



UNICAMILLUS

**FINAL EXAM REGULATION OF THE SINGLE-
CYCLE DEGREE COURSE
IN MEDICINE AND SURGERY**

Approved by the Organizing Committee on September 1st 2022

Rev-1 approved by Board of Directors on December 11th (Rif. 71/2023)

FINAL EXAM REGULATION OF THE SINGLE-CYCLE DEGREE COURSE IN MEDICINE AND SURGERY

Art. 1 - ADMISSION REQUIREMENTS

In order to be admitted to the final exam qualifying for the practice as physician it is mandatory to achieve every credit in each didactic activity provided for in the study plan, including professional and elective activities credits, for the total amount of 342 CFU. The final dissertation consists of 18 CFU.

Student who want to request the degree application must have achieved 342 CFU as provided for in the study plan of reference, be in order with the enrolment (to the sixth year or out-of-course to years following the sixth), be in order with the payment of the instalments due within the deadline as provided for in the Tuition and Fees regulation.

Art. 2 - FINAL EXAM

The final exam has the value of State exam qualifying for the practice as a Medical Surgeon upon passing of the Practical Evaluation Internship, pursuant to Art. 102 of the Law Decree no. 18 of 17 March 2020.

The final exam consists of the defense of a dissertation originally elaborated by the student under the guidance of a supervisor: a co-supervisor can also be appointed.

The candidate who passes the final exam with a score of $\geq 66/110$ achieves the degree title.

Students having requested the degree application who fail the final exam during the sessions scheduled in an Academic Year must renew their enrolment to the following year and pay the tuition fee for the academic year spent as an out-of-course student.

Art. 3 - GRADUATION COMMITTEE AND SESSIONS

The Committee of the Graduation exam must consist of at least 7 members, including professors with an official teaching assignment in the Degree Course. The Dean or President of the single-cycle degree course shall chair the Committee or, in their absence, their representative.

In accordance with current legislation, it is specified that a representative of the Professional Association of reference will take part in the committee for the Medicine and Surgery single-cycle degree course final exam qualifying for the profession in order to verify the regular modalities of the final qualifying exam, for the purposes of the subsequent registration to the professional register: the representative of the Professional Association shall not contribute to the determination of the final grade.

The graduation sessions are 4 for each Academic Year and they take place during July, October, January and March.

The date of the sessions are published on the UniCamillus website in the student area.

Art. 4 - SCORING AND FINAL GRADE CALCULATION

The final score is expressed out of 110.

The grade of admission to the final exam is determined by comparing the arithmetic average of the marks obtained in the exams (expressed out of 30) to 110. Any decimal will be rounded to the nearest whole number.

The 30 *cum laude* will be calculated as 30 in the arithmetic average scoring. Elective courses are not included in the arithmetic average.

The Graduation Committee shall attribute to the final exam a score between 0 and 14 points, assigned as described below:

Type of research (experimental study, case report, descriptive research) Quality of the presentation Mastery of the subject Communication skills	up to 4 points up to 1 point up to 1 point up to 1 point	7
Students in course Students out-of-course	3 points 1 point	3
Number of <i>laudae</i> granted to the exams	≥ 4 <i>laudae</i> up to 2 points = 2 <i>laudae</i> up to 1 point	2
Participation in international exchange programs	Period ≥ 6 months 1 point Period ≥ 3 months 0,5 point	1
Students' representative activity in the University bodies		1
TOTAL		14

The *110 cum laude* shall be granted, with the unanimous consent of the Committee, to candidates whose final score is ≥ 111 and have achieved an arithmetic average of marks obtained in the exams of at least 27/30 (99/110).

Art. 5 - DISSERTATION REQUEST PROCEDURE
5.1 – Choice of the supervisor :

Students shall choose a supervisor, if necessary a co-supervisor, and the subject of the dissertation that best meets their interests and expectations. The supervisor shall be appointed among professors of the Degree Course and s/he shall be a full or associate professor or a researcher. The co-supervisor, if appointed, can be chosen among the body of teachers of UniCamillus or outside and can be an adjunct professor.

