



THE UNIVERSITY OF PAVIA  
DEPARTMENT OF  
MOLECULAR MEDICINE

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

2013/2014 Entering Class

SECOND 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 second 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 – second cycle degrees in Medicine and Surgery, in accordance with Ministerial Decree of 16 March 2007.
2. The standard duration of the second 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 second 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 second 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 Coordinator of the course, four members of the teaching staff and a student representative. Their names appear on the annual degree-programme report in *Appendix no.1*.

### **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 Department and of the Administration that provide administrative support and the coordination of teaching for the course.

## **PART TWO – ORGANIZATION OF DIDACTIC ACTIVITIES**

### **Art. 5 – Annual degree-programme report**

1. The annual degree-programme report for the Harvey course can be seen in *Appendix no.1*.

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

1. Candidates with a high school diploma or an equivalent foreign qualification may be admitted to the Second 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 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](http://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 taken part in 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
  - 15 hours for lessons and 10 of individual study
2. The course is divided into 12 semesters, each having at least 12 weeks of lessons. The two semesters are planned as follows: the first from 1/10 to 15/01 and the second from 1/03 to 15/06.
3. The ordinary examination sessions are held in:
  - January-February (winter session)
  - June-July (summer session)
  - September (autumn session)

There are two extraordinary sessions fixed annually by the Teaching Council, in the months of December and April, wherein teachers may organise exam dates.

4. Final examinations (defence of thesis) are held in the summer, autumn and winter sessions according to a calendar that is opportunely prepared and published at the beginning of the academic year.
4. Lesson timetables, the calendar of exams dates and the calendar for final exams (defence of thesis) are set and published on the website of the Faculty <http://nfs.unipv.it> within the deadlines set by the Annual degree-programme report.
5. Teaching staff must guarantee at least 6 exam dates per academic year.

### **Art. 8 – Study plans**

1. Study plans are standard and no individual study plans are envisaged.
2. Students must confirm their prepared study plan, in their Registered User Area, by the end of October each year.
3. The training activity that concerns the entering class to which this Regulation refers is enclosed herewith (*Appendix no. 2*).

### **Art. 9 – Joint-degree programmes**

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

### **Art. 10 – Attendance and curricular prerequisites**

1. Attendance at educational activities (lectures and professionalising internships) is mandatory, and to be able to sit for an exam or acquire the corresponding credits, it is necessary for a student to have attended at least 75% of the activity in question. Attendance is verified through forms drawn up by the individual teachers and communicated to the students.

The prerequisites provided for in this Regulation are:

- The Chemistry and Biochemistry Propaedeutic test is prerequisite to Biochemistry.
- The Histology and Embryology examination is prerequisite to Human Anatomy 2.
- The Human Anatomy 1 test is prerequisite to Human Anatomy 2
- The Biochemistry examination is prerequisite to Immunology.
- The examinations of Physics, Biochemistry, Human Anatomy 1 and 2 are prerequisite to Physiology.
- The examinations of Physiology and Immunology are prerequisite to General Pathology.
- The Physiology examination is prerequisite to Medical and Surgical Semiotics.
- The Medical and Surgical Semiotics examination is prerequisite to clinical examinations from the fourth year onwards.
- The of Pathological Anatomy examination is prerequisite to the sixth year examinations.

If a students fail to re-enrol in the degree for 4 consecutive years, or if they fail to meet the compulsory attendance requirements for 4 consecutive years, or if they have passed no exams for 4 consecutive academic years, then they lose their student status.

### **Art. 11 – Student elective activities**

1. The student's study plan allows for the inclusion of 8 CFU of free choice activities (referred to as "TAF D" in art. 10, paragraph 5.a, Ministerial Decree no. 270/2004), or elective didactic activities (ADE) , for which acknowledgement of competency is awarded rather than a mark. Students can choose from subjects on the University syllabus, and the Teaching Council may reserve the right to evaluate the compatibility of these subjects with regard to the training objectives of the course, taking into account of the adequacy of the reasons advanced by the student.

ADE credits are distributed over the years according to the recommended plan of studies:

- 2 credits in the second year
- 2 credits in the fourth year
- 4 credits in the sixth year

and the allocation of credits is obtained through attendance at elective activities chosen from the following types:

- Elective internship in the foundation subjects (1 CFU): attendance of no more than 20 hours in research laboratories
- Specialised course (1 CFU): This single-topic course involves the in-depth study of subjects that may also be interdisciplinary, and is aimed at completing the training of the physician; it includes 8 hours of lectures.

The elective subjects on offer in the Harvey course are published on the website of the Faculty <http://nfs.unipv.it>, and are updated every year. Students must attend no less than 75% of the scheduled lessons or activities in order to obtain the necessary signature or certificate. The online registration of CFU and ADE envisaged in the second, fourth and sixth years of the course is organised by the President of the Teaching Council to whom students shall present certificates of participation for the elective activities that they intend to register.

2. 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*.
3. 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 found on the website of the Faculty <http://nfs.unipv.it>

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

1. Subjects may be distributed amongst integrated courses having multiple modules according to the logic of educational integration; assessment is via an integrated exam. As regards integrated courses that are held in different semesters, learning can be verified through partial tests (ongoing evaluation). The total number of exams required in the six years of the course is 36.
2. 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.
3. 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.

4. Students who fail an exam will be permitted to retake it on any of the subsequent exam dates.

#### **Art. 14 – Final examination and awarding of degree**

1. Students have 18 credits at their disposition, which are set aside for the preparation of their degree theses at Departments associated with the Faculty. Students who intend to carry out the course internship in a particular facility must present a formal request to the Director of the facility in question. If the request is accepted, the Director of the facility shall then assign the student a tutor.
2. Admission to the final examination requires the acquisition of all the credits set out in the didactic regulations, 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 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 Degree 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 one 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 graduated on time (no later than April 30);
- 1 point is awarded to those who have obtained at least 5 commendations.

In order to receive a degree **cum laude**, awarded unanimously by the Examination Commission, it is necessary to obtain 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.

Transfers to other courses of study are possible if students have passed the admission test for Pavia. Students enrolling in the first year of Medicine and Surgery who are already enrolled in courses of study in Biology, Pharmacy, Chemistry and Pharmaceutical Technology, Biotechnology, Physics, Chemistry, and Engineering can request to have their exam marks in the following subjects validated:

- Physics (5 CFU)
- Chemistry and Propedeutic Biochemistry (7 CFU), provided they have passed the exams in General and Inorganic Chemistry e Organic Chemistry.

These students cannot be automatically admitted to subsequent years of the course.

### **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. Admission to the third year of the course is conditional upon the passing of the Human Anatomy 2 examination before the remediation session in December
2. Admission to the fourth year of the course is conditional upon the passing of the Physiology examination before the extraordinary examination session in December.

Students who have not obtained the regular certificate of attendance for the subjects included in the study plan for a given year of study, or who have not passed the exams required for the transition to the following year of the course, are registered as being “repeating” students.

Students who, after having attended the course for the number of years stipulated in the regulations, do not have all the credits necessary for admission to the final examination, are registered as being “repeating” students.

**Art. 19 – Certifications**

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