



UniSR

Università Vita-Salute
San Raffaele

Academic Regulations

Master's Degree Programme in Health Informatics

**affiliated with the Faculty of Medicine and Surgery of Università San Raffaele
di Milano and with the School of Industrial and Information Engineering of the
Politecnico di Milano**

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 Master's Degree Programme

1.1 Knowledge required for admission

To be admitted to the Master's Degree Programme in Health Informatics, the following are required:

A. curricular requirements

With regard to the curricular requirements, the following will be verified:

- a. possession of a degree in the following classes: L2 (Biotechnologies), L8 (Information Engineering), L13 (Biological Sciences), L31 (Computer Science and Technologies) or LM41 (Medicine and Surgery);

or

- b. possession of a degree of at least three years, or obtained through the acquisition of 180 ECTS-credits. In both cases, applicants must have 21 ECTS-credits in the sectors INF/01, ING-INF/05 or 21 ECTS-credits in the sectors BIO/09, BIO/13, BIO/16. The same criteria also apply to those who hold a university-level qualification obtained abroad, deemed suitable by the Degree Programme Council, for which it is possible to identify the academic discipline sectors and the number of credits obtained in each sector. If identification is not possible, the Degree Programme will proceed to assess the applicant's academic record.

Depending on the type of credits already acquired in cases a. and b., certain constraints will be applied to the ECTS-credits to be obtained in the first semester of the first year, in accordance with the provisions set out in the following section "Course Prospectus".

B. Assessment of applicants' individual preparation

With regard to the assessment of applicants' individual preparation for admission to the Degree Programme, the following will be verified:

- a. applicants' individual preparation in terms of basic knowledge of Computer Science and Mathematics;
- b. the applicant's individual merit achieved during their degree programme and whether their preparation is adequate to tackle the subjects covered in the Master's programme with an appropriate command of general scientific methods and content in the core disciplines of the Degree Programme (including Biology, Genetics, Anatomy and Physiology)

- c. adequate knowledge of the English language at a level no lower than B2 of the Common European Framework. The level of knowledge of the English language must be certified at the time of application for admission by achieving minimum scores in tests recognised by the University.

1.2 Admission Procedures

Admission to the Master's Degree Programme is subject to an assessment process designed to verify the applicant's suitability.

Admission to the Master's Degree Programme will be decided by an Admission Committee established for this purpose by the Degree Programme Council. For admission purposes, the Committee may take into consideration genuinely exceptional circumstances, supported by appropriate documentation, demonstrating the adequacy of the preparation acquired; this documentation must be attached to the application for admission.

After verifying that the curricular requirements have been met, applicants' individual preparation will be assessed through:

- a. *assessment of basic knowledge of Computer Science and Mathematics* (assessed through administering a test in accordance with the procedures set out in the Call for Applications);
- b. *assessment of the individual merit achieved during the degree programme* (assessed by the Committee in accordance with the criteria set out in the Call for Applications) *and of the adequate preparation to tackle the subjects covered in the Master's Degree programme (including Biology, Genetics, Anatomy and Physiology, assessed through administering a test in accordance with the procedures set out in the Call for Applications).*

Applicants must certify their level of knowledge of the English language, which must be no lower than B2 of the Common European Framework, at the time of application for admission by submitting documentation certifying the achievement of minimum scores in the tests recognised by the University and specified in the Call for Applications.

The competent bodies may decide to allocate a reserved quota for NON-EU citizens.

ART. 2 Study Plan

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

During the first semester of the first year:

- a. students who hold a degree in classes L2 (Biotechnologies), L13 (Biological Sciences) and LM41 (Medicine and Surgery), or who have 21 ECTS-credits in the academic discipline sectors BIO/09, BIO/13, BIO/16 (as indicated in Article 1.1 letter b), must sit the exam "Software systems design and operations";

- b. students who hold a degree in classes L8 (Information Engineering) and L31 (Computer Science and Technologies), or who have 21 ECTS-credits in the academic discipline sectors INF/01 and ING-INF/05 (as indicated in Article 1.1 letter b), must conversely sit the exam “Biology, Genetics, Anatomy and Physiology”.

