



UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

REGULATIONS OF THE FACULTY OF MEDICINE AND SURGERY

ISSUED BY RECTOR'S DECREE NO. 10085 OF 08/06/2026

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1 PURPOSE AND SCOPE

ART.1 Purpose and scope

- 1 These Regulations aim to define the rules common to the programmes within the Faculty of Medicine and Surgery and also govern the matters and functions assigned to it by law, by the Charter, by the University General Regulations and by the University Academic Regulations.
- 2 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.

2 PROVISIONS SET OUT IN THESE REGULATIONS

2.1 TITLE I – GENERAL PRINCIPLES

ART.2 Purpose

1. The functions attributed to the Faculty, in accordance with the provisions of the article above, are aimed at carrying out teaching and training activities, scientific research and third mission/social impact activities.
2. In carrying out these functions, the Faculty is structured into various bodies whose rules are set out in the relevant section of the University General Regulations, to which full reference is hereby made.
3. In carrying out its functions, the Faculty may also make use of the University's technical and administrative staff.

2.2 TITLE II – EDUCATIONAL ACTIVITIES

ART.3 Range of courses

1. The Faculty of Medicine and Surgery may propose the activation of Bachelor's Degree Programmes, Master's Degree Programmes, first and second level Professional Postgraduate Master's Programmes, professional refresher and advanced training courses, PhD Programmes and Specialisation Schools, in relation to its competences and the availability of Faculty resources.
2. The Faculty of Medicine and Surgery coordinates the academic planning activities of the Degree Programmes within it, as provided for by Article 21 of the University Academic Regulations, and ensures their consistent organisation also for the purposes of the proper distribution of the teaching commitments of permanent academic staff and teaching obligations, as provided for by Articles 26, 27 and 28 of the University Academic Regulations and by Article 19(5) of the University General Regulations. The range of courses is made available annually on the University's institutional website, on the pages dedicated to pre- and post-graduate courses.

ART.4 Educational activities

1. Educational activity means any course, module, workshop, internship or other structured experience provided for by the programme of study, aimed at acquiring knowledge, competences and skills consistent with the qualifying objectives of the relevant class. Educational activities contribute to achieving the expected learning outcomes and are designed, delivered and assessed in accordance with the provisions of the academic regulations for the relevant degree programme, in compliance with the criteria and standards defined by national legislation. Educational activities, which may also be delivered remotely in compliance with the applicable legislation, are designed in compliance with the provisions set out in the following paragraphs.
2. Lecture-based Teaching activity means the set of teaching actions that can be likened to face-to-face classroom teaching focussing on the presentation and illustration of content by a lecturer. The following fall within this category:
 - lectures;
 - seminars.
3. Interactive Teaching means the set of teaching interventions that complement lecture-based teaching referred to in the previous paragraph, addressed by the lecturer/tutor to the entire class (or a subgroup of it); brief interventions made by course participants; structured, individual or collaborative, e-tivity; and the typical forms of formative assessment, in the form of questionnaires or in-progress tests. The following fall within this category:
 - discussion of clinical cases;
 - practical session;
 - tutoring;
 - workshop.
4. Professional Training teaching means the set of educational activities geared to the acquisition and consolidation of the practical, technical and professional competences that are essential for practising their future profession. These activities, which must be consistent with the professional profile, are achieved through experiential learning methods, in real or simulated operational contexts, under the guidance and supervision of qualified staff, and are aimed at integrating theoretical knowledge and operational skills in a structured manner. The following fall within this category:
 - internships;
 - professional training activities including practical training and assessment;
 - professional workshops.
5. Independent Learning means that part of the educational programme in which the student, who may also have tools provided to them by the University, independently manages individual study and self-learning in order to acquire knowledge, skills and competences, thus contributing to the achievement of the learning outcomes expected by the degree programme.

6. Thesis Internship means a period of educational activity carried out within a University facility or an affiliated facility, during which the student participates – on a continuous basis and under guidance – in research, study or professional training activities aimed at preparing their degree dissertation.
7. Traineeship and Guidance (*placement*) means a period of training at a company or a private or public body with the purpose, among others, of facilitating career choices through direct knowledge of the world of work by means of periods alternating between study and work within the framework of educational processes.
8. Each set of Degree Programme Academic Regulations may provide for extra-curricular activities that may be delivered according to the teaching methods referred to in the paragraphs above.

ART.5 *Single Courses*

1. Pursuant to Article 31(3) of the University Academic Regulations, the Faculty establishes that, for Degree Programmes not subject to planned intake numbers, enrolment in Single Courses is subject to the prior approval of the relevant Degree Programme Councils. Enrolment in Professional Training Teaching activities is not possible.

