



UniSR

Università Vita-Salute
San Raffaele

Academic Regulations

Bachelor's Degree in Dental Hygiene

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

To be admitted to the Bachelor's Degree Programme in Dental Hygiene, applicants must hold the upper secondary school qualification required by current legislation or another qualification obtained abroad, recognised as suitable by the competent bodies of the University. 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. 264/99 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 Dental Hygiene 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

The way that the Bachelor's Degree Programme in Dental Hygiene is organised requires students admitted to the first year to have an adequate initial level of preparation. Any gaps, identified through the admission tests in the areas of Chemistry, Physics, Mathematics and Biology, result in the assignment of Additional Educational Requirements (OFA) if the correct answers in a single area are below 30%. To address these gaps, the Degree Programme Council of the Bachelor's Degree in Dental Hygiene provides preparatory and supplementary teaching activities, to be completed within the deadlines set out in Article 16 of the University Regulations. The additional educational requirements are delivered through compulsory online catch-up courses and include a final assessment test. The additional educational requirements must be passed by the end of the exam session in the year of enrolment. Otherwise, the student's academic career may be blocked at the end of the first year, with the freezing of any exams already taken and the impossibility to take any new exams until the educational debt has been settled. Once the additional educational requirements have been met, the student can resume their course of study as normal.

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 in Dental Hygiene, on the basis of inter-institutional agreements or within the framework of European and international programmes, 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

Students who have not obtained the attendance certificate for the courses required to progress to the following year, or who have an educational debt of 15 credits or more in total, pursuant to Article 15(12) of the University Academic Regulations, or who have not passed the clinical internship in the first, second or third year – considered a compulsory examination – are enrolled as a repeating student in their year of origin, as provided for in Article 14 of the University Academic Regulations. If the clinical internship assessment Committee gives an unsatisfactory mark, the student is enrolled – if necessary in excess of the standard number – as a repeating student in the same year, with the requirement to attend the entire annual schedule of internship activities planned for that year. Any additional “repeating-student” conditions laid down by current legislation or by the University Academic Regulations remain valid.

ART. 5 Final Examination

In order to be admitted to the final examination, the student must have successfully passed all the examinations required by the Programme Specifications, including those relating to professional training activities and the internship, obtaining the relevant ECTS-credits. The final examination also serves as the State Licensing Assessment qualifying the candidate to practise the profession. The final examination is divided into two distinct parts:

- a) a practical test, aimed at verifying that the student has the theoretical and practical knowledge and the technical and operational skills required for the specific professional profile;
- b) the drafting of a written assignment (dissertation) of a theoretical and applied nature and its defence. In drafting their written dissertation, students will be supervised by a subject-matter expert, known as a Supervisor, chosen from among the lecturers of the Degree Programme or from among the Faculty lecturers or from among the collaborators of the Degree Programme in Dental Hygiene at the internship sites. The supervisor may appoint and make use of an Assistant Supervisor.

A positive assessment in the practical test, which constitutes the licensing part, is an essential condition for admission to the defence of the dissertation. If the first test is failed, the student cannot access the second part

5.1 Calculation of the degree mark

The final degree mark, expressed out of one hundred and ten (110/110), is determined on the basis of the following assessment parameters:

- weighted average out of thirty of the marks obtained in the examinations of the integrated courses included in the Study Plan of the degree programme;
- weighted average out of thirty of the marks obtained in the examinations, provided for each of the three years of the degree programme, relating to professional training activities (internship).

Each “with honours” indication is included in the average by assigning a value of 30.33 to 30 with honours.

The admission mark is determined by converting the average mark of the examinations to a mark out of 110 and then rounding the result up or down to the nearest whole number. If the value is exactly halfway, it is rounded up. For the final examination, a maximum increase of 14/110 is awarded compared with the admission mark.

The final mark is calculated by adding:

- from 0-5 points for a literature-based dissertation
- from 0-7 points for an experimental dissertation

A maximum total of up to 7 additional points can be given, **broken down as follows:**

CATEGORY	DETAILS	ADDITIONAL POINTS
Degree Programme duration (Degree completed on schedule)	A Degree is defined as completed “on schedule” if consistent with the overall duration of the Degree Programme.	1 point
International Mobility (Erasmus+ / other international mobility programmes)	Participation in conferences, congresses, training activities and campuses at international level	1 point
Practical activities	Passing the final practical test that licenses the candidate to practise the profession	Maximum 5 points

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

By unanimous decision in favour, 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. For each candidate, the Committee must include their Supervisor and Assistant Supervisor. The Committee may also include the second Assistant Supervisor, if there is one.

