



# UNIVERSITÀ DI PAVIA

## Dipartimento di Medicina Molecolare

### COURSE REGULATION

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

Entering class academic year 2021/2022

### 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:

<https://web.unipv.it/formazione/futuri-studenti/medicina-e-chirurgia/>

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://www-orientamento.unipv.it/>

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://gestionedidattica.unipv.it/index.php/file/2021SUA04401.pdf>.

### **Art. 6 – Admission requirements**

1. Candidates in possession of a secondary school diploma or equivalent foreign title as well as an English language certificate at B2 level may be admitted to the Master's Degree course in Medicine and Surgery.
2. 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 MUR 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.
3. The Ministry of 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 topics listed annually in the Ministerial Decree of reference. 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 (<https://web.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;
- 12 hours of lab activities and 13 hours of study;
- 12 hours of practicals and 13 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 perusing 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 2 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;
- Third retake session: December (for both first and second semester lectures): from 10th to 17th December.

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.

Timetables for lectures, exam sessions and thesis discussions are published on the university website (<http://www-7.unipv.it/harveymedicine/>) as well as on the Faculty website (([www-med.unipv.it](http://www-med.unipv.it)) and 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 plans**

1. Study plans are standard for the first two years, and then it is possible to choose individual 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.
2. To enrol in the following academic year, students must have passed all exams from the previous academic year within December 20th. 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 December 20th, 2020.

Students can enrol in the third year if they have acquired all CFUs from first and second year by December 20th. 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.

3. There are no curricular prerequisites between exams of the same academic year.
4. 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 (<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 level.

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/>

3. It is not possible to anticipate to the year preceding the attendance to the set traineeship activities for each academic year.
4. The eligibility evaluation for the TPV is a necessary condition to obtain the permission to the practice of medical doctor within the set regulations for the Master's Degree course and as established by the Ministerial Decree n.8 of 02 April 2020.
5. The vocational traineeships in medical and-or surgical areas performed during an international mobility programme and set in the Learning Agreement document may be recognised as TPV traineeships only prior to submitting the attendance certificate forms.

## **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 27.



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 strength 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. Students who did perform the mandatory TPV and received their eligibility evaluation inside the MD course (see art.12 comma 4), the *Laurea Magistralis* diploma issued by the university will have double value as both academic title and title giving permission to practice medicine and surgery as set by the current provisions. This double value will be also reported on the *Laurea Magistralis* diploma as well as in additional replacement certificates released by the university upon request of its students.
2. 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.
3. 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.

4. 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 average of the grades multiplied by 11 and divided by 3; criteria for the final grades average calculation are reported at the link <http://www-7.unipv.it/harveymedicine/rules-and-regulations/>
  - **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.

5. The commission of professors for the final dissertation is formed according to the directions included in the University Teaching Regulations; in the commission a professional doctor is included belonging to the *ordine professionale* who will thus be able to check the regular performance of the final exam for the permission to practice medicine and surgery and also the consequent registration to the local *Albo professionale*.

## **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. Incoming transfers

Transfers are regulated by the relevant call available considering the ministerial directives, at this link <https://web.unipv.it/formazione/futuri-studenti/medicina-e-chirurgia/>

Transfer applicants from an EU or a non-EU university are exempted from taking the admission test if they already have a sufficient number of credits for their admission into an upper year, as set by the current regulation. Available places for transfer applicants by year and the relevant call for transfer applicants are issued annually within August by the students' secretary offices. If the available places for transfer are not enough to meet all transfer demands, a commission nominated by the Teaching Council will draft a ranking list based on merit containing the number of credits transferrable into the course for each transfer candidate.

2. Students who passed the admission test in Pavia may ask validation for compatible exams they already sat in their previous academic career either in Italy or abroad, and the validations proposed by relevant lecturers are subject to the final decision of the Harvey Teaching Council. 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 are the documents 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.

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.