



THE UNIVERSITY OF PAVIA

DEPARTMENT OF
MOLECULAR MEDICINE

COURSE REGULATIONS
(art. 12 - M D. no. 270, 22 October 2004)

2017/2018 Entering Class

**SINGLE CYCLE DEGREE IN
MEDICINE AND SURGERY**
(in English)
Class LM-41

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PART ONE – GENERAL PROVISIONS

Art. 1 – Name, class, department and duration

1. The single cycle degree in Medicine and Surgery, denominated Harvey, provided in English, set up by the Department of Molecular Medicine, and coordinated by the Faculty of Medicine and Surgery of the University of Pavia, belongs to class LM-41 – single cycle degrees in Medicine and Surgery, in accordance with Ministerial Decree of 16 March 2007.
2. The standard duration of the single cycle degree course is six years.

Art. 2 – Regulatory texts

1. In accordance with the freedom of teaching and the rights/obligations of teaching staff and students, the course organization and the carrying out of educational activities envisaged for the single cycle degree course in Molecular Biology and Genetics are regulated by the present text, by the Statute of the University of Pavia, by the general University Regulations, by University Didactic Regulations, by Student Regulations and by the Regulations of the Department of Molecular Medicine.
2. For all matters not expressly provided for in these Regulations, the existing provisions of the law apply.

Art. 3 – Body responsible for didactic and organizational coordination

1. The single cycle degree course in Medicine and Surgery is offered by the Department of Molecular Medicine.
The body responsible for the didactic and organisational coordination is the Teaching Council. The person responsible for the course is the President of the Teaching Council.
2. The quality management group, set up by a Teaching Council resolution, is made up of the President of the course, four members of the teaching staff and a student representative. Their names appear on the annual degree-programme report called “SUA”.

Art. 4 – Administrative services

1. The administrative services available for students of the course are as follows:
The Student Administration Office, which deals with the administrative management of students’ studies. It is situated in Via Ferrata 5, Pavia and its website is consultable at: <http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti/segreteria-studenti-di-facolta/medicina-e-chirurgia.html>
The Centre for Student Orientation (C.OR), which provides support for students during their university studies, and whose website can be found at: <http://cor.unipv.eu/site/home.html>
The offices of the Departments and of the Faculty provide administrative support and the coordination of teaching for the course.

PART TWO – ORGANIZATION OF DIDACTIC ACTIVITIES

Art. 5 – Annual degree-programme report “SUA”

1. The annual degree-programme report called “SUA” for the Harvey course can be seen here: <https://sonl.unipv.it/ava/index.php/2017SUA04401.pdf>

Art. 6 – Admission requirements

1. Candidates with a high school diploma or an equivalent foreign qualification may be admitted to the Single Cycle Degree in Medicine and Surgery.
2. In accordance with Law no. 264 of 2 August 1999, the course is subject to a nationwide numerus clausus. Each year the Ministry decides the entrance quota on the basis of the availability of teaching staff and of teaching and healthcare facilities, coherently with the recommendations of the Advisory Committee on Medical Training of the European Union, and the parameters and guidelines prepared by the University and the Faculty.
3. The national admission test, entirely in English, is prepared by the Ministry of Education, University and Research; it takes place on the same date at each state university that offers courses in Medicine in the English language, and consists of multiple choice questions on the following topics: logic and general culture, biology, chemistry, physics and mathematics. Entrance to the course is determined by the results of the admission test, which are placed in a national ranking of the scores obtained. All details are included in the announcement published on the University website (www.unipv.it).

