



UNIVERSITÀ DI PAVIA

Dipartimento di Medicina Molecolare

COURSE REGULATION

(Art.12 -Ministerial Decree October 22nd 2004 n. 270)

Entering class academic year 2019/2020

SINGLE-CYCLE MASTER'S DEGREE COURSE IN MEDICINE AND SURGERY

(taught in English)

Class LM-41

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Part one- General provisions

Art. 1 – Name, class, location and duration

1. The single-cycle Master's Degree course in Medicine and Surgery, named Harvey, taught in English, set up by the Department of Molecular Medicine, coordinated by the Faculty of Medicine and Surgery of the University of Pavia, belongs to the class LM-41 – Master's Degrees (*LM: Lauree Magistrali*) in Medicine and Surgery, as stated by the Ministerial Decree March 16th, 2007.
2. The standard duration of the Master's Degree is six (6) years.

Art. 2 – Regulations of reference

1. In compliance with the freedom of teaching as well as rights and obligations for both professors and students, the teaching organisation and training activities in the frame of the Master's Degree in Medicine and Surgery are regulated by the current text, [the University of Pavia Regulations](#), [the University's General Regulation](#), [the University Teaching Regulation](#), the [Students' Regulation](#) and the [Department of Molecular Medicine](#) Regulation.
2. For other issues not specifically stated in the present regulation, current law provisions apply.

Art. 3 – Body responsible for teaching and organisational coordination

1. The Master's Degree Course in Medicine and Surgery reports to the Department of Molecular Medicine. The body responsible for the teaching and organisational coordination is the Harvey Teaching Council (*Consiglio Didattico*). The President of the Harvey Teaching Council is responsible for the Course.
2. The quality management group, formed by decision of the Harvey Teaching Council, is composed of the professor responsible for the course, four professors and one student representative. Their names shall be listed in the Course of study annual degree report (*Scheda Unica Annuale del Corso di studio*).

Art. 4 – Administrative services of reference

1. The available administrative services for students are the following:

The student secretary oversees the administrative management of the academic career of all students. The office is located in via Ferrata 5, Pavia. The students' secretary website can be consulted at the following web page:

<http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti/segreteria-studenti-di-facolta/medicina-e-chirurgia.html>

The Centre for Student Orientation (COR) provides support to students during their academic career. The COR website can be consulted at the following web page: <http://cor.unipv.eu/site/home.html>

Departmental secretaries and the Faculty Presidency (*Presidenza di Facoltà*) offer administrative support and coordination for the teaching activities of the Harvey Course.

Part two- Organisation of teaching activities

Art. 5 – Annual degree programme report (*Scheda Unica Annuale-SUA*)

The annual degree programme report for the Harvey Course is available for consultation at the following link: <https://sonl.unipv.it/ava/index.php/2019SUA04401.pdf>.

Art. 6 – Admission requirements

1. Candidates in possession of a secondary school diploma or equivalent foreign title may be admitted to the Master's Degree course in Medicine and Surgery. The Course is *numerus clausus* (restricted access) as set by the law 264, 2nd August 1999. The entrance test is programmed at a national level. Currently, the Minister of Education MIUR sets the quota according to the related availability of teaching staff, teaching and care facilities, in accordance with the recommendations of the Advisory Committee on Medical Training of the European Union, as well as the parameters and directives of the University of Pavia and the Faculty of Medicine.
2. The Ministry of Education, University and Research is in charge of preparing the national admission test, held in English. The test takes place on the same date in each state-owned university offering a degree course in Medicine taught in English. The test consists of a series of multiple-choice questions about logic and general culture, biology, chemistry, physics and mathematics. Access to the Course is determined by the admission test. A national merit ranking is drawn up, according to the score obtained in the test by each candidate. All information is provided in the call for applicants published on the University of Pavia website (www.unipv.it).

Art. 7 – Teaching organisation

1. A University Credit (CFU) is the unit of measurement of work students are required to undertake. A CFU corresponds to 25 hours including: hours of study, lectures, interactive teaching and practical training. Credits are classified as earned when the student, after attending the teaching activities, has passed the examination. For the Course of Medicine and Surgery 1 CFU corresponds to:
 - 8 hours of lectures and 17 hours of study;
 - 20 hours of practical traineeships and 5 hours of study;
 - 15 hours of practical exercises and 10 hours of study.