2.1 Individual Study Plans

Pursuant to Article 11(4-bis) of Italian Ministerial Decree 270/2004 (individual study plans), the qualification may be obtained through an individual Study Plan that also includes educational activities other than those provided for in the Academic Regulations, provided that it is consistent with the Programme Specifications of the degree programme for the academic year of enrolment. For this purpose, students must submit a request to the Degree Programme Council for approval of the individual study plan no later than the start of the second year of the programme. An individual study plan proposed by a student is assessed by a dedicated committee appointed by the Chair of the Degree Programme Council and, once approved by the Degree Programme Council, it is forwarded to the University Student Center, the administrative office of the Programme, which will ensure that it is kept on file and will monitor the student's compliance with it for the entire duration of the master's programme. The Study Plan may be amended several times during the degree programme, subject to approval by the Degree Programme Council, in accordance with the timescales set out in the Academic Regulations of the University that is the administrative site of the Degree Programme.

ART. 3 Mobility

The Master's Degree Programme, on the basis of inter-institutional agreements or within the framework of European and international programmes, offers the possibility of performing part of their studies 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.

It is possible to undertake the thesis internship through international mobility with recognition of curricular credits, as provided for in the paragraph dedicated to the thesis internship within Article 9.

ART. 4 Repeating student

A student is considered a repeating student if, at the end of the second year of the degree programme, they have not obtained the qualification by the dates set out in the academic year calendar for degree sessions.

ART. 5 Final Examination

The qualification is awarded following a final examination. To sit the final examination, students must have obtained all the university credits relating to all the other educational activities.

The following are Supervisors for the final examination:

- tenured Professors and Researchers, including those on fixed-term contracts, who hold a course within the Degree Programme and belong to Vita-Salute San Raffaele University;
- tenured Professors and Researchers, including those on fixed-term contracts, who hold a course within the Degree Programme and belong to Politecnico di Milano;

The roles of Assistant Supervisor and co-examiner may also be envisaged. The Assistant Supervisor may be a lecturer, a University researcher or an external person. A person in training, a PhD student or a specialist trainee cannot hold this position: they must have a scientific curriculum at least equivalent to that of a university researcher. The role of Co-examiners for the final examination may be fulfilled by full and associate Professors, contract Professors, Researchers, tenured lecturers, including those from other faculties of the University and from other Universities, or experts in the subject matter addressed. The task of a Co-examiner is to attest to the originality and validity of the thesis.

The final examination consists of the defence of a thesis, presented in the form of a written dissertation, which may be either design-oriented or scientific (theoretical or applied research) and which must, in any case, present innovative solutions, in order to allow the candidate to be assessed in terms of their full scientific, technical and professional maturity.

The thesis, developed under the guidance of a Supervisor, may be submitted to the assessment of a co-examiner. It is the graduating student's responsibility to select their Supervisor and define the topic of the dissertation. The examination must make it possible to assess the acquired mastery of the methodological and theoretical tools assimilated during the programme, as well as the ability to conduct a literature-based review and a critical analysis of the sources collected. The written report may consist of a final report relating to the internship/lab activity. This report must link the performed activity with the knowledge and skills acquired during the degree programme. The dissertation must make it possible to formulate an overall assessment of the theoretical knowledge, methodological skills and technical abilities acquired by the graduating student.

The thesis must be written in English. Each dissertation must include an abstract in Italian and one in English, providing a brief illustration of the work carried out. The graduating student may request for the dissertation defence to be held in Italian or in English.