Art. 7 – Didactic organization

1. The University Credit (CFU) is the unit for measuring the study requirements of a student, and it corresponds to a total of 25 hours that includes individual study, lectures and interactive educational activities or practical internships. Credits are considered to have been acquired when the student, having attended educational activities, then passes the relative examination. For the course of Medicine, 1 CFU corresponds to:
 - 8 hours of lectures and 17 of individual study
 - 20 hours of practical training and 5 of individual study
 - 12 hours of lab work and 13 of individual study
 - 12 hours of exercises and 13 of individual study
2. In order to guarantee the effectiveness of their teaching, lecturers shall distribute lesson material to their students in advance, together with (i) a summary of the key points of each lesson; (ii) the sources and any suggested readings that are appropriate for understanding the topic. In addition to the parameters adopted by the university for evaluating the quality of teaching, the Harvey course also implements the following procedures to commit lecturers to effective didactic practices:
 - a) it is considered an inadequate teaching performance the inability to meet the deadlines set out in the teaching timetable, excessive delays in communicating exam results, or the presentation of information that is superficial, inaccurate or plagiarised;
 - b) the management of lecturers with poor teaching performance is the responsibility of the President of the course. The President shall initially: (i) inform the lecturer in writing that a complaint against him/her has been presented by student representatives, and then explain its nature; (ii) shall verify the grounds for the complaint by means of interviews with the students and the lecturer as well as an analysis of the material used by the lecturer and examination results;
 - c) the President of the course has the authority to dismiss the complaint procedure, which can be submitted only by students who have regularly attended classes, without any further action, should the lecturer readdresses the grounds for the complaint and thereby improve his/her teaching performance in a satisfactory and immediately appreciable way.

d) in the event that there is no discernible improvement over the following two weeks, the President of the course is obliged to submit the case to the HTC (Harvey Teaching Committee), in charge of the degree course, which will assess it and decide whether or not, after another two weeks, (i) to issue a formal warning to be sent to the University Evaluation Unit (NUV) specifying a period within which the shortcomings in teaching must be remedied; (ii) to propose that the lecturer is removed from the teaching of that particular course.

3. The course is divided into 12 semesters, each having at least 12 weeks of lessons, of which one to two weeks is devoted to seminars given even by students on topics decided by the lecturer, and the last week is dedicated to the revision of the topics covered. It is also highly desirable that lecturers organize optional seminars, already envisaged in the teaching timetable, so that key topics of the course and those that require further detailed study are clarified for students.

The two semesters are planned as follows: the first from 1/09 to 31/01 for the first year or from 1/10 to 31/01 for the successive years; the second from 1/03 to 31/05.

4. The examination sessions are scheduled for:

- February (winter session for courses held in the 1st semester): two alternative dates
- June (summer session for courses held in the 2nd semester); two alternative dates
- July, first session for resitting the exam (for courses held in the 1st and 2nd semesters): from 20 July onwards;
- September, second session for retaking the exam (for courses held in the 1st and 2nd semesters). in the first week of September.

5. Final examinations (defence of thesis) are held according to a calendar that is opportunely prepared and published at the beginning of the academic year.

6. Lesson timetables, the calendar of exams dates and the calendar for final exams (defence of thesis) are set and published on the Harvey Medicine and Surgery Course website (<http://www-7.unipv.it/harveymedicine/>) and on the website of the Faculty (<http://www-med.unipv.it/>) within the deadlines set by the Annual degree-programme report "SUA"

Art. 8 – Study plans

1. Study plans for the first and second year are standard. Later on it is possible to make individual choices. Students must confirm their prepared study plan, in their Registered User Area, by the end of October each year.

2. The training activity that concerns the entering class to which this Regulation refers is enclosed herewith (Attachment no. 1).

Art. 9 – Double Degree programmes

1. At the present time, no double degree programmes are provided.

Art. 10 – Attendance and curricular prerequisites

1. Attendance at all teaching activities (lectures and professionalising internships) is mandatory.

2. In order to enrol for the successive year of study, students must have passed all of the exams of the previous academic year. In an exception to this general rule, the transition from the first to the second year can take place upon the acquisition of 42 CFUs within the 30th September 2018. Similarly, students can proceed to the third year by having obtained all of the credits of the first and second year within the 30th September 2018. Defaulting students will be evaluated case by case by the HTC (Harvey teaching Committee) which regulates the effectiveness of teaching. This commission may also evaluate the passage to subsequent years of the course, derogating, if necessary, from the general rule.

