UniSR
Università Vita-Salute San Raffaele

Didactic Regulations

Master's Degree in Rehabilitation Science for Healthcare Professionals

Applicable for students who enrol in academic year 2024-2025

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Where these Regulations use the masculine form in an over-extended manner, it is intended to refer inclusively to all persons, irrespective of their gender.

Article 1 – Course Admission

1.1 Knowledge required for admission

Any academic and professional qualifications held are assessed for the purposes of admission.

For admission, students are required to have a degree in the L/SNT2 class, or in the corresponding class pursuant to Italian Ministerial Decree 509/99, or a university diploma qualifying for the profession or other equivalent qualification (pursuant to Italian Law No. 42/1999). Candidates who have obtained at least 20 ECTS credits in the MED/48 scientific disciplinary sector and at least 50 ECTS credits in internship activities are eligible for admission to the course, without the need for further verification of their skills.

The possession of the knowledge required for admission is verified by means of an admission test containing questions regarding the disciplines of the L/SNT2 class.

1.2 Admission procedure

The number of eligible students is defined annually by Decree of the Italian Ministry of Education, University and Research (MIUR), taking into account the survey carried out by the University itself regarding available resources and teaching and clinical facilities, as well as taking into account the requirements expressed by Lombardy Regional Authority and the Ministry of Health regarding the need for healthcare personnel with a Master's Degree.

The number of places on the Master's Degree in Rehabilitation Science for Healthcare Professionals course is limited, in compliance with Law 264/99 and candidates are required to sit an admission test consisting in a multiple-choice test.

Art. 2 – Study Plan

The teaching activity is structured in accordance with the Study Plan specified in the appended Description of the training programme.

2.1 Internships

The President of the Council of the Master's Degree in Rehabilitation Science for Healthcare Professionals appoints the "Director of Didactics and Internship Project Manager", who holds office for 3 years, from among the Lecturers of the Master's Degree Course with a health professional qualification within the relevant Class (Class SNT2) and in possession of a Master's Degree.

The "Director of Didactics and Internship Project Manager" is the contact person in the Council of the Master's Degree in Rehabilitation Science for Healthcare Professionals for the courses of the specific Class and their coordination with the curricular courses and proposes to the President and to the Council of the Master's Degree in Rehabilitation Science for Healthcare Professionals the appointment of the Lecturers of the specific Class and coordinates their activities; he/she coordinates the various internship Projects on an annual basis; once a year, he/she proposes to the Council of the Master's Degree in Rehabilitation Science for Healthcare Professionals the appointment of Tutors for the internship chosen from among personnel, including non-university personnel, with appropriate academic qualifications, professional qualifications and recognised

experience in terms of office held in the specific field and ensures that the activity is carried out in a uniform manner in the affiliated sites; he/she assists the President in his/her teaching and organisational coordination duties, in compliance with the resolutions issued by the Council of the Master's Degree in Rehabilitation Science for Healthcare Professionals; he/she carries out all other duties assigned by the Council of the Master's Degree in Rehabilitation Science for Healthcare Professionals in accordance with the specific appointment attributed under this article.

The structuring, planning, organisation, supervision and verification with respect to the expected objectives of the internship activity are entrusted to the Internship Project Manager of the Master's Degree Course, who prepares a detailed plan comprising the internship projects proposed by students on an annual basis.

In addition to the healthcare facilities affiliated with Vita-Salute San Raffaele University, the Master's Degree Course Council or, in its absence, the Faculty Council, on the proposal of the Internship Project Manager and/or the Course President, may identify other non-university facilities at which the internship project may be carried out, subject to an assessment of their educational suitability and stipulation of the consequent agreement.

The internship, set out in a project, must be carried out under the responsibility and supervision of a Tutor, who is appointed annually by the Internship Project Manager. The Tutor may be chosen and identified from among Professors and Researchers belonging to the University, from among healthcare professionals with a master's degree normally belonging to the same Class, or from among figures of high professional qualification and recognised experience in terms of curriculum, skill set and position held, and from among persons considered suitably trained to cover the role on account of their skill set, experience and professional qualification.

The number of hours indicated for the internship, in accordance with European regulations, is to be understood as the total commitment necessary for the student to reach the standard required by the System. The hourly commitment for internship activities corresponds to 100% of the ECTS credits provided for.