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 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 total of 5 additional points, 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 to students who defend their thesis within the academic year of the second year
International Mobility (Erasmus+ / other international mobility programmes)	The 3 months are calculated as 90 calendar days including weekends and travel days.	1 point for periods of 3 months or more spent abroad to obtain curricular ECTS-credits (in the case of fragmented periods, the days spent abroad will be added together)
Any further cases/needs	The internship must be approved in advance and must conclude with a positive assessment by the relevant tutor.	1 point to be awarded if the student has successfully completed at least 1 elective internship at UniSR/OSR/PolIMI or an external entity in Italy.
	The student must provide evidence of their participation to the Student Services Office of the Degree Programme within two weeks of the start of the degree session.	1 point to be awarded, upon proposal by the Chair of the Degree Programme, to the student who is able to demonstrate, through appropriate documentation, that they have presented, as speaker and as author, a scientific paper consistent with the topics of the Degree Programme in the form of an abstract or scientific communication at a scientific meeting of national or international importance. Documentation deemed suitable for this purpose includes, by way of example and not limited thereto: – an abstract taken from the official proceedings of the scientific event; – an official certificate of presentation or participation as presenter/speaker issued by the organising body of the event. The assessment of scientific consistency and the importance of the event is the responsibility of the Chair of the Degree Programme and will be submitted to the Degree Examination Committee for confirmation.
	The Supervisor must propose the awarding of the point	1 point to be awarded upon proposal by the Thesis Supervisor in the case of deserved excellence in the way the thesis project has

	to the Degree Examination Committee for confirmation.	been developed, with an assessment of the level of autonomy, analytical ability and approach to interpreting the scientific path defined in the thesis project. The proposal by the Thesis Supervisor must be confirmed by the Degree Examination Committee.
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- a maximum total of 7 points awarded during the exam session by the Degree Examination Committee on the basis of the type of dissertation and its defence;

The Degree Examination Committees express their mark out of 110.

The examination is passed if the mark is at least 66/110.

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 Committees are appointed by the Chair of the Degree Programme Council and consist of at least seven members, including the Chair of the committee, the Supervisor, the Assistant Supervisor and Co-examiner, five of whom must be tenured teaching staff from both Universities with related teaching appointments. Those entitled to be appointed as members of the Final Examination Committees include full and associate Professors, contract Professors, university Researchers including fixed-term researchers, permanent teaching staff also from other faculties of the University or other universities and experts of proven competence in relation to the topics discussed in the submitted text.

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 Master’s Degree Programme are subject to approval from the Degree Programme Council, having heard the opinion of the Committee, which:

- assesses the possibility of full or partial recognition of the study career followed up to that point, with validation of some or all of the examinations taken and any credits obtained;
- then recognises the ECTS-credits acquired up to the same number of credits for the same Academic Discipline(s) envisaged in the Academic Regulations of the Degree Programme.

- c. recognises the credits by assessing the specific case on the basis of educational and cultural affinities;
- d. indicates the year of the degree programme in which the student is to be enrolled;
- e. determines any educational debt to be fulfilled.

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.

The maximum limit of recognisable credits is 24 ECTS-credits.

6.3 International Mobility

Students may acquire, through participation in curricular internships carried out abroad as part of the Erasmus project, some of the credits defined as “student options”. The activities may be carried out in this way only with prior authorisation from the Degree Programme Council.

6.4 National Mobility

ECTS-credits may be earned at other Italian universities on the basis of agreements between the institutions concerned, in accordance with the applicable regulations governing their recognition.

ART. 7 Attendance

Attendance is not compulsory.

ART. 8 Tutoring model

To ensure support for students, several types of tutoring are used within the degree programme, such as:

1. **Information and guidance tutoring**: a service for incoming students and those already enrolled. Counselling services, assistance for students with disabilities and SLDs and support for international students are provided to accompany them throughout their educational path and facilitate their academic integration.
2. **Academic tutoring**: a service aimed at supporting students in overcoming learning-related difficulties encountered during their course of study and in promoting effective participation in courses. Academic Tutors (also known as Year Tutors) organise regular

meetings with the class to identify any issues and support the management of individual student cases, working with the Student Services Office and the Chair of the Degree Programme Council.

The above tutoring roles are appointed annually by resolution of the Faculty Council, following a proposal by the Degree Programme Council.

Special Part

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

To obtain the qualification, a total of 120 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:

- Core educational activities: each ECTS-credit corresponds to 9 hours of lecture-based and interactive teaching 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: each ECTS-credit corresponds to 25 hours of lecture-based and interactive teaching activity;
- Final examination: the final examination includes 25 hours of individual study.

