



UniSR

Università Vita-Salute
San Raffaele

Didactic Regulations

Master's Degree in Medicine and Surgery

Applicable for students who enrol in academic year 2023-2024

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Art. 1 – Course Admission

1.1 Knowledge required for admission

Candidates in possession of a five-year Italian high-school diploma or foreign equivalent may be admitted to the Master's Degree Course in Medicine and Surgery (*Corso di Laurea Magistrale in Medicina e Chirurgia*, CLMMC).

Candidates must also have or acquire the academic background required by applicable Italian regulations on admission to courses with a fixed number of places.

1.2 Admission procedure

The number of students admitted to the CLMMC is scheduled, in agreement with the national scheduling, on the basis of the availability of teaching staff, teaching structures (classrooms, laboratories) and care structures which can be used under agreement for performing the practical ward activities, in agreement with the recommendations of the European Union's Advisory Committee on Medical Training, by applying the parameters and directives issued by the University and the Faculty.

The scheduled number of admissions to the first year of the course is defined in accordance with Article 3, c. 2 of Italian Law 264 of 2 August 1999 (regulations on admission to university courses).

The didactic organisation of the CLMMC requires students admitted to the first year of the course to have adequate initial preparation from their previous studies.

The Degree Course Council may assess students admitted to the Master's Degree Course, identifying any specific deficiencies in the subject areas provided for in the test.

Enrolment in the Master's Degree in Medicine and Surgery may take place after the academic year has begun, provided that it is in good time for course attendance. In this case, students are required to carry out specific remedial work through integrative learning activities under the guidance of the integrated course supervisor or a tutor. Integrative learning activities may also be carried out online.

1.3 Definition of the Additional Learning Requirements (OFA) or three-year Bachelor's degree and single-cycle Master's degree courses

With the goal of eliminating any educational debts, the Master's Degree Course Committee (*Consiglio di Corso di Studio della Laurea Magistrale*, CLMMC) provides for preparatory integrative learning activities to be held within the timeframe specified by article 16 of the University Regulations. These activities must be successfully completed by students with debts.

The need for extra tuition is selectively determined within the results of the admission tests in the subject areas of Chemistry, Physics, Mathematics and Biology. The OFA obligation in each of the four areas above is determined by a number of correct answers in the corresponding area equal to less than 50% of the admission test questions.

OFA's will be provided through on-line remedial courses, which students with educational debts are obliged to pass.

An assessment test is therefore held to establish whether students have passed the OFAs. The deadline for passing OFAs coincides with the end of the exam session of the academic year of enrolment. The career of students who fail to pass their Additional Learning Requirement (OFA) remedial examinations may be blocked at the end of the first year (examinations may no longer be taken after 1 February of the following academic year). Career blocks entail the freezing of any

examinations taken and the impossibility of taking new examinations until the educational debt has been overcome. Students will still be able to take the OFA tests and, once they have passed, will be able to continue their career.

Art. 2 – Study Plan

The teaching activities are structured in accordance with the Study Plan specified in the appended Description of the training programme and learning methods.

2.1 Internships

In accordance with Italian Ministerial Decree no. 58 of 9 May 2018, Decree Law no. 18 of 17 March 2020, Ministerial Decree no. 8 of 2 April 2020, Decree Law no. 22 of 8 April 2020 and Ministerial Decree no. 12 of 9 April 2020, the University runs the “Practical training and assessment” for qualification to practise as a physician, which lasts a total of three months and is carried out during the study courses, not before the fifth year of the course and provided all the core exams relating to the first four years of study provided for by the course curriculum have been passed.

Students in possession of these characteristics must register online using the specific institutional platform. They will be able to choose the clinical unit/department of interest amongst those made available by the system at the time of registration and each student will be assigned one of the tutors designated by the head of the Operating Unit and appointed each year by the Faculty Council on the proposal of the Degree Course Council.

The practical training and assessment contributes both to the acquisition of 60 university course credits (ECTS) for professional training activities provided for by didactic regulations and to the achievement of the 5,500 hours of teaching as per Directive 2013/55/EC.

Every ECTS credit for the practical training and assessment must correspond to 20 hours of vocational teaching activities and 5 hours of individual study.

If the practical training and assessment takes place outside the university facilities, it is organised on the basis of memoranda of understanding between the university and the Regional Authority. In implementing the aforementioned memoranda of understanding, the university stipulates agreements with the national health service facilities to ensure that students have access to the practical training and assessment.