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.

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

Participation in the educational activities of the Degree Programme is compulsory. Attendance is recorded through online systems and spot checks may be carried out to confirm the student's presence in the lecture room. In order to sit the examination for a course, the student must have obtained an attendance certificate for the related compulsory teaching activities, as set out below:

- compulsory attendance at the teaching activities – excluding optional activities that involve face-to-face teaching – with a minimum threshold of 75%;

- compulsory attendance of 90% for internship activities.

For optional courses, compulsory attendance is 100%.

Participation in seminars or student-option courses constitutes a prerequisite or, in any case, is linked to the compulsory face-to-face teaching activities planned over the three-year programme. In detail:

- Students who achieve an internship attendance rate of 85% or higher, following a make-up plan agreed during the Degree Programme, will have their attendance recognised and will be admitted to sit the internship examination;
- Students who achieve 70% attendance in face-to-face teaching, following a make-up plan defined during the Degree Programme, will have their attendance recognised and may access examinations.

For those who record attendance between 51% and 69% in face-to-face teaching activities and between 51% and 84% in internship activities, the Degree Programme Council, having obtained the opinion of the Integrated Degree Programme Coordinator and the Technical Pedagogical Committee, will assess whether to activate specific make-up activities. Certification of completion of the make-up activities will be formalised by a specific resolution of the Degree Programme Council, forwarded to the Student Center, which will record the attendance. Students with attendance of 50% or lower are not admitted to examinations and will have to repeat the required activities. For serious and well-documented reasons, it is also possible to request the temporary suspension of the study programme. At the end of the suspension period, the Dental Hygiene Degree Programme Council shall verify whether the acquired credits have become obsolete and indicate any examinations that need to be taken again.

ART. 8 Tutoring model

The Bachelor's Degree in Dental Hygiene 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. *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(b) 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 Bachelor's Degree in Dental Hygiene provides for a three-year training pathway entailing 180 ECTS-credits. 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 8 hours of lecture-based teaching activity;
- Core educational activities: each ECTS-credit corresponds to 8 hours of lecture-based 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 8 hours of lecture-based teaching activity;
- Student-option educational activities: each ECTS-credit corresponds to 8 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 workshops of the specific Academic Discipline): each ECTS-credit corresponds to 8 hours of lecture-based teaching activity;
- Final examination and for knowledge of at least one foreign language: for the final examination, 25 hours of individual study are envisaged. For knowledge of a foreign language, each ECTS-credit corresponds to 8 hours of lecture-based 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. Participation at conferences and congresses may be considered seminar activities, subject to verification of relevance by the Degree Programme Council.

Professional teaching

Internship

Internship activities are aimed at enabling the student to acquire specific skills of a professional nature. 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.

Pursuant to Article 23 of Italian Legislative Decree no. 206 of 9 November 2007, as amended, adaptation internships are organised within the Bachelor's Degree Programme in Dental Hygiene for citizens who have obtained a qualification entitling them to practise as healthcare professionals in EU and non-EU countries, whose educational preparation is deemed insufficient. The adaptation internship consists of a practical, professional training course, accompanied by supplementary training if required, aimed at addressing the training gaps of the individuals mentioned above.

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.

Further educational activities

The further educational activities consist of: seminars, internships, participation at conferences/congresses chosen by the student, as well as activities aimed at acquiring knowledge useful for entering the world of work. Seminars are scheduled by the Degree Programme Council within the periods set annually by the calendar. Conferences and congresses must follow the timetable set by the organisers of the chosen event; therefore, they may be attended by students throughout the year. Students may freely choose how to spread

the acquisition of the 6 ECTS-credits provided for by the study plan over the course of their educational programme, provided that they do not acquire, for seminar and internship activities, more than 3 ECTS-credits in one year and, for conferences and congresses, more than 1 ECTS-credit (3 conferences/congresses = 1 ECTS-credit) over the entire course of study. At least one teaching activity among the further educational activities must have an international character (for example, seminars/conferences delivered by international lecturers).

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.

By annual resolution, the Degree Programme Council ensures no fewer than six exam sittings appropriately distributed throughout the single session. As regards professional training activities, the annual internship exam takes place exclusively in September of the relevant academic year; two sittings may be scheduled, at least fifteen days apart. During the internship, the Director of Professional Training, in collaboration with the Tutors and with the contacts/supervisors at the internship sites, promotes continuous assessment of the student's learning, in order to identify any corrective measures and make the educational programme more effective.

The degree examination takes place in the two sessions indicated by the regulations in force, usually in October/November and March/April.

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.