2. To guarantee the efficiency of each teaching activity, professors are to provide students in advance with the teaching material later presented during lectures. Said teaching material must be integrated with: (i) key-points for each lecture, (ii) sources and potential reading lists relevant to the topic's understanding.

Besides the university parameters to evaluate teaching quality, the Harvey Course implements the following procedures to engage the professor in an efficient teaching performance:

- a) an inadequate teaching performance involves the professor's inability to meet the deadlines for lecture timetables or to provide exam results in a time period excessively long or a superficial, inaccurate or plagiarised presentation of data;
- b) It is the responsibility of the President of the Course to deal with professors presenting an unsatisfactory teaching performance. The President will : (i) inform the professor by written notice of the complaint received from the student representatives with an explanation of its content, (ii) evaluate the reasons for the complaint by interviewing both students and professor as well as by analysing teaching materials and exam results;
- c) The President of the Course has the authority to put an end to a complaint procedure without any additional actions if the professor resolves such complaint by appreciably and satisfactorily improving the teaching performance.
- d) In the event of a non-existent improvement in the following two weeks, the President of the Course has the obligation to bring the case to the attention of the HTC (Harvey Teaching Committee), which will examine the case and decide in an additional two weeks whether: (i) to produce a formal written reprimand to be later sent to the NUV (Board of Evaluation- *Nucleo di Valutazione*), specifying a deadline by which the lacking teaching performance must be resolved, or (ii) to suggest the removal of the professor from their position.

3. The Course is divided into 12 semesters with a minimum of 12 weeks of lectures each, including one or two weeks dedicated to seminars also held by students on topics set by lecturers. The last week of the semester is dedicated to revision of the lecture's topics. In addition, it is highly recommended the organisation of optional seminars by professors with the purpose of clarifying key concepts or for topics requiring an in-depth knowledge.

The two semesters are scheduled as follows:

The first semester starts on October 1st and ends on February 28th; the second semester begins on March 1st and ends on May 31st.

4. Exam sessions are scheduled as follows:
 - February (winter session for first semester lectures): two sessions;
 - June (summer session for second semester lectures): two sessions;
 - First session for retakes: (for both first and second semester lectures) from July 20th onwards;
 - Second session for retakes (for both first and second semester lectures): the first week of September.

5. Thesis presentations will take place according to the academic calendar. They shall be suitably scheduled and published at the beginning of the academic year.
6. Timetables for lectures, exam sessions and thesis discussions are published on the university website (<http://nfs.unipv.it/>) as well as on the Department of Molecular Medicine website (<http://molecularmedicine.unipv.it>). Online publication is performed within the deadlines set in the annual degree programme report (*Scheda SUA*).

Art. 8 – Study plan

1. Study plans are standard for the first two years, and then it is possible to choose individualised study paths. Students must confirm their study plans in their reserved area by the end of October.
2. The training activity for the cohort of the current regulation can be found in the attached file (*Appendix 1*).

Art. 9 – Double-degree programmes

1. For the time being, the Course does not include any double-degree programmes.

Art. 10 – Compulsory attendance and end-of-course assessments

1. Attendance to teaching activities (lectures and vocational traineeships) is mandatory.
 1. To enrol in the following academic year, students must have passed all exams from the previous academic year. In derogation of the above-mentioned general rule, passage from first to second year will take place if the student has earned 42 CFUs by September 30th, 2019. Students can enrol in the third year if they have acquired all CFUs from first and second year by September 30th 2020. Defaulting students will be evaluated case by case by the HTC (Harvey Teaching Committee), which monitors the efficiency of teaching methods. The HTC can also evaluate post-first year passages, possibly derogating from the general rule.
2. There are no curricular prerequisites between exams of the same academic year.
3. Students will lose their position if they interrupt for 4 consecutive academic years their enrolment into the Course or if they did not comply with attendance obligations for 4 consecutive academic years or if they did not pass any exams for 4 consecutive academic years.

Art. 11 – Electives

1. It is possible to include 8 CFUs of electives (as stated in art. 10 paragraph 5.a Ministerial Decree 270/2004- classification “TAF D”), or ADE (*Attività Didattiche Elettive*) in a student’s study plan. Said activities do not require a grade but are no-mark exams.

These activities are divided as follows: 4 cfus to be chosen within the suggested courses in year 1 and 4 additional cfus among the ones proposed in year 3.