The practical training and assessment consists of three not necessarily consecutive periods of 100 hours (5 ECTS credits) each:

- Surgical Area;
- Medical Area;
- General Medicine Area.

The internship in General Medicine is normally to be carried out during the 6th year, in the specific area of General Medicine. This last period must take place at a GP surgery on the basis of agreements between the university and the Professional Associations of Physicians and Surgeons.

Attendance certification and assessment of the periods are carried out under the direct responsibility and care of the Coordinating Lecturer or medical managers in charge of the facility attended by the intern based on the attestations of the Internship Tutor Doctor or of the general

practitioner, who issue, for their respective areas of responsibility, formal attendance certification combined with an assessment of the results relating to demonstrated skills, and express, if the results are positive, a confirmation of suitability. Each student's attendance, the assessment of the activities carried out by the internship tutor and the head of the operating unit attended or coordinating member of the teaching staff, and the final marks awarded are certified using the electronic internship record book. This record book, which is digitally-generated by a dedicated institutional website, consists of a part describing the activities carried out and a part assessing the skills demonstrated.

The practical training and assessment is only passed subject to a confirmation of suitability for all three periods.

Practical training and assessments can be carried out during any month of the year, from October to September of the following year, including holiday periods and weekends/bank holidays, in accordance with a calendar issued by the Training and Internship Service.

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 Community and international programmes, supports, promotes and facilitates cycle one, two and three student exchanges with foreign universities, both European and extra-European, 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 are guaranteed the possibility to carry out part of their studies at foreign universities, in accordance with the provisions of Article 20 of the University Didactic Regulations.

Specifically, they may:

- attend learning activities and take the corresponding exams to be awarded credits;
- carry out research activities for the purposes of preparing their dissertation or final examination;
- take part in other learning activities, including internships;
- participate in international programmes within the framework of agreements in order to receive, dual, multiple or jointly awarded qualifications.

It is the responsibility of the Course Council, in cooperation with the Academic Center (specifically the Training and Internship Service), to coordinate and promote national and international mobility activities towards both European and non-European universities.

Art. 3 – Restrictions

A student who has obtained attendance certificates for all the courses scheduled for their year of study can enter the next year even if they have not taken all the examinations scheduled for the year.

“Repeating student” status will start, if applicable, at the end of the sixth year, if the student does not pass the exams in time for the graduation sessions scheduled during the academic year.

If a student has not obtained attendance certificates for even just one of the courses scheduled for his/her year, he/she will be required to repeat the current course year and will be enrolled with the status of a “repeating student”.

In the case of the practical training and assessment for qualification to practice the profession of Physician, the lack of an attendance certificate for one of the internships scheduled for the fifth year does not affect transition to the next year.

For details on how attendance certification is obtained, please refer to the annex to these Regulations. For students who do not obtain attendance certification, please refer to Article 15 of the University Didactic Regulations.

Pursuant to article 14 para. 13 of the University Didactic Regulations, it is not permissible to enrol as a repeating student for more than four academic years in total; if this limit is met, the student shall be subject to forfeiture.

Students may therefore not exceed a total of ten academic years before graduation, subject to forfeiture (article 14 para. 13 of the University Didactic Regulations, per Rector’s Decree no. 2418 of 9 March 2009). Forfeiture does not apply to those who have passed all assessment exams and only have an educational debt relating to the final Master’s Degree exam.

In order to be admitted to the final exam, students must have passed all exams for course credit, been awarded 8 CFU (ECTS) reserved for the optional courses and have obtained credits for all professional training activities provided for in the study plan.

Art. 4 – Assessment

Assessment of the individual activities must aim to assess the knowledge and any practical skills pertaining to the course provided and shall take place during the scheduled exam round.

The course supervisor is under obligation to provide students with detailed information on the assessment processes at the start of the lessons.

These details are provided in the appended “Description of the training programme and learning methods”.

The CLMMC establishes, within the limits laid out by applicable legislation, the number and types of exams necessary to assess students’ learning.

Upon the proposal of the course coordinators, the CLMMC establishes the make-up of the corresponding committees in accordance with the provisions of article 24 of the University Didactic Regulations.

The Exam Committee is composed of at least two lecturers involved in the relative course, and is generally presided over by the course coordinator.

In the event that one or more members of a Committee are absent during an examination round, the President of the Committee may arrange for official members to be replaced with supplementary members.

