



# UniSR

Università Vita-Salute  
San Raffaele

## **Academic Regulations**

### **Degree Programme in Osteopathy**

*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*

For admission to the Degree Programme in Osteopathy, applicants must hold a secondary school diploma or a foreign qualification recognised as suitable. Adequate initial preparation in subjects covering chemistry, biology, mathematics and physics is also required and such preparation will be assessed as part of the admission test. If the assessment is unsuccessful, students enrolled following the selection procedure will be assigned specific additional educational requirements (OFA).

#### *1.2. Admission Procedures*

Access to the Degree Programme is subject to planned intake numbers pursuant to Italian Law 264/99 and is conditional on passing an entrance test. The admission procedures are defined in the Call for Admission Applications.

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

The additional educational requirement is determined selectively within the admission test results in the subject areas of Physics and Biology. 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 50 per cent. The additional educational requirements will also be provided with online catch-up courses, which students with an educational debt must attend and pass during their first academic year of enrolment.

With a view to allowing any educational debt to be made up, the Degree Programme Council for the Degree Programme in Osteopathy establishes supplementary preparatory teaching activities to be completed by the deadline set out in Article 16 of the University Regulations

### **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 Osteopathy, 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. To support mobility, the Degree Programme has developed dedicated programmes that include specific scholarships and guidance pathways to best prepare students for the international experience.

#### **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 internship of the first, second and third year – considered as compulsory exams – shall be enrolled as a repeating student in the year they are coming from. 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.

#### **ART. 5 Final Examination**

In order to be admitted to the final degree exam, which qualifies students to practise, students must have passed all exams, successfully completed all the required eligibility pass/fail assessments and successfully passed all the internships.

The final exam, which also serves as the State Licensing Assessment, is a single assessment and consists of two separate assessment components:

- a) a practical test consisting of the drafting of an osteopathic treatment plan for a clinical case chosen by the Exam Committee. Obtaining a pass in the practical test is an essential condition for admission to the defence of the written dissertation;
- b) defence of a written dissertation of an original nature. In drafting their written dissertation, students will be supervised by a subject-matter expert, known as a Supervisor. The supervisor may appoint and make use of an Assistant 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 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 7 additional points, broken down as follows:

| CATEGORY                                                                               | DETAILS                                                                                                         | ADDITIONAL POINTS                                  |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Degree Programme duration<br/>(Degree completed on schedule)</b>                    | A Degree is defined as completed “on schedule” if consistent with the overall duration of the Degree Programme. | 1 point                                            |
| <b>International Mobility<br/>(Erasmus+ / other international mobility programmes)</b> | The 3 months are calculated as 90 calendar days including weekends and travel days.                             | At least 1 point for periods of 3 months or longer |
| <b>Practical activities</b>                                                            |                                                                                                                 | Licensing final examination up to 5 points         |

- 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;

| CRITERIA FOR AWARDING THE SCORE | POINTS    |
|---------------------------------|-----------|
| literature-based dissertation   | Maximum 5 |
| experimental dissertation       | Maximum 7 |

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.

For each candidate, the Committee must include their Supervisor and Assistant Supervisor.

## 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.

### 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 at all theoretical and practical teaching activities set out in the Study Plan is compulsory. Attendance is recorded through online systems and spot checks may be carried out to confirm the student's presence.

Attendance at learning activities is compulsory for 75% of the hours. Students are required to attend the teaching as set out in the Study Plan.

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

Any absences from professional training activities, for any reason, must be made up by the student, according to a plan arranged by the Chairman of the Degree Programme.

## **ART. 8 Tutoring model**

The Degree Programme in Osteopathy 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**

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 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 educational activities: each ECTS-credit corresponds to 6 hours of lecture-based and interactive teaching activity;
- Other learning activities (Professional workshops of the specific Academic Discipline and Activities such as IT, seminars etc): each ECTS-credit corresponds to 10 hours of lecture-based and 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 10 hours of lecture-based teaching activity.

