the educational activities

The unit of measure for the overall workload required of the student to complete each educational activity prescribed by the Programme Specifications in order to obtain their qualification is the ECTS-credit. To obtain the qualification, a total of 180 ECTS-credits must be acquired.

Each ECTS-credit corresponds to 25 hours of teaching activity, including the individual study required to complete the educational activity. For each type of educational activity, details are provided below of the ratio between hours of teaching activity and ECTS-credits.

Basic educational activities: each ECTS-credit corresponds to 10 hours of lecture-based and interactive teaching activity;

- Core educational activities: each ECTS-credit corresponds to 10 hours of lecture-based and interactive teaching activity;
- Core educational activities (Internship differentiated according to each specific profile): each ECTS-credit corresponds to 25 hours of professional training activity;
- Similar and supplementary educational activities: each ECTS-credit corresponds to 10 hours of lecture-based teaching activity;
- Student-option activities: each ECTS-credit corresponds to 11 hours of lecture-based and interactive teaching activity;
- Other learning activities (Other activities such as IT, seminars etc.): each ECTS-credit corresponds to 8 hours of lecture-based teaching activity;
- Other learning activities (Professional laboratories of the specific Academic Discipline): each ECTS-credit corresponds to 19 hours of interactive teaching activity;
- Final examination and for knowledge of at least one foreign language: for the final examination, each ECTS-credit corresponds to 25 hours of individual study. For knowledge of a foreign language, each ECTS-credit corresponds to 8 hours of lecture-based and interactive teaching activity.

The portion dedicated to individual study is provided in order to complete the 25 hours allocated to each credit. In accordance with the applicable regulations, lessons may be delivered online.

As provided for by the Faculty Regulations, educational activities are delivered as follows:

Lecture-based teaching

Lecture

A lecture is a traditional teaching method in which the lecturer presents topics and content, guiding students' learning through explanations, examples and further insights. Lectures are

mainly used to convey theoretical knowledge in a clear and organised way, making it possible to introduce new topics and provide students with a shared foundation.

Seminar

A seminar is a teaching activity delivered by one or more speakers, invited by the person responsible for the educational activity on the basis of specific expertise, which makes it possible to explore in greater depth aspects consistent with what is set out in the educational curriculum.

Interactive teaching

Practical session

Practical sessions are aimed at applying, analysing in greater depth and operationally verifying the theoretical contents covered in the teaching activities, using case analyses, problem-solving, guided activities or methodological discussions with the active involvement of students.

Professional teaching

Internship

Internship activities are aimed at enabling the student to acquire specific skills of a professional nature. The internship is a form of tutor-led activities that requires students to carry out practical activities, gradually achieving increasing independence.

To achieve these learning outcomes, agreements may be established with facilities in Italy and abroad that meet the suitability requirements in terms of activities, facilities and provision of services, as required by the legislation in force. A person responsible for the internship activities at these facilities must be chosen and appointed by the Faculty Council on the proposal of the Physiotherapy Degree Programme Council.

An internship site means the unit that hosts the student for a defined period of time. Internship sites must be selected carefully, based on the quality of the learning environment and the services and healthcare provided.

The priority criteria for selecting sites are as follows:

- the provision of learning opportunities that are relevant and consistent with student needs and their educational objectives or standards
- the presence of professionals that are motivated towards teaching and supervising students and willing to take part in tutor training projects
- intra-team and team-student relationships based on discussion and collaboration;
- assurance of student safety conditions

Other aspects may be taken into consideration when selecting the sites, such as:

- the presence of innovative professional and/or organisational models
- orientation towards adopting practices based on scientific evidence
- the possibility of participating in research projects

The identification and selection of internship sites is the responsibility of the Director of Professional Training, who proposes to the Physiotherapy Degree Programme Council the formal accreditation and the initiation of the agreement process for the identified site. The responsibility for assigning students to internship sites also lies with the Director of Professional Training and needs to be planned and personalised.

Responsibility for coordinating all internship activities is entrusted to the Director of Professional Training, who ensures integration between theoretical courses and the internship, promotes compliance of professional courses with the defined competence standards and manages the Tutors for Professional Teaching.

The 60 ECTS-credits reserved for the internship are to be understood as the overall commitment required of the student to achieve the necessary professional competences.

Students are required to operate under the direct supervision of an internship supervisor at every stage of their internship. The teaching functions of internship supervisors, entrusted with the students performing their compulsory internship, are the same as those envisaged for tutor-led activities delivered as part of course teaching. The Faculty Council, on a proposal from the Director of Professional Training, appoints the internship supervisors annually.