Verification of learning can take place through educational assessments and certifying assessments.

Educational assessments (in-course tests) are intended to establish the effectiveness of the learning and teaching processes in relation to specific contents.

Certifying assessments (exams for course credit) are aimed at assessing and quantifying the attainment of the course goals with a grade, thus certifying the student's individual level of preparation.

Examinations for course credit may only be conducted during periods dedicated to the same.

The exam times must not coincide with any periods of teaching activities or any other periods which could limit students' participation in such activities.

In order to hold the interim tests, periods will be scheduled in each semester during which classes will be suspended.

The Degree Course President, by annual resolution, schedules the dates of at least six examination rounds at suitable intervals.

Differentiated assessment methods are permitted, which may also consist of subsequent phases of the same exam:

- traditional oral exams and objective and structured written examinations (for the assessment of cognitive objectives);
- practical and simulated tests (for the assessment of clinical skills and gestural and relational abilities).

In exceptional situations, learning assessments may be taken electronically, as provided for in Article 23(6) of the University Didactic Regulations.

The Course Council can schedule and perform objective and standardised examinations of the overall level of knowledge acquired and retained by students during their learning path (progress tests), including in collaboration with Degree Courses in Medicine and Surgery at other sites.

These exams aim solely to assess the effectiveness of the instruction and the ability of the students to retain the information and rational models acquired during their studies.

Art. 5 – Final Exam

Students have available 18 ECTS credits (awarded upon the final dissertation) for the preparation of the Degree Dissertation at university structures.

The degree examination is based on the discussion of an original dissertation written by the student under the guidance of a member of the teaching staff who is usually identified as the supervisor and may appoint a tutor, possibly with the student's agreement, who will assist the student when preparing the dissertation.

If a student wishes to prepare his/her dissertation in external facilities, once the facility has been identified in concert with and under the guidance of a lecturer of the faculty's teaching body (Supervisor), they must issue a request, to be duly approved by the Supervisor, to the Faculty Council; a dedicated agreement must then be established with the chosen facility. The head of the external facility is usually appointed assistant supervisor.

The degree dissertation represents an original contribution to the advancement of knowledge in the field of medicine and surgery.

5.1 Definition of the Roles associated with the Final Exam

Supervisors may be permanent professors and researchers, including those on fixed-term contracts, of the Faculty of Medicine and Surgery.

The **Assistant Supervisor** may be a lecturer, a University researcher or an external person. He/she cannot be a trainee, or PhD student or postgraduate student and must have a scientific curriculum at least equivalent to that of a university researcher.

The lecturer identified as the Supervisor may appoint a **Tutor**, possibly with the student's agreement, who will assist the student in preparing the dissertation and may act as the Assistant Supervisor.

The Supervisor is assigned responsibility for the dissertation student. The Supervisor is responsible for ensuring the adequacy and originality of the dissertation project, the scientific competence of the Assistant Supervisor and the smooth running of the dissertation activity. Together with the student and Assistant Supervisor, he/she assesses the progress of the project and any corrections to the overall dissertation set-up, including the deadline. If he/she observes a significant delay in the development of the dissertation programme, he/she is under obligation to promptly inform the Year Tutor and Degree Course President. Finally, the Supervisor participates in the entire graduation session.

The Assistant Supervisor is proposed by the Supervisor to the Degree Course President on the basis of his/her expertise and reputation in his/her scientific discipline. He/she supervises the student's activities during the thesis internship, assessing the scientific and methodological ability-learning process and the development and structuring of the project. If the Assistant Supervisor observes a significant delay in the development of the dissertation programme, he/she is under obligation to promptly notify the Supervisor. He/she is invited to take part in the Degree Committee.

5.2 Preparation of the Final dissertation/Thesis

The choice of the content and the conduct of the dissertation activity take place under the guidance and responsibility of the Supervisor.

Dissertations may be prepared, at the student's discretion, in either Italian or English but must, in any case, include an abstract in both Italian and English.

5.3 The Degree Examination

In order to be admitted to the degree examination, students must:

1. have taken all courses and passed the corresponding exams;
2. have obtained all ECTS credits provided for by the Didactic System for the activities other than the final dissertation;
3. satisfy the requirements imposed by the Student Center.

The degree examination revolves around the defence of a thesis/dissertation prepared by the candidate.

