



UniSR

Università Vita-Salute
San Raffaele

Academic Regulations

Degree Programme in Medical Radiology Techniques for Imaging and Radiotherapy

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 Medical Radiology Techniques for Imaging and Radiotherapy, applicants must hold a secondary school diploma or a foreign qualification recognised as suitable. Adequate initial preparation is also required and is assessed through an entry test, as detailed in the Call for Admission Applications. If the assessment of initial preparation shows that students admitted to the Degree Programme have obtained a mark below the minimum indicated in the Call for Admission Applications for the relevant subjects, they must meet specific additional educational requirements (OFA) during the first year of the programme.

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 the aforementioned 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 40 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.

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. Any such student may still take the additional educational requirement tests and, once passed, they may continue their academic career.

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 year of the degree programme; 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, 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 clinical 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 the obligation to attend the entire annual programme of internship experiences provided for the year of out-of-course enrolment.

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, students must have passed all their exams and received a positive assessment in all their internships. 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. The supervisor may appoint and make use of an Assistant Supervisor. In order to sit their final exam, students prepare a dissertation under the supervision of a Supervisor. This activity is defined as the “degree internship”.

Pursuant to Article 7 of Italian Interministerial Decree of 19 February 2009, 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 in which the student must demonstrate that they have acquired the theoretical and practical and technical-operational knowledge and skills specific to the relevant professional profile. The practical test serves to demonstrate the candidate’s ability to:
 - a. manage a diagnostic imaging examination in relation to the correct technical parameters to be used in the various diagnostic settings, including plain radiography, cross-sectional imaging with large equipment, nuclear medicine and radiotherapy;

- b. know the basic fundamentals of X-ray physics and dosimetric quantities in diagnostic and interventional settings;
- c. know the parameters to be assessed during quality control checks of the various items of equipment.

If the mark in the practical test is unsatisfactory, the examination is interrupted and is deemed a fail. It must therefore be repeated in full at a subsequent session.

- b) the defence of a dissertation focusing on the specific features of the profession of the Medical Radiographer for Imaging and Radiotherapy for which the examination is held. Degree dissertations may address technical, ethical, relational, educational, preventive and organisational aspects of the profession of the Medical Radiographer.

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
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)	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
Practical activities		State Licensing Assessment 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. In order to be admitted to sit the relevant assessment, the student must have attended at least 75% of the total hours of teaching activities in line with the Study Plan. It is the responsibility of the lecturer in charge of the course to verify that the student has complied with the attendance requirement. If the student does not reach 75% of the required attendance hours, lecturers may assign specific supplementary or alternative learning activities, including in self-learning mode. These activities may consist of individual assignments or tasks set by the lecturer and must be completed and suitably documented by the student, which may include the production of written work or other formal evidence, before admission to the examination. Attendance at professional training activities is compulsory for 100% of the hours, prescribed for each year. 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 Medical Radiology Techniques for Imaging and Radiotherapy 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 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 or supplementary educational activities: each ECTS-credit corresponds to 10 hours of lecture-based teaching activity;
- Student-option educational activities: each ECTS-credit corresponds to 10 hours of lecture-based and interactive teaching activity;
- Other learning activities (Professional workshops of the specific Academic Discipline and seminars): 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 a Radiographer. 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 Medical Radiology Techniques for Imaging and Radiotherapy and the accredited sites of Ospedale San Raffaele (Via Olgettina site and the San Raffaele Turro site), as well as other external sites to complete the range of courses. In such cases, 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.

Professional workshops

Interactive activity aimed at small groups of students and coordinated by a lecturer-tutor, with the aim of facilitating the students' acquisition of knowledge and behavioural skills. Learning takes place mainly through problem analysis and the mobilisation of the methodological skills required to solve them and make decisions, as well as through the direct, personal performance of (practical and interpersonal) actions in the context of practical sessions and/or attendance in operating units or services.

ART. 10 Specific provisions relating to academic planning

The academic calendar of the Degree Programme in Medical Radiology Techniques for Imaging and Radiotherapy 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.

For the internship, 2 exam sittings are scheduled for each year, to be held before the start of the following academic year. The dates of the exam sittings are set annually by the Chair of the Degree Programme and published in the official teaching calendar. A student who does not pass the assessment in the first sitting is admitted to the second sitting in the same session. 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.