At the end of the internship, an assessment of the internship project is carried out, expressed as a mark out of thirty and aimed at identifying the level of skill achieved.

2.2 International mobility and recognition of periods of study and learning spent abroad

The University, on the basis of inter-institutional agreements or within the context of European and international programmes, supports, promotes and facilitates student exchanges with foreign universities, both within and outside Europe, providing support and guidance through its administrative and academic facilities.

The University is committed to respecting the regulations relating to the principles and procedures for recognition of periods of study spent abroad, in accordance with the main European references.

Students permitted to spend a period of study, internship or research abroad shall draw up a Learning Agreement with their academic supervisor using the format approved by the European Commission for mobility within the Erasmus+ programme, indicating the learning activities to be taken at the host university. The document will be signed by the Academic Supervisor. The recognition of credits awarded following the teaching activities performed must replace the credits provided for in the student's curriculum proportionally to the learning activities completed successfully abroad. Credits inserted as "additional" with respect to those provided for by the student's curriculum for the purposes of obtaining the qualification shall not be counted for the

purposes of the resources. There is maximum flexibility in choosing the learning activities to be inserted in the learning agreement, while pursuing full agreement with the educational objectives of the Master's Degree course.

Art. 3 – Restrictions

Students who find themselves, pursuant to article 14(12) of the University Regulations, with a total educational debt of 25 or more credits, are enrolled as a repeating student of the year from which they are arriving. This is without prejudice to the conditions for repeating students laid down by law or by the University Didactic Regulations where applicable.

Art. 4 – Assessment

Assessments may take the form of examinations or any other form of assessment, such as an aptitude test, the nature of which will be defined once a year by the Course Supervisor/Coordinator in accordance with the Didactic System and the Dublin Descriptors it contains.

The Course Supervisor/Coordinator is under obligation to provide students with detailed information on the assessment processes when lessons start. These processes will also be published in the course teaching activity schedules.

Students will acquire the corresponding ECTS credits when they pass an assessment.

The exam committees are composed in accordance with Article 24 of the University Didactic Regulations.

Internship ECTS credits are allocated during the second year of the course and will be certified by an annual examination expressed as a mark out of thirty. The annual internship examination provides for only one examination round, except in special situations for which the President of the Master's Degree Course Council or, in its absence, the Dean of the Faculty or person delegated by him/her, may grant an extraordinary round.

The dates of the assessment exams are scheduled once a year and disclosed to the students.

Art. 5 – Final Exam

In order to be admitted to take the final examination for the award of the degree, students must have sat all the examinations and obtained the ECTS credits provided for in the study plan.

5.1 Definition of the Roles associated with the Final Exam

The Supervisor shall be chosen from among the Lecturers of the Course or from among Vita-Salute San Raffaele University permanent Lecturers, or from among individuals of high professional qualification and recognised experience for the office held, deemed by the President of the Council of the Master's Degree in Rehabilitation Science for Healthcare Professionals or, in its absence, by the Dean of the Faculty or a person delegated by him/her, adequately trained to cover the role on account of his/her skill set, experience and professional qualification.

5.2 Preparation of the Final dissertation/Thesis

The final examination, which allows students to acquire the credits needed to reach the 120 ECTS credits of the two-year Master's Degree Course, is an original dissertation prepared by the student under the guidance of a Supervisor. It is normally written in Italian; it may be written in English subject to a request made to the Degree Course Council with reasoning, and this being approved by the same. Each dissertation must contain an abstract in both Italian and English.

5.3 The Degree Examination

The Degree Examination consists in the presentation and defence of the dissertation.

5.4 Calculation of Degree marks/GPA

The degree mark is expressed as a score out of one hundred and ten (110), with honours and honourable Mention if applicable, and is calculated as the sum of:

- the scores obtained by averaging all examination marks (maximum 55 points), provision is made for honours by awarding an additional third of a point (30 *cum laude* = 30.33);
- the score obtained by taking into account the internship mark (maximum 55 points); any honours are taken into account by awarding it the value of one third of an additional point (30 *cum laude* = 30.33);
- the assessment of the dissertation work (maximum 10 points) defined as the average of the marks awarded by the individual committee members, on a scale of 0 to 10.