5.4 Calculation of Degree marks/GPA

A maximum of **14** points divided as follows may be added to the mean average of the grades achieved in the curricular exams (expressed as a mark out of 110):

Type of research (experimental study; presentation of case histories; case reports; desk study)	Maximum 4 points		7
Quality of the presentation	Maximum 1 point		
Mastery of the topic	Maximum 1 point		
Ability in the discussion	Maximum 1 point		
Course duration	Graduation in first	3 points	3
	Graduation in second	2 points	
	Graduation in third	1 point	
	Graduation as repeating	0 points	
Honours **	≥ 6	2 points	2
	≥ 3	1 point	
Involvement in international exchange programmes (e.g. Erasmus)	Number of months ≥ 6	2 points	2
	Number of months ≥ 3	1 point	
TOTAL			14

The Committee may, with a unanimous vote, award honours to candidates with a final score ≥ 113.

Distinction will be given, when a score of 115 is exceeded, upon a unanimous proposal of the degree committee of the day on which the thesis is defended. The request will still be made by the Supervisor, but at the end of the dissertation session, when the voting is decided.

** Each honours grade is worth 0.33 points.

** the result obtained on the Progress Test, if higher than the 75th percentile in each class, is equated with an honours mark

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

The Degree Examination is held in the periods indicated by the academic calendar, according to the provisions of the University Didactic Regulations article 21 para. 14 and 15.

The PowerPoint presentation slides must not exceed 10 and must be used only as an aid for candidates to support better understanding of their presentation and should not contain large sections of text, but rather only graphs, figures, tables etc.

For formal aspects, please refer to the instructions provided by the Student Center and the specific operational procedure.

5.6 Degree Exam Committee

The Exam Committee is made up of at least 7 members, at least 5 of whom must be permanent professors and researchers at Vita-Salute San Raffaele University.

The committee is presided over by the Dean or the President of the CCLMMC, or in their absence, by the full professor with the longest service. For each candidate, the committee must include the Supervisor, who must be a lecturer at Vita-Salute San Raffaele University, and the Assistant Supervisor.

In compliance with Italian Ministry of Education, University and Research note no. 9578/2020, concerning "Qualification to practice the medical profession". Article 102 of Italian Law Decree no. 18 of 17 March 2020. Ministerial Decree no. 8 of 2 April 2020 (registered with the Court of Auditors under no. 630 of 7 April 2020)", and Italian Legislative Decree no. 233 issued by the Provisional Head of State on 13 September 1946, as amended by article 4, subsection 1, of Law no. 3 of 11 January 2018, the final exam committee for the Master's Degree constituting qualification to practice the medical profession shall include a representative of the relevant professional association who, in view of the subsequent registration in the Professional Register, has the task of confirming the qualifying final exam is conducted properly, but is not involved in the final mark assessment.

5.7 Thesis internship

A "thesis internship" is the period spent at an OSR department under the supervision of a Supervisor, a permanent lecturer of the Faculty of Medicine and Surgery, and an Assistant Supervisor, who may also be external to the Faculty, for the purpose of writing the degree dissertation for the award of the Master's Degree in Medicine and Surgery. The thesis internship may be carried out at an external institution, subject to approval by the Degree Course Council and drafting of the relevant Agreement.

Appropriate times will be devoted, by potential supervisors, to the presentation of potential dissertation projects and will address students from the fourth year onwards.

Alternatively, students may present a personal dissertation thesis proposal by, once they have identified the field of research of interest and confirmed the possibility of conducting the thesis internship, contacting a member of the Faculty teaching staff to obtain confirmation of his/her willingness to act as the Supervisor. In the case of difficulties identifying a Supervisor, students may seek the assistance of their year tutor, who will refer them to a member of the Faculty teaching staff with expertise in a scientific field related to that of interest to the student.

In the case of an experimental dissertation, the internship may not last less than 8 months; in the case of a theoretical dissertation, the dissertation internship may not last less than 4 months.

Students may submit thesis internship applications from May of the fifth year.

The thesis internship may only officially commence after a positive opinion has been received from the Degree Course President and a career check has been carried out, since thesis

internships can be authorised with a maximum educational debt of 24 ECTS credits, elective courses and professional training excluded.