ART.6 *Calculation of the degree mark*

1. The Degree mark is determined on the basis of the student's academic career and the assessment of the final examination, in accordance with the provisions of this Article.
2. The starting grade is calculated, as established by the academic regulations of the relevant degree programme, on the basis of the arithmetic mean or weighted mean of the marks obtained in the examinations specified in the study plan.
3. For the purposes of determining the final mark, the following may be awarded:
 - a) up to 7 points for the assessment of the degree dissertation during its defence;
 - b) up to 7 points for additional activities carried out during the educational programme, according to criteria defined by the Degree Programme, referring in particular to any practical and professional training activities, periods of international mobility or Erasmus programmes, the number of "honours" obtained and the regularity of the study pathway;
 - c) honours may be awarded where a final score of not less than 113/110 is achieved, by unanimous vote of the members of the Final Examination Committee;
 - d) an "honourable mention" may be awarded where a final score of not less than 116/110 is achieved, by unanimous vote of the members of the Final Examination Committee;

2.3 TITLE III – COMMITTEES

ART.7 *Committees*

1. As provided for by Article 21 of the University General Regulations, the Faculty Council may establish temporary or permanent working committees for specific subjects or on particular issues, with a purely consultative role, both at faculty level and at Degree Programme level. By means of the resolution establishing the committee, the Faculty Council also sets out its tasks and duration, unless these are already governed by other regulations or by these Regulations.
2. Unless otherwise provided for by the applicable legislation, the Faculty Council appoints the Chair and members of each committee on a proposal from the Dean. Resolutions to establish committees and appoint members are adopted at an ordinary meeting of the Faculty Council, by open vote and by simple majority.
3. The Dean is entitled to participate in all faculty committees even when not a member.
4. Committees active within Faculty Councils and Degree Programme Councils, established in accordance with the provisions of the above paragraphs, are mapped and recorded in a specific organisational document drafted and updated by each faculty in order to ensure transparency, coordination of activities and rationalisation of the consultative functions.

ART.8 Final Examination Committee: roles

1. Pursuant to Article 30 of the University Academic Regulations, the series of degree programme academic regulations determine the composition and operation of the final examination committees, whose roles are defined as provided for in the following paragraphs.
2. The Supervisor is the lecturer responsible for the scientific and methodological supervision of the final dissertation or degree dissertation. This role is mandatory and must be held by full or associate professors, including those from other Faculties of the University and from other universities, by contract professors and by university researchers, including those on fixed-term contracts, or, finally, by experts with proven expertise in relation to the topics covered in the dissertation.
3. The Assistant Supervisor, or where more than one is provided for, is the lecturer who assists the Supervisor by offering scientific and methodological support on specific aspects of the dissertation and contributing to its final assessment. This role is optional and may be held by full or associate professors, including those from other Faculties of the University and from other universities, by contract professors and by university researchers, including those on fixed-term contracts, or, finally, by experts with proven expertise in relation to the topics covered in the dissertation.
4. The Co-examiner is the lecturer tasked with assessing the dissertation independently by providing an external critical opinion and contributing to the discussion and final assessment during the degree examination. This role is optional and may be held by full or associate professors, including those from other Faculties of the University and from other universities, by contract professors and by university researchers, including those on fixed-term contracts, or, finally, by experts with proven expertise in relation to the topics covered in the dissertation.

5. At least one of the above figures – supervisor, assistant supervisor and co-examiner – must be a full or associate professor, or a university researcher, including one on a fixed-term contract, at the University.

ART.9 Referral

1. With regard to joint staff-student committees, review groups and QA management groups, reference should be made to the provisions in the Quality Assurance System Regulations.

2.4 TITLE IV – MISCELLANEOUS

ART.10 Health and safety

1. Students are required to observe and comply with all safety, prevention and protection measures adopted by the University.
2. When performing internship or practical activities, students are treated as workers for the purposes and effects of the provisions on the protection of health and safety. They are therefore subject to the same protective measures and responsibilities and are accordingly required to comply with the applicable legal provisions, and with the limits and prohibitions laid down by law on hygiene, workplace safety, radiation protection and accident prevention, as well as with any other provisions that may be issued by UniSR and/or the Host Organisation for the same purposes. The University has formalised and centralised a series of activities, closely linked to the exposure-risk profile of each individual course of study with a view to implementing the legal requirements. Therefore, in short, and in accordance with the specific instructions for each degree programme, students are required to:
 - take part in the initial information and training initiatives on the subject and those included in the timetable of teaching activities, organised in order to ensure compliance with Articles 36 and 37 of Italian Legislative Decree no. 81/08 “Information and training of workers and their representatives” and with Italian Legislative Decree no. 101/2020 on radiation protection;
 - undergo initial and periodic health surveillance activities pursuant to Italian Legislative Decree 81/08 and, where applicable, Italian Legislative Decree 101/2020, in order to be issued the fitness test certificate required before starting practical activities involving risk;
 - use the collective and personal protective equipment made available, in accordance with the instructions and training received;
 - comply with the general and specific safety measures defined and made available from time to time.
3. The start of curricular and extracurricular activities involving a specific risk cannot therefore be authorised until after the fulfilment and completion of the requirements laid down to protect the health and safety of individual students. Repeated failure to comply with the obligations set out above will result in the suspension of activities involving a specific risk until the legal obligations have been fulfilled.

ART.11 Amendments to the Regulations

1. Amendments to these Regulations, which must be approved by the Faculty Council, may be proposed by the Dean, by the Degree Programme Councils or by at least one quarter of the members of the Faculty Council.

ART.12 Disclosure and transparency

1. These Regulations are published on the University website, on the dedicated page together with information relating to the Faculty and, in particular:
 - Degree Programme Academic Regulations;
 - Academic Calendars;
 - Study plans;
 - Course schedules for Bachelor's and Master's Degree Programmes.

3 Entry into force and transitional provisions

ART.13 Entry into force

1. These Regulations shall enter into force on the day following the issuance of the Rector's Decree.

ART.14 Final provision

1. For any matters not set out in these Regulations, the applicable legislation shall apply, as well as the University General Regulations, the University Academic Regulations and the University Charter.

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.