Honours are awarded to students who achieve 112 points, at the request of the supervisor, and are only awarded if the consensus of the committee members is unanimous.

Should the degree mark, obtained as described above, exceed 115 points, the award of an "honourable mention" may be proposed. “Honourable mentions” are awarded unanimously.

5.5 Degree examination sessions calendar/ Time limits and obligations for candidates

The final examination is organised in specific periods of the year.

5.6 Degree Exam Committee

The Exam Committee is appointed by the Course Council. It consists of no fewer than 7 and no more than 11 members.

5.7 Thesis internship

Students wishing to conduct their degree dissertation in an external facility must submit an application to the President, stating:

- the facility at which they intend to carry out their thesis internship (which must be affiliated with the University),
- the dissertation topic,
- the external lecturer responsible for supervising the work, who will act as assistant supervisor when the dissertation is discussed.

The President of the Council of the Master’s Degree in Rehabilitation Science for Healthcare Professionals or, if one has not been established, the Dean of the Faculty or a person delegated by him/her shall authorise the start of the internship and appoint a lecturer who will supervise the student's work and act as Supervisor when the dissertation is discussed.

Art. 6 – University and course transfers

Enrolment in the first year of the Course is conditional to the passing of the test, whereas transfers can only be requested for the second year of the Course.

These applications will be assessed by a dedicated Transfers and Previous ECTS Credits Committee appointed by the Faculty Council, depending on the Master's degree course's capacity to take on additional students, i.e. the places available for lectures and internships, the number of repeating students and the availability of clinical tutors, and in compliance with the restrictions set by these Regulations.

Having heard the Committee's opinion, the Master's Degree Course Council recognises the appropriateness of the credits acquired and decides on their formal acknowledgement, enrolling the student in the relevant year, in accordance with current legislation and the University Didactic Regulations. It is within the powers of the Council of the Master's Degree Course, having consulted the Committee, to require the student to complete teaching activities scheduled for the years preceding the year of enrolment.

The acknowledgement and accreditation of the ECTS credits achieved by the student, with the relevant assessment are carried out by a dedicated Committee appointed by the Faculty Council.

ECTS credits will be acknowledged and accredited on the basis of a confirmation of compliance with the educational objectives of one or more courses of the Master's Degree in Rehabilitation Science for Healthcare Professionals didactic system, in accordance with the provisions of the regulations in force and the University Didactic Regulations.

Art. 7 – Recognition of degrees awarded by foreign universities

The Course Council decides on the recognition of academic qualifications obtained abroad; this competence may be exercised in accordance with the legislation in force, without prejudice to the powers and any authorisations by bodies provided for by the regulations in force.

Art. 8 – Committees established within the Course Council

The Course Council may set up temporary or permanent committees. The Course Council annually defines the type, composition and manner of appointment and operation of the Committees. The tasks and Committees will then be proposed by the Course Council for ratification by the Faculty Council.

Every year, the Course Council appoints the Teaching Committee, which has a purely advisory role and carries out coordination and supervision activities. The Teaching Committee consists of the Degree Course President, the Director of Didactics, and a minimum of 3 members of the Degree course's teaching staff.

Art. 9 – Protection of health and safety

When carrying out internship or practical activities, with regard to health and safety regulations, students are considered equivalent to workers. Consequently, they are subject to the same protective measures and responsibilities and are therefore required to comply with the relevant legal requirements, with the restrictions and prohibitions enforced by occupational health and

safety, radioprotection and accident prevention laws, and with any other regulations enforced by the Host Organisation with the same purposes.

The University has formalised and centralised a series of activities strictly related to the risk exposure profile of the individual study programme, with a view to implementing the applicable legal provisions.

In short, depending on the specific indications for each Course of study, students are under obligation to:

- participate in the initial information and educational initiatives and those included in the teaching activities calendar organised to ensure compliance with the provisions set forth in articles 36 and 37 of Legislative Decree 81/08 "Information and training of workers and their representatives" and in Legislative Decree no. 101/2020 on radioprotection;
- take part in the initial and periodic health monitoring activities for issuance of the compliance certification required before starting practical activities involving exposure to risks;
- use the collective and individual protective equipment provided in compliance with the instructions and training imparted;
- comply with the general safety measures and the safety specifications drawn up and made available from time to time.