If a student wishes to prepare his/her dissertation in external facilities, identified in concert with and under the guidance of a lecturer of the Faculty's teaching body (Supervisor), they must issue a request, to be duly approved by the Supervisor, to the Degree Course Council; a dedicated agreement must then be established with the chosen facility. The head of the external facility is usually appointed assistant supervisor. Should students so wish, it is possible to carry out part of the dissertation abroad through the Erasmus+ Programme or other international mobility programmes, subject to prior approval by the Course Council and the dissertation Supervisor. At the end of the period, students must submit a certificate from the foreign lecturer who supervised the student's dissertation work, drawn up on headed notepaper with the date, signature and stamp, presenting the original copy. The certificate must also contain a brief description of the work performed and the number of credits awarded for the dissertation, if any. The Degree Course Council issues the final resolution awarding the full or partial credits allocated to "Dissertation Writing", specifying that these credits were obtained abroad. The resolution will be sent to the Student Center so that the recognised learning activities can be recorded.

Art. 6 – University and course transfers

The transfer, passage and recognition of credits for any student arriving from any University within or outside the European Union must be in compliance with applicable regulations and the ECTS credit evaluation procedures as updated annually by the Degree Course Council.

Studies taken in Degree courses at other universities within or outside the European Union, as well as credits awarded within these courses, are assessed by the Transfer Credit Commission and recognised with a decision of the Course Council following an examination of the course curriculum provided by the originating university and of the course programmes in that university accredited in accordance with the provisions of the University Didactic Regulations.

After deciding on the recognition of a given number of credits, the Course Council shall enrol the student into one of the six years of the course, subject to compliance with the rules provided for by these Regulations.

Art. 7 – Admission to individual courses

Pursuant to art. 32 of the University Didactic Regulations, students in possession of a five-year high-school diploma/secondary leaving certificate or other qualification issued abroad and considered acceptable, a university diploma, a bachelor's or master's degree, as well as holders of academic qualifications issued abroad, can enrol in the individual educational activities of the Course, take the corresponding exam and receive the certification including indication of the credits, according to the methods defined by the Faculty within the criteria established by the Academic Senate.

Application for enrolment in individual courses must be discussed and approved in advance by the competent Course Council. Students are not allowed to enrol in more than three integrated courses per year.

Art. 8 – Recognition of degrees awarded by foreign universities

Academic qualifications awarded by foreign universities may be recognised for the purposes of continuation of university studies pursuant to Italian Law no. 148 of 11 July 2002.

The Course Council will make a decision on the request for recognition and if this is accepted, the decision will be sent to the Faculty Council for definitive approval.

Requests must reach the Student Center by 31 March each year, for the following academic year.

Art. 9 – Committees established within the Course 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 and a minimum of 6 lecturers pertaining to the Degree Course, appointed by the Degree Course President, who informs the Course Council.

The Course Council may set up temporary or permanent committees, whose members are chosen from within the Teaching Committee. Working groups and temporary committees may also consist of University lecturers or staff from outside the teaching committee in addition to members already on it.

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

More specifically, the Course Council annually appoints the Transfer Credit Commission composed of Professors/Lecturers pertaining to the Degree Course, which assesses the applications received, recognising the possible congruity of the programmes, credits and SDSs, in order to define the possible enrolment of students in one of the six years, according to the eligibility criteria for years subsequent to the first, assessed and proposed in advance by the Course Council and deliberated by the Faculty Council.

Art. 10 – 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. 11 – 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

Annex

Description of the training programme and learning methods

The Course Council, with the approval of the Faculty Council, specifies the learning activities provided for in the general framework established by the Didactic System. To this end, it structures the teaching as integrated courses and elective courses.

The integrated courses are represented by the mandatory courses provided for by the study plan. These can be formed by combining different courses, even those from different scientific disciplinary sectors, in order to reach a specific common educational objective. These can also include tutor-led activities to complement the academic lessons. The attainment of the educational objectives may be verified by means of interim assessment tests to be carried out exclusively outside the periods in which the classes are held (Art. 11 of these Regulations) and must be formally certified by an exam committee chaired as a rule by the Course Supervisor.

Elective courses are carried out only within the context of the learning activities chosen by the student and include academic lessons, practical activities in wards/outpatient clinics/research laboratories and/or seminars.

The assessment of the student's individual elective activities is not expressed as a numerical mark, but only in the award of the corresponding credits, certified by the person responsible, based on the attendance record.