Assessment of the competences acquired during the internship

Internship experiences must be designed, assessed and documented as part of the student's programme. During each internship experience, the student is assessed on an ongoing basis by the internship supervisor regarding their progress, both through interviews and assessment sheets. At the end of each year of their Course, students are assessed to ascertain the levels they have achieved in developing the expected professional competences. This assessment takes into account the ongoing formative assessments documented during the Course year by the internship supervisors and the Tutors for Professional Teaching, the results achieved in written assignments and the performance demonstrated in the internship exam, which may take the form of interviews, applied written tests or simulated exams.

Absences from the internship

Attendance of internship activities is compulsory. A student who is absent from the internship for short periods may make up these absences in ways agreed with the Tutor for Professional Teaching. Isolated days cannot be made up outside the period dedicated to the internship. Any student who is absent from their internship for long periods (on serious and justifiable grounds) must agree an individual remedial plan with the Director of Professional Training. If a student

successfully completes their annual internship with an educational debt in relation to the total number of hours required, they may be admitted to the annual internship exam provided that the absence has not compromised their achievement of the year's objectives and that they will be able to make up the above educational debt by the end of the third year. Internship attendance hours must be documented according to procedures established by the Director of Professional Training.

Suspension from the internship

The reasons that may lead to suspension from the internship are as follows:

- the student has made errors that put the safety of the patient or the equipment used at risk,
- the student does not comply with the basic and most common rules of social interaction,
- the student has psychophysical problems that may cause stress and harm to himself, to patients or to the team at the internship site,
- the student shows difficulties integrating with the team such as to affect their learning,
- the student lacks the prerequisites and needs to make up educational objectives required in preparation for a traineeship that is safe for service users
- the student attends the internship on an irregular basis (failure to comply with the scheduled times or frequent and unjustified absences)

Temporary suspension from the internship is established by the Director of Professional Training after consulting the student's tutors and must be justified in a meeting with the student. Any suspension is formally notified to the student in a letter from the Director of Professional Training. The student's readmission to their internship is agreed according to a timetable and arrangements defined by the Director of Professional Training after consulting the students' tutors. If the difficulties that led to temporary suspension from the internship persist, the Director of Professional Training shall make a proposal to the Physiotherapy Degree Programme Council for the student's definitive suspension from the internship by means of a report that thoroughly documents the reasons for this decision. When performing internship or practical activities, students are treated as workers for the purposes and effects of the provisions on the protection of health and safety. They are therefore subject to the same protective measures and responsibilities and are accordingly required to comply with the applicable legal provisions, and with the limits and prohibitions laid down by law on hygiene, workplace safety, radiation protection and accident prevention, as well as with any other provisions that may be issued by the Host Organisation for the same purposes.

The University has formalised and centralised a series of activities, closely linked to the exposure-risk profile of each individual course of study with a view to implementing the legal requirements.

Therefore, in short, and in accordance with the specific instructions for each Degree Programme, students are required to:

- take part in the initial information and training initiatives on the subject and those included in the timetable of teaching activities, organised in order to ensure compliance with Articles 36 and 37 of Italian Legislative Decree no. 81/08 “Information and training of workers and their representatives” and with Italian Legislative Decree no. 101/2020 on radiation protection;
- undergo initial and periodic health surveillance activities pursuant to Italian Legislative Decree 81/08 and, where applicable, Italian Legislative Decree 101/2020, in order to be issued the fitness test certificate required before starting practical activities involving risk;
- use the collective and personal protective equipment made available, in accordance with the instructions and training received;
- comply with the general and specific safety measures defined and made available from time to time.

The start of curricular and extracurricular activities involving a specific risk cannot therefore be authorised until after the fulfilment and completion of the requirements laid down to protect the health and safety of individual students. Repeated failure to comply with the obligations set out above will result in the suspension of activities involving a specific risk until the legal obligations have been fulfilled.

Professional workshops

Workshop activities are a form of teaching typically aimed at a small group of students. This teaching activity is coordinated by a tutor, whose task is to support students in acquiring knowledge, skills, behavioural models or competences useful for practising their profession. Learning takes place mainly through stimuli arising from problem analysis, through the use of the methodological competences required to solve them and to make decisions, as well as through directly and personally carrying out gestures and relational actions in the context of practical workshop sessions.

ART. 10 Specific provisions relating to academic planning

At the end of the planning process for teaching activities, the academic calendar for the Degree Programme is made available on the University’s institutional website before the start of the Academic Year. Lesson timetables are published on the student intranet before the start of each semester. The schedule of course exams for each individual course is planned on an annual basis and is published in the relevant Course Schedules, and can be consulted for the entire Academic Year.

There is one single exam session. The session starts on 1 December and ends on 30 November of the following academic year. The Physiotherapy Degree Programme Council provides for no fewer than three exam sittings, appropriately distributed over the course of the single session. The

annual internship exam envisages a single sitting per academic year, except in particular circumstances where the Physiotherapy Degree Programme Council may grant an extraordinary sitting.

The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.