5.2- Dissertation request application :

The dissertation application can be submitted only by students who have a regular enrolment. Following the choice of the supervisor and the type and subject of the

dissertation, students can apply for the dissertation request online through the student portal, by following the path **Home > Career > Graduation > Dissertation Application**. Once filled out the mandatory fields, students can confirm the dissertation request and the application will be submitted to the professor appointed as supervisor.

Professor appointed as supervisor shall log into the Gomp portal and accept the request submitted by the student. Once the request is accepted, the supervisor shall attribute the *nihil obstat* and from that moment on the student will be considered as his/her thesis student.

Take note that the procedure shall be carried out within the deadlines as described in the Annex no. 1 "Deadlines time schedule".

Art. 6 - DEGREE APPLICATION

The degree application can be presented only by students who:

- have a regular enrolment and have paid all the instalments as provided for in the Tuition and Fees regulation ;
- have passed all the exams provided by the study plan except for the final exam: therefore, students shall have achieved 342 CFU;
- are eligible to the Practical Evaluation Internship, if applicable;
- have submitted the dissertation application through the student portal within 6 months from the Graduation session: the above mentioned request must be accepted by the supervisor appointed in the application.

Within 15 days from the graduation, students shall submit the degree application through the student portal by following the path **Home > Career > Graduation > Graduation Application**.

In this section it will be mandatory to fill out the AlmaLaurea questionnaire.

Once filled out all the fields, students can submit the application.

The degree application receipt can be downloaded in .pdf: eventually, students must proceed with the payment of the graduation tax of € 250,00 and the duty stamp of € 16,00 by following the path **Career > Graduation > Graduation Tax Payment** or by clicking the section « **Tuition and Fees** ».

Once the payment has been made the section on which to upload the dissertation in .pdf format will be unblocked. The upload must be done by following the path **Home > Career > Graduation > Dissertation Upload**. The .pdf file must be max. 30 megabyte. Once the upload is made it will not be possible to modify the file.

Take note that the procedure shall be carried out within the deadlines as described in the Annex no. 1 "Deadlines time schedule".

Art. 7 – FINAL EXAM DESCRIPTION

Students who meet all the deadlines as described above will be convened for the final exam.

Students must agree with the supervisor on the procedure of the presentation during the dissertation defense, which shall consist of an explanation of the research made. Students shall expose the dissertation through a PowerPoint presentation of 10 minutes. For the

PowerPoint presentation, students must use the template provided in the Annex no. 6 "Powerpoint Template".

8 – ANNEXES

Students are required to view and use the Annexes to this Regulation:

Annex no. 1 – Deadline time schedule (download the .pdf file) ;

Annex no. 2 – Cover of the Dissertation facsimile (download the word file) ;

Annex no. 3 – Frontispiece of the Dissertation facsimile (download the word file) ;

Annex no. 4 – Logo (download the png file) ;

Annex no. 5 - Research originality statement and declaration of academic honesty (download the pdf file) ;

Annex no. 6 – Powerpoint Template (to be downloaded in .ppt format).

9 – FINAL PROVISIONS

For legal and interpretative purposes the Regulation approved by the Technical Committee shall be used; the above-mentioned Regulation is filed and available at the Didactic Office written in Italian, and a certified copy can be obtained.

For any other information not included in this document, reference should be made to the Charter and the Regulations which govern the functioning of the academic activities.

*For any further information regarding the graduation procedure, please contact **graduation@unicamillus.org***

DEADLINE TIME SCHEDULE - UNDERGRADUATES OF THE SINGLE-CYCLE DEGREE COURSE IN MEDICINE AND SURGERY

Undergraduate students are required to meet the deadline mentioned below for the fulfillment of the obligations as provided for in the "Graduation Regulation".

Deadline	SESSION OF JULY	SESSION OF OCTOBER	SESSION OF JANUARY	SESSION OF MARCH
Exams completion (342 CFU)	By the ordinary exams' session of June	By the extraordinary exams' session of September	By the extraordinary exams' session of December	By the ordinary exams' session of February
Dissertation request application (Gomp)	By January 31	By April 30	By July 31	By September 30
Degree application (Gomp)	By June 15	By September 15	By December 15	By February 15
Tax payment and thesis upload (Gomp)	By June 23	By September 23	By December 23	By February 21
Supervisor digital signature	by June 30	By September 30	By December 31	By February 28