Each student, with the exception of sixth-year students, may enrol for a maximum of four elective courses during the academic year. A computerised course "counter" monitors enrolments and, once the number of four enrolments has been exceeded, no further enrolments can be made, even if these courses are not actually taken. If an elective course is not activated, the enrolled student will be contacted by the Academic Secretariat so that he/she can, if he/she so wishes, choose an alternative and, in this case, he/she will then be automatically included in the list of those enrolled in the course.

Every year, the Course Council will announce the minimum threshold of registered students required to activate elective courses.

It is possible to set up topic-specific programmes of excellence that degree course students who are developing cross-curricular interests are free to join.

These programmes must be evaluated and approved by the Degree Course Council and ratified by the Faculty Council.

The essential characteristics are:

- The presence of a teaching proposal shared by a promoting Committee of at least three permanent lecturers of the Degree Course
- Acceptance of the proposal by the Course Council on the proposal of the Degree Course President. The Degree Course President identifies the supervising coordinator
- Participation in structured programmes giving the student ECTS credits in the Diploma Supplement including elective courses, seminars, tutorials and tutor-led workshop and clinical activities.
- Passing of an assessment examination at the end of the educational programme

Admission to the programme is conditional to:

- no educational debts in the academic year in which the programme starts
- participation in a selection procedure through an assessment of curricular qualifications and interview managed by a special Committee appointed by the President

On the basis of special organisational requirements, enrolment in elective courses may be limited.

All students of the course, regardless of their participation in the project, will in any case be able to follow elective courses and seminars in accordance with the Regulations regarding the awarding of credits for individual activities.

Within the courses, the division of credits and teaching time into different course activities is defined as follows:

Lecture

Lectures (which may be more formally referred to as “ex-cathedra”) are lessons which cover a specific topic identified by a title and which is part of the course curriculum; they are held by a lecturer, according to a predefined timetable, and given to students enrolled in a given course year, who may also be divided into small groups.

Seminar

Seminars are a teaching activity with the same characteristics as a lecture, but held simultaneously by multiple lecturers, who may even belong to different subject areas (or have different areas of expertise), and as such is recorded in the register of lessons.

Any clinical-pathological conferences established in the area of the clinical courses are also recognised as seminar activities.

Seminar activities may also be inter-university and given in the form of a videoconference.

Tutor-led activities

Tutor-led activities represent a form of interactive or supplementary teaching typically aimed at a small group of students; these teaching activities are co-ordinated by a lecturer, who has the responsibility of helping the students assigned to them learn abilities, skills and behavioural models, i.e. skills useful to professional practice. Tutorial 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.

For each tutor-led activity, the CLMMC defines precise educational objectives, which are verified by exams.

Each academic year, the Faculty Council appoints the lecturers who will be involved in the teaching activities provided for that period, upon the proposal of the CCLMMC. Tutors can be recruited from the lecturers and researchers, but also from personnel external to the Degree Course and the Faculty via annual or semestrial contracts to be assigned to experts, according to the methods established in the University Didactic Regulations and applicable legislation.

Upon the proposal of the course lecturers, the CCLMMC may propose that the Faculty appoints, on an annual or semestrial basis, personnel with recognised qualifications in the specific educational sector to carry out lecturer duties in relation to tutor-led activities.

All forms of teaching normally require physical attendance.

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.

Professional training activities, optional internships

During the clinical course phases (or following their completion), students are required to acquire specific professional skills in the field of internal medicine, general surgery, paediatrics, obstetrics and gynaecology, and medical-surgical specialties, as well as at a GP surgery. To this end, students must carry out professional training activities and practical training and assessments for the purposes of qualification as defined in these Regulations, by attending the care facilities identified by the Faculty Council in the periods specified, for an overall total of 60 ECTS credits.

Professional training consists in tutor-led activities which require students to carry out practical activities with a large degree of independence, simulating the activities performed at a professional level, which are recorded in their professional training activities record book at the end of each academic year.

Throughout each phase of the professional training, students are required to operate under the direct control of a tutor-lecturer. The didactic functions of the tutor-lecturer to whom students performing such mandatory activities are assigned are the same as those provided for the tutor-led activities performed within the courses.

The clinical skills acquired through professional training activities are not expressed as a mark, but only with the award of credits, in the same manner as provided for with the elective learning activities, based on the attendance record.

The Faculty Council may identify affiliated non-university care structures at which internships or professional training may be conducted, fully or partially, after assessment and accreditation of their didactic suitability.

In order to commence the professional training activities of the 4th, 5th and 6th years, students must have passed all the exams of the first two-year module.