3. No exams are prerequisites to other exams in the same year of the course.
4. Students lose their student status if they fail to re-enrol in the degree course for 4 consecutive years, if they fail to observe the regulations regarding attendance, or if they have passed no exams in 4 consecutive academic years

Art. 11 – Student elective activities

1. The study plan allows for the inclusion of 8 CFUs gained in free choice activities (as set out in art. 10, paragraph 5. of Ministerial Decree 270/2004 - called "TAF D"), or elective educational activities (ADE), for which there is no mark awarded, only an indication of competency. These activities are divided in: 2 CFU within the second year, 2 more CFU within the fourth and 4 more within the sixth.
2. The President of the course appoints a committee of three teachers with the task to collect proposals for elective activities in order to select and submit them to the Teaching Council Approval within the end of October.
3. ADE registration has to be done at the end of every course and will be also signed by the teacher responsible for the course, once the attendance to the course from the student has been verified.
4. Credits are obtained by attending elective activities, chosen from the following types:
 - Elective internship in the basic disciplines (1CFU): attendance of no more than 20 hours in research laboratories.
 - Specialised course (1 CFU): the monographic course constitutes in-depth study of topics, often interdisciplinary, that complement medical training; it includes 8 hours of lectures.

The syllabus of elective subjects available within the Harvey Course is published on the Harvey Medicine and Surgery Course website (<http://www-7.unipv.it/harveymedicine/>) and on the website of the Faculty (<http://www-med.unipv.it/>) and it is updated every year. It is necessary, to obtain the necessary signature or certificate, to attend no less than 75% of the scheduled lectures or internship hours.

5. The free-choice activities available to students (under Article 10 paragraph 5.a Ministerial Decree no. 270/2004 - called "TAF D") may include subjects offered in both local and national courses that have a numerus clausus.
6. Students cannot choose subjects already taken during previous periods of university study unless they have obtained specific validations for these beyond the credits required for the attainment of the three-year degree. The offices responsible will verify the correct application of the rule by students prior to their sitting of the final exam. In the event of violation of the above rule, students shall not be permitted to sit their final exam and shall be obliged to modify their study plan.

Art. 12 – Internships and placements

1. Professionalising internships are compulsory educational activities that correspond to 60 credits (1200 hours of student work) and that are distributed from the third to the sixth year, allowing students the acquisition of specific skills. The activities must be personally undertaken by the student, under the direct supervision of a tutor. Professionalising internships are governed by specific regulations (check the specific Rule Book).

Art. 13 – Examinations and end-of-course assessments

1. The tuition offered can be subdivided into integrated courses comprising multiple modules according to the logic of integrative teaching; assessment is carried out through an integrated exam. For integrated courses that are held over different semesters, assessment by means of partial tests (ongoing evaluation) is possible. The total number of exams over the six years of the course is 25.

2. Students must take all the exams of the semester in one of the two sessions planned at the end of the same semester.

All the exams from integrated courses are considered as a single exam and they have to be taken in a single exam session. The final grade abstracts all the obtained learning results and the specific importance of the various kinds of knowledge tackled by the students during the course.

3. Foundation subjects, similar and integrative subjects, and subjects chosen by the student are to be taken into consideration in the calculation of final exams or assessments. Exams or final assessments related to these activities are considered in the count as corresponding to one unit (even if the credits give rise to more examinations or final evaluations). The set of educational activities referred to in subparagraphs c), d) and e) of paragraph 5, article 10 of Ministerial Decree no. 270 / 2004, are not included when calculating the maximum number of final examinations or assessments; the tests envisaged for such activities must not exceed 5 in number, including the final defence of the thesis and the awarding of the degree.

4. Learning can be assessed by means of:

- competency (exam without an actual mark) that gauges the effectiveness of the processes of learning and teaching;
- exams that assess to what extent the objectives of the integrated course, with rules decided on and communicated by the teachers, have been met and then quantify this in a mark.

Enrolment in examinations and the official registration of marks takes place exclusively online.

5. In the event that students do not pass an exam, they may attempt it again in the sessions specifically organised for retaking exams.

Art. 14 – Final examination and awarding of degree

1. Students have 18 credits set aside for the preparation of their theses. For their final internship, they must approach the lecturer whom they indicate as the possible supervisor for their thesis regarding his/her availability and arrange with him/her the topic of the thesis and the laboratory/clinic where the internship will be carried out. If the request is accepted, the lecturer will eventually entrust the student to a tutor who can act as co-supervisor when the thesis is defended.

2. Admission to the final examination requires the acquisition of all the credits included in the Study Plan, with the exclusion of the 18 credits that are acquirable via the exam itself. The final exam consists of the presentation and discussion of a thesis prepared by the student under the guidance of a supervisor with no distinction on the basis of the type of thesis discussed (for example, experimental, factual, a case history). The presence of an assistant supervisor may be necessary.