The portion dedicated to individual study is provided in order to complete the 25 hours allocated to each credit.

The language of delivery of the Degree Programme is English. However, the student-option courses also include some that are delivered in Italian. 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.

Seminars

Seminars are teaching activities delivered by one or more speakers, invited by the Course Leader based on specific expertise.

However, the Course Leader is required to be present during the seminar, to ensure teaching continuity.

Interactive Teaching

Practical session

Practical sessions are a form of teaching typically aimed at a small group of students. This teaching activity is coordinated by a Lecturer, whose task is to support the students assigned to them in acquiring knowledge, skills, behavioural models i.e. competences useful for practising their profession.

Workshop

The workshop is a practical learning session in which students actively participate in the activities, putting into practice what they study in theory. These activities help not only to develop knowledge but also skills such as collaboration, independence and problem-solving ability.

Thesis internship

A “thesis internship” normally means a period spent at a university centre or lab of UniSR or at the Politecnico di Milano, or at a division/centre/research institute/lab/clinical unit of the Ospedale San Raffaele, under the supervision of a Supervisor and an Assistant Supervisor (see Article 5.1 of these Regulations), aimed at drafting the degree dissertation for the award of the Master’s Degree in Health Informatics. The thesis internship may also be carried out at an external organisation, subject to approval by the Degree Programme Council and the drafting of the relevant Agreement and again under the supervision of a Supervisor and an Assistant Supervisor. The student may submit the application for a thesis internship from the beginning of the second semester of the first year, in order to be able to start the internship at the end of the second semester of the first year.

The thesis internship may officially start only after a positive opinion has been received from the Chair of the Degree Programme.

If a student wishes to produce their dissertation at external facilities, chosen in collaboration with and under the guidance of the Supervisor, they must submit a formal request, countersigned by the Supervisor, to the Degree Programme Council and such facilities must then be covered by an agreement, arranged by the Office for Practical Activities and Internships. The head of the external facility will normally act as Assistant Supervisor.

It is possible to carry out part of the dissertation abroad through the Erasmus+ Programme or other international mobility programmes, subject to prior approval from the Degree Programme Council and authorisation from the Supervisor. At the end of the period, the student must provide a statement from the foreign lecturer who supervised the student’s dissertation work, drawn up on headed paper with date, signature and stamp. The statement must also include a brief description of the work carried out and, where appropriate, the number of ECTS-credits recognised for the dissertation. The Degree Programme must issue a final resolution recognising all or part of the ECTS-credits, allocated to the “Drafting of the Degree Dissertation”, specifying that

these credits were obtained abroad. The resolution will be sent to the Student Center for the recording of the recognised educational activities.

Internship/Placement

Students may acquire some of their credits defined as “student-option” by taking part in periods of training with companies, private bodies or public bodies.

Option internships

Student-option internships may also be included among the student’s activities although they do not contribute to the achievement of the 120 curricular credits and are therefore considered as extracurricular; these activities are voluntary activities involving attendance at workshops, in plenary class sessions and/or in small groups, at facilities affiliated with UniSR/OSR or other organisations, which must be covered by a prior agreement.

Students may request to carry out this activity, normally during the second semester of the first year, following the guidance and timelines provided by the Student Services Office of the Degree Programme.

No university educational credits or curricular or extracurricular credits will be awarded for student-option internships.

At the end of the activity, and once formal confirmation has been received that the activity has been successfully completed, the internships carried out will be included in the student’s diploma supplement.

ART. 10 Specific provisions relating to academic planning

The teaching activity planned for the academic year is divided into two semesters, each lasting about 14 weeks.

The six exam sittings provided for by the Academic Regulations of the University that is the administrative site of the Degree Programme are normally divided into winter, summer and autumn sittings. Extraordinary examination sittings may also be scheduled.

The Academic Calendar defines the start and end dates of teaching activities, degree sessions and the time windows for holding exams.

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.