Professional training is organised during all 12 months of the year, with no exclusion of periods or days of the week, including holidays.

All activities will be recognised in the curriculum certification documents which will accompany the degree mark/GPA, and will contribute to its formation.

As well as professional training activities, "optional internships" are also permissible among the activities of the student's choice.

The elective internships consist of attending clinical and laboratory departments at times other than those provided for the professional training activities, integrated courses and elective courses scheduled and in addition to these, and for a number of hours not to exceed half the time assigned to individual learning. Students may only enrol for elective internships for those courses for which they have already taken the examination.

Although ECTS credits are not awarded for elective internships, they will be acknowledged in the diploma supplement.

Optional internships may also be carried out abroad: in this case the activity, which must be substantiated and provided with a letter of acceptance from the host organisation, must be

approved in advance by the Degree Course Council and upon returning the student must submit a report for its acknowledgement in the university curriculum.

Independent and assisted learning

The Degree Course guarantees students the availability of a number of hours destined for independent learning, which are completely free from teaching activities conducted in the presence of lecturers or for assisted learning, during the six years of the course.

Hours set aside for independent learning shall be dedicated to personal study, in preparation for exams.

The hours set aside for assisted learning are to be dedicated:

- to the individual use, or use in small groups, as instructed by lecturers, of the teaching aids made available by the Degree Course for self-learning and self-evaluation in order to achieve the set educational objectives;
- to internships at university structures of the Vita-Salute San Raffaele University, or those with an agreement with the same and chosen by the student, with the goal of meeting particular educational objectives.

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

Students must attend teaching activities and professional training activities of the CCLMC as stated in the study plan. The verification of attendance is the responsibility of the lecturer present, who is obliged to report any irregularities to the Dean, and attested by the course coordinator.

In this regard, spot checks on attendance may be carried out through unannounced classroom roll-calls, confirming the student's actual presence in the classroom against an electronic time stamp at the course venue, or remotely if in possession of a specific waiver of attendance. In the event of a verified absence in the classroom of a student whose attendance has been stamped, attendance of that class will in any case be officially cancelled, just as it will be cancelled for those dates for which (regardless of the verification of attendance by roll-call) there is no regular request for an exception accepted by the competent bodies.

Moreover, in accordance with the current Disciplinary Regulations for Students, if a student is caught in misconduct (false stamping, stamping for colleagues or other breach of the rules, including those resulting from temporary rectoral or faculty measures), he/she will be subject to the prescribed disciplinary penalties.

The attendance certificate required for the student to sit the relevant examination is obtained by attending at least two-thirds (or 67%) of integrated course classes. Integrated course coordinators are entitled to propose an attendance threshold higher than 67%, specific to their teaching activity, of which they must notify the Academic Secretariat and the students at the beginning of the course, subject to approval by the Degree Course Council.

For one-year courses, the 67% threshold must be met in both the first and the second 50% of lessons. Final course attendance is entered in students' record books when they have achieved 67% attendance in both periods (first and second 50% of lessons).

More specifically:

- students with an attendance of 67% or more are automatically awarded attendance and admitted to take examinations;
- students with an attendance of less than 67% are automatically denied attendance and are not admitted to take examinations.

Students who are aware that they are at risk of not achieving 67% or higher attendance for each course due to particular problems and/or difficulties in keeping up with the pace of the study plan for that course in terms of attendance (essentially due to excusable, justifiable and adequately demonstrable prolonged absences and not due to accumulation of occasional absences), may contact the year tutor in good time to seek support. This contact must be made in good time, before the student is unable to reach the required attendance threshold with the remaining lessons, and by the student who has access to his or her attendance record and is therefore aware of his or her situation. The purpose of this contact is to adopt solutions for making up for lost teaching that the year tutor considers he/she can propose, in his/her own judgement and on a case-by-case basis, having consulted the course coordinator, within the framework of the exercise of the tutorage duties undertaken by the University.

It will not be possible for individual lecturers to grant or request the granting of minimum attendance certification outside the tutorage process outlined above and provided for the Course of Studies.

For elective courses, the minimum attendance for eligibility is 80%.

It is also stipulated that in the case of professional training for which required attendance is 100%, the minimum attendance threshold is 80% only in the case of justified reasons to be taken into account by the coordinator. In the case of the pre-graduation practical training and assessment for the purposes of qualification, students are required to carry out the 100 scheduled hours over the course of one month for each area internship provided for.

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.