2. Registration of additional elective credits will be performed once the student's attendance has been verified.

Credit allocation is obtained by attending elective activities, which must be chosen from the following categories:

- Elective internship in basic disciplines (1 CFU): attendance must not exceed 20 hours of research laboratories.
- Monographic courses (1 CFU): a monographic course is an in-depth analysis of interdisciplinary topics that aim to train the future doctors; this course includes 8 hours of lectures.

The electives for the Harvey Course are published on the Harvey Course website at the link <http://www-7.unipv.it/harveymedicine/> as well as on the Faculty of Medicine website <http://www-med.unipv.it/> and are updated each year.

To obtain the signature or the certificate of attendance, it is necessary to attend no less than 75% of the scheduled meetings.

3. Within electives chosen by students, as stated in art.10 paragraph 5.a Ministerial Decree 270/2004-classification "TAF D", it is allowed to include teachings belonging to *numerus clausus* (restricted access) Courses, organised either at local or national levels.
4. The student will not be allowed to choose teaching activities already attended during past academic experiences, unless the student did obtain specific validations for those courses besides the necessary CFUs to be admitted to the final degree examination. Relevant offices will verify the rule has been correctly applied during the control phase of the preliminary career to be admitted to the final examination. In case the above-mentioned rule is breached, the student will not be admitted to the final examination and will be obliged to modify the study plan.

Art. 12 – Vocational traineeships

1. Vocational traineeships are mandatory training activities corresponding to 60 CFUs (1 200 hours of student's work). Traineeships run from third to sixth year and will allow the student to acquire the expected professionalism. The student, under the direct control of a tutor professor, must carry out traineeship activities in person. A specific regulation applies for vocational traineeship activities.
2. The 15 CFUs devoted to the Vocational Traineeship (TPV - Tirocinio Pratico Valutativo), necessary in order to take the exam to practice medicine, as established by the Ministerial Decree 58 9-5-2018., are included in the 60 CFUs attributed to clinical traineeships. The mandatory Vocational Traineeship may be performed from the fifth year on condition that all exams up to the fourth year have been passed, including the traineeships of the third and fourth year, except for the elective activities.

The 15 CFUs are divided as follows:

5 CFUs in medical areas

5 CFUs in surgical areas

5 CFUs in GP offices - these ones must be performed during the sixth year and only after passing all exams of the fifth year.

Differently from the normal clinical traineeships, Vocational Traineeships activities must be reported by the trainee in a specific online booklet - downloadable from the website only after passing all exams up to the fourth year- and they will also contain the evaluation of the tutor professor and the reference professor of the involved area.

The detailed regulation is available on the Faculty website at this link: <http://www-med.unipv.it/>

Art. 13 – Examinations and end-of course assessments

1. Teaching activities can be organised into integrated courses including modules, according to the logic of integrated teaching. The learning process is verified via an integrated examination. It is possible, for integrated courses taking place in different semesters, to assess knowledge via partial or ongoing evaluations. The overall number of examinations scheduled throughout the six years of study is 26.
2. Students have the obligation to sit all the examinations for the semester during one of the two alternative sessions scheduled for the end of the same semester. Exams for the overall integrated courses are indivisible and must be scheduled and sat as a single examination. The grade summarises the obtained learning results and the specific extent of knowledge gained by the student during the teaching activity.
3. Basic, characterising, similar or supplementary training activities as well as activities independently chosen by the student must be considered in the calculation of the number of exams or final evaluations. Those exams or final evaluations are counted as one unity (even when the allocated credits may result in one or more exams or final evaluations). When calculating the maximum limit of exams or final evaluations, training activities under points c), d), e) paragraph 5 art.10 Ministerial Decree 270/2004 must not be included. In any case, examinations of said activities cannot be more than 5, including the final evaluation for the degree title obtainment.

4. Knowledge can be assessed via:

-idoneità (no-mark exam), evaluating the strenght of the learning and teaching process;

-esami di profitto (examinations), which evaluate and quantify with a grade the achievement of the integrated course objectives via exam modalities set and communicated by professors.

Enrolment and registration in the student's career of examinations shall be performed exclusively online.