Curricular and extracurricular activities involving exposure to a specific risk may therefore not be authorised to commence until the preliminary activities required to safeguard the health and safety of each student have been implemented.

Repeated failure to comply with the above obligations shall result in the suspension of the activities involving exposure to a specific risk until such time as the legal obligations have been fulfilled.

Art. 10 – Modifications

Modifications to these Didactic Regulations are decided on by the Faculty Council, subject to a proposal from the Course Council and an opinion issued by the Lecturer-Student Joint Committee for those aspects for which it is responsible.

Annexes

Description of the training programme and learning methods

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Each ECTS credit is equivalent to 25 hours of student work including:

a) classroom teaching;
b) seminars;
c) tutor-led activities and exercise work;
d) internship hours;
e) hours spent by the student on other elective learning activities;
f) time for the individual learning activities required to complete training.

For each course, the portion of the total hourly commitment reserved for personal study and other learning activities of an individual type will vary depending on the type of the course itself and is determined by annex 1 to these regulations in compliance with the provisions of applicable legislation.

The credits for each course are awarded to students when they pass the corresponding exam or, for those activities for which there is no examination, by means of certification issued by the lecturer.

Internship credits are awarded to the student, at the end of each academic year, with the attainment of a positive evaluation.

TYPE OF TEACHING AND LEARNING ACTIVITIES

The following types of teaching and training activities may be used in the course schedule:

formal teaching

lectures: discussion of a specific topic, identified by a title, carried out by a lecturer, also with the aid of computer and/or multimedia material, on the basis of a predefined calendar;

seminars: a teaching activity with the same characteristics as a lecture, but that is held simultaneously by multiple lecturers with different areas of expertise and, as such, is recorded in the register of lessons of each of them.

non-formal education

tutor-led learning activities: a form of interactive activity, addressing a small group of students and coordinated by a lecturer, whose task is to facilitate students in acquiring knowledge and behavioural, organisational and management skills. Tutor-led learning occurs primarily through stimuli deriving from analysing problems, through the mobilisation of the methodological skills required for solving them and making decisions, as well as by taking action (both gestural and relational) in a direct and personal manner in the context of practical exercises and/or internships in a clinical environment, laboratories etc.

internship activities

internship: a form of activity characterised by the preparation up of a project, approved annually by the Internship Project Manager, in one of the Course's educational areas with reference to the course's specific objectives, carried out in the sites affiliated for the purpose, under the supervision of a Tutor appointed annually on the basis of qualifications, skills and office on the proposal of the Internship Project Manager.

The learning activities of the Master's Degree in Rehabilitation Science for Healthcare Professionals are organised in semesters.

Courses may be taught by one or more lecturers, depending on the specific objectives assigned to each course.

In the case of courses organised as integrated courses, involving several scientific disciplinary sectors with different lecturers, the lecturer responsible for the integrated course must in any case be identified from among them and is responsible, in agreement with the other lecturers involved, for coordinating the teaching, the assessment methods, the examinations and the related records.

The structure and breakdown of each course and other learning activities are specified on an annual basis, together with any other information that may be of use to enrolled students.

In compliance with the applicable regulations, lessons may be delivered on an on-line basis, to the extent of no more than one tenth of the ECTS credits of the course. Only activities other than practical or laboratory activities are considered suitable for on-line delivery.

Preparatory courses

When specific preparatory courses are required for each teaching activity, they are indicated in the list of teaching activities appended to these Regulations.

Attendance

Attendance of all scheduled teaching activities is compulsory.

In order to be admitted to the relevant assessment exam, students must have attended at least 67% of the hours of formal and non-formal teaching activities scheduled for each learning activity. If a student fails to achieve this level of attendance, the lecturer(s) responsible may identify alternative learning activities, also in the form of self-learning, which the student must complete before being admitted to the examination. Compulsory attendance of the practical activities, as referred to in these Regulations, cannot be replaced with alternative activities.

Study Plan

During the annual teaching planning phase, a different fraction of the total commitment may be assigned to individual study, which shall not, in any case, be less than 50% of the total hourly commitment. An exception is made for cases in which the educational activities have a high experimental or practical content.

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.