The supervisor and eventually the assistant supervisor will be required to submit a brief report - approximately one page - signed and attached to the thesis, which outlines the actual contribution of the student to the elaboration of the work under discussion.

3. The final mark for the degree is expressed as a number out of one hundred and ten, and is the sum of the base mark, the mark for the final examination, and other marks.

- Base mark: the base mark is derived from the arithmetic mean of the examinations taken throughout the course multiplied by 11, divided by 3 and rounded to the nearest integer.
- Final examination mark: is awarded on the basis of the work presented by the student and the defence of the thesis with the Examination Commission.

It comprises 8 points, distributed as follows:

- Up to a maximum of 3 points awarded by the Supervisor (of which 2 points are attributable on the basis of the content of the work and 1 point on the quality of the presentation and discussion of the same);
- Up to a maximum of 3 points awarded by the Examination Commission (for the distribution, see the previous point);
- Up to a maximum of 2 points awarded by the Outside Examiner.

Other marks:

■ 1 point is awarded to those who have obtained at least 5 commendations.

To receive a degree summa cum laude, awarded unanimously by the Examination Commission, it is necessary to have a final mark $\geq 112/110$.

Encomium is awarded to those who have a final mark $\geq 116/110$. Encomium will also formally indicated in the hard-copy register of the final Examination.

PART THREE – PROVISIONS REGARDING STUDENTS' COURSE OF STUDY

Art. 15 – Criteria for recognition of duly-certified, extra-university knowledge and skills

1. The Teaching Council can validate the recognition of duly-certified, extra-university knowledge and skills for up to a maximum of 12 credits (art. 14 of Law no. 240/2010) taking into account the requirements of the course as regards the student's academic and personal background.

Art. 16 – Criteria for recognition of credits earned

1. Transfers from other courses of Medicine and Surgery

Students enrolled in courses of Medicine and Surgery that are taught in English at other Italian universities can transfer without the need to retake the admission test. Students enrolled at foreign or Italian universities in courses of Medicine and Surgery that are taught in Italian, or enrolled in courses of Dentistry and Dental Prosthetics, must sit the admission test, and can be assigned to Pavia only subject to the availability of places. Repeating students and those who have not passed all their exams within the prescribed period of time are not permitted to transfer.

The number of places available annually for students who transfer is announced before June by the Students' Office, which organises the relevant announcement for the filling of places. If the requests exceed the available places, a commission appointed by the Teaching Council draws up a ranking on the basis of the number of credits earned by students that are transferable to the course and, when the numbers of CFUs are equal, then the average exam marks are calculated.

2. Transfers from other courses are possible if students have passed the admission test in Pavia. These students may require validation of the exams already taken, in Italy or abroad, at the discretion of the Teaching Council acting upon on the request of the lecturers of the subject.

3. Admission to years successive will be validated by Teaching Council.

Art. 17 – Criteria for recognition of educational activities undertaken at foreign universities

1. Training activities undertaken at foreign universities are recognized if carried out as part of the Erasmus, Erasmus Mundus, and Erasmus Placement projects, or exchange agreements with other foreign universities approved by the Faculty of Medicine.

2. The "Learning Agreement" or the "Training Agreement" are documents that define the training activities that will be undertaken abroad and that will replace some of the activities envisaged by the degree course. The possible recognition of credits earned abroad is established in advance through the "Learning Agreement" or "Training Agreement", which is signed for approval by the staff member designated by the Department of reference as the

Coordinator for studies carried out abroad. It is the responsibility of the Coordinator to ensure the coherence of the "Learning Agreement" or "Training Agreement" with the educational objectives of the course.

3. The equivalence of the subjects to be studied abroad with that of the subjects provided in the degree course must first be approved by the lecturer in a written statement.

4. At the end of the period of study spent abroad, the student will submit certification of the training activities undertaken to the Teaching Council for the recognition of credits, together with details of the programme followed, duly certified by the foreign teacher, for the conversion of the marks into a mark out of thirty and for the identification of possible integrations.

Art. 18 – Admission to subsequent years

1. The rules for admission to years successive to the first year of the course are described in Article 10 paragraph 2.

Art. 19 – Certifications

1. Language certificates or any other kinds of certifications are not accepted.