The portion dedicated to individual study is provided in order to complete the 25 hours of teaching activity allocated to each ECTS-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**

The professional training and internship activities consist of 60 ECTS-credits, structured as follows:

- Tutorial sessions that prepare the student for the internship experience;
- Practical sessions and simulations in which technical, relational and methodological skills are developed in a protected environment before, or during attendance in, real-life contexts;
- Direct field experience under supervision;
- Debriefing tutorial sessions;
- Specific written assignments and in-depth reports, and independent and guided study tasks.

Each year, the Degree Programme prepares a plan for all internship activities, identifying the methods, locations, compulsory and optional areas and student-option activities, including details of the number of hours to be completed. This planning is shared with students through the institutional channels.

The internship activities must be performed exclusively through teaching activities in small groups, giving students a high degree of autonomy. Through these activities, students must acquire the skills and aptitudes necessary to achieve professional, decision-making and operational autonomy in line with that required to practise as an osteopath. Internships have an irreplaceable role in the learning of professional competences, through hands-on experience and the integration of theoretical and scientific knowledge with professional and organisational operational practices. Internship activities are conducted through integration between the Degree Programme in Osteopathy and the accredited sites of Ospedale San Raffaele (Via

Olgettina site and the San Raffaele Turro site), as well as other external sites, including SOMA, to complete the range of courses. In such cases, 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 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 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 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.

Students are required to operate under the direct supervision of an internship supervisor at every stage of their internship. The Faculty Council appoints the internship supervisors annually, on the proposal of the Director of Professional Training.

#### *1) 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, students receive assessments on their training progress from the internship supervisor, both through interviews and assessment sheets. At the

end of each academic year, a Committee consisting of at least two lecturers certifies the level of professional learning achieved by students

At the end of each year of their course, students must sit the internship exam, which must be passed in order to be admitted to the next year of the course.

Students' admission to the annual exam on the professional training activities and internship is determined by the Committee indicated below on the basis of:

a) the attendance achieved by students in their internships;

b) the overall positive results achieved in the interviews and in the assessment sheets mentioned above.

2) *The annual assessment of the professional training activities and internship* is conducted by a Committee appointed by the Degree Programme Council, consisting of at least two lecturers and chaired by the Director of Professional Training. This exam entails receiving a mark expressed out of thirty.

3) *Internship attendance*

Internship attendance – which is compulsory and cannot be replaced – is certified by the Tutor for Professional Teaching, who certifies and records the levels of competence achieved by the student in the relevant assessment sheet.

4) *Suspension from the internship*

Any student whose internship supervisor reports that they display behaviour that is potentially dangerous for patient safety or for the technology used, or who has repeatedly made errors that put patients' health at risk, or who attends the internship irregularly, or who fails to comply with the obligations set out in these regulations or in the agreement documents specifically approved with the hosting hospital facility, shall be suspended from the internship by decision of the Degree Programme Council following a reasoned proposal from the Director of Professional Training. Any suspension is formally notified to the student in a written letter, which specifies the reasons and duration. Readmission is agreed together with the Director of Professional Training. If the difficulties that led to the temporary suspension persist, the collegiate body may approve the student's definitive suspension from the internship by means of a specific report that thoroughly documents the reasons for this decision.

## **ART. 10      Specific provisions relating to academic planning**

The academic calendar of the Degree Programme in Osteopathy provides information on the start and end of teaching activities and on the time windows for sitting examinations, ensuring clear planning consistent with students' learning needs. By annual resolution, the Degree Programme Council provides for no fewer than six exam sittings appropriately distributed throughout the single session and two internship sittings throughout the academic year.

Dates of assessments are scheduled annually and communicated to students. The ECTS-credits for professional training activities are acquired after passing the annual internship exam, the dates of which are scheduled annually and communicated to students. The procedures and deadlines for submitting the Degree application and the dissertation are established by the Degree Programme Council and the relevant administrative offices, which provide due advance notice on the dates scheduled for degree exam sittings.

The final exam is organised in two sessions set at national level. The first is normally in the October-November period and the second in 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.*