5. In case an exam is not passed, the student can re-sit the examination again during the scheduled retake sessions.

Art. 14 – Final examination and degree awarding

1. 18 CFUs are dedicated to thesis preparation for each student. To carry out the thesis internship, the student must identify a professor as supervisor (*Relatore*). The two will then agree the topic of the thesis and the laboratory/clinic where the internship will be performed. If the request is accepted, the professor can possibly assign a tutor who will perform the role of co-supervisor (*Correlatore*) during the thesis presentation.
2. To be admitted to the final examination, the student must have earned all credits in the plan of study - excluding 18 CFUs dedicated to thesis preparation. The final examination consists of the presentation and discussion of a thesis written by the student in English with the guidance of a supervisor and possibly a co-supervisor. No distinction is made according to the type of thesis (clinical case, experimental or summarising thesis). The supervisor and possible co-supervisor will present a short-signed report –indicatively one page- to be attached to the thesis, declaring the actual contribution of the student in the thesis preparation process.
3. The final grade is expressed in a score out of 110, from the result of the sum among ***Baseline score***, ***Final degree mark***, ***Other scores***.
 - ***Baseline score***: the baseline score is given by mathematic average without honours of the grades multiplied by 11 and divided by 3; the result is then rounded up or down to the closest whole number.
 - ***Final degree mark***: this score is given according to the quality of work presented by the student as well as by the discussion in front of the Degree Committee.

The score includes 8 points:

- a maximum of 3 points awarded by the supervisor (2 points for content and 1 point for the quality of thesis exposition and discussion);
- a maximum of 3 points awarded by the Committee (same parameters as the previous point);
- a maximum of 2 points awarded by the outside examiner (*Controrelatore*).
 - ***Other scores*** :
 - 1 point is awarded for at least 5 grades with honours.

To graduate with honours (*con lode*), unanimously assigned by the Degree Committee, it is necessary to have a final exam score \geq to 112/110.

The **commendation** (*encomio*) is awarded to students having a final score \geq to 116/110. The commendation will be formally included in the final examination register in paper form.

Part three-Directives for student's careers

Art. 15 – Criteria to recognise duly certified extra-academic skills and knowledge

1. The Harvey Teaching Council (*Consiglio Didattico*) may validate duly certified extra-academic skills and knowledge for a maximum of 12 CFUs (art.14 Law 240/2010), by considering the cultural training and professional preparation of the degree Course.

Art. 16 – Criteria to recognise credits

1. Transfers from other Medicine and Surgery Courses

Students enrolled in Medicine and Surgery Courses taught in English in other Italian universities can transfer without sitting the admission test a second time. Students enrolled in foreign universities or Italian universities in Medicine and Surgery Courses taught in Italian and students enrolled in Dentistry and Dental Prosthetics in Italian universities must sit the admission test and be assigned to Pavia in case of available places. Repeating or out-of-course students cannot apply to transfer.

The student secretary communicates the available places for transfer students by June. The announcement for filling the places is also issued by the student secretary. If transfer requests exceed the available places, a commission called by the Harvey Teaching Committee draws up a merit ranking according to the number of CFUs earned by the transfer student. The credits are transferable. In case of equal number of CFUs, exams averages are considered.

2. Transfers from other degree Courses are possible if the student has passed the admission test. The student may request validation for exams passed in Italy or abroad. Merit shall be given at the discretion of the Harvey Teaching Council upon proposal of professors in charge of the validation topics.
3. Possible post-first year passages will be evaluated by the Harvey Teaching Council.

Art. 17 – Criteria to recognise training activities performed during study periods in foreign universities

1. Training activities performed in foreign universities are recognised if carried out in the frame of the following projects: Erasmus, Erasmus Mundus, Erasmus Placement or by exchange agreements undersigned by the Faculty of Medicine and Surgery with other foreign universities.
2. The Learning Agreement or the Training Agreement is the document describing the training activities abroad, as well as the replaceable activities of the degree Course. The possibility of credits recognition during the study period abroad is set previously by the Learning Agreement or the Training Agreement. These documents are signed for approval by the professor designated by the Department as the professor of reference (*Referente*) for the activities undertaken during the study period abroad. The professor of reference is responsible for determining whether there is coherence

between the educational objectives of the Harvey Course and the Learning Agreement or the Training Agreement.

3. The responsible professor must approve the equivalent didactic programme of study abroad and any scheduled teaching activities of the Course by written communication before travel.
4. At the end of the study period abroad, the student will bring to the Harvey Teaching Committee the certificate of performed activities together with the programmes for each activity certified by the foreign university for credits recognition. The Harvey Teaching Committee will then proceed to grades conversion and possible integrations.
5. For other aspects not present in this current regulation please refer to articles 47 and 48 of the University's Teaching Regulation.

Art. 18 – Post-first year admission

1. Rules for post-first year admissions are listed in article 10, comma 2.

Art. 19 – Certificates

1. Linguistic certificates or other types of certificates cannot be accepted.