



UNICAMILLUS

**REGULATION FOR THE GRADUATION  
OF THE BACHELOR DEGREE COURSES  
IN THE HEALTH PROFESSIONS**

## REGULATION FOR THE GRADUATION OF THE BACHELOR DEGREE COURSES IN THE HEALTH PROFESSIONS

### Art. 1 - ADMISSION REQUIREMENTS

In order to be admitted to the final examination, which has the value of State exam qualifying for the practice, it is mandatory to have achieved every credit in each didactic activity required by the plan of study, including professional and elective activities credits, for the total amount of 174 CFU (University Training Credits). The final dissertation consists of 6 CFU.

Students who want to apply for the graduation request must achieve 174 CFU, as provided for in the plan of study of reference, their enrollment position must be up to date (therefore, they must be enrolled in the third year or in a year out-of-course following the third), every installment must be paid as provided for in the specific Tuition and Fees Regulation.

### Art. 2 - FINAL EXAM

In accordance with Art. 7 of the Inter Ministerial Decree of the 19th February 2009, the final exam, which has the value of state exam qualifying for the practice, consists of:

- Practical Test: the student must prove that s/he has gained both the theoretical and practical knowledge and the technical-operating ability of the corresponding professional profile; by passing the practical test the student is admitted to the final dissertation. Should the student fail the practical test, s/he will not be admitted to the final dissertation and will have to sit again the final exam in the following session;
- Drafting, submission and discussion of the dissertation: students are allowed to discuss the dissertation only after passing the practical test. For the drafting of the dissertation, students must follow the guidelines provided in the Annex no.2 "Suggestions for the Drafting of the Dissertation". The dissertation shall be written in the language of teaching of the degree course of reference. Students should print at least one copy of the dissertation and submit it to the Committee the day of the final exam. The printed copy of the dissertation will be returned at the end of the exam.

Should the candidate fail the final exam in both the two sessions available in the academic year, despite having submitted the graduation application, s/he must proceed with the enrolment renewal to the following academic year and s/he must pay the total amount of the tuition and fees for the year spent as an *out-of-course* student.

### Art. 3 - BOARD AND GRADUATION SESSIONS

In accordance with Art. 7 of the Inter Ministerial Decree of the 19th February 2009, the Board of Graduation, nominated by the Rector, is composed of no less than 7 and no more than 11 members, 2 of whom appointed by the Professional Order and the Representative designated by the Ministry of Health and Education of Italy.

The Graduation sessions will take place approximately around October/November and March/April.

The dates of the sessions will be published on the official website of UniCamillus, in the Student Area.

#### Art. 4 - SCORE AND CALCULATION OF THE FINAL MARK

The final mark is expressed out of 110.

The grade of the admission to the final exam is determined by comparing the weighted average of the teaching and practical activities exams out of 30 to 110 points.

Any decimal will be rounded off to the nearest whole number.

For the calculation of the weighted average the mark of 30 *cum laude* will have a value of 30. For each *laude* achieved in an exam, 0,5 points will be added for a total amount of 2 points. Elective courses, professional laboratories, seminar activities or clinical practice are not included in the weighted average.

The Board of Graduation shall attribute a score between 0 and 11 points calculated as follows:

- between 0 and 5 points for the evaluation of the practical test. The practical test will be passed if the candidate achieve the minimum score of 1 out of 5 ;
- between 0 and 5 points for the evaluation of the dissertation defense ;
- 1 point in addition for students who graduate on schedule and/or have took part in the Erasmus+ program during their degree course and/or have been elected as students' representative .

The Board of Graduation shall confer the designation *cum laude* by unanimous decision to whom achieve the minimum score of 111 out of 110 following the practical test and the dissertation defense.

#### Art. 5 - PROCEDURE FOR THE DISSERTATION REQUEST

##### 5.1 - Tutor choice:

The student, by mutual agreement with the Director of the Course, must choose a tutor, a second tutor and the subject of the dissertation which would meet his/her expectations better. Tutors must be chosen between the teaching body of the Degree Course.

One of the tutors must suit the professional profile of reference and hold the corresponding Master Degree Course.

##### 5.2 - Dissertation request application:

The application of the dissertation request must be filed only by a student who has correctly renewed the enrollment. Once a student has agreed with a professor on being his/her tutor and has chosen the subject of the dissertation, s/he can proceed with the application of the dissertation request, to be filed on-line through the Gomp Student's Portal, by following the procedure:

##### **Home > Career > Graduation > Dissertation Request**

Once s/he has filled out the *dissertation request*, s/he can send the application which will be submitted to the tutor.

The professor designated as tutor shall login to the Gomp portal and accept the application sent by the student. Once the dissertation request is accepted, the professor shall confer the *nihil obstat* and the student will officially have a tutor.

Please, note that the procedure must follow the timing provided by the Annex no.1 "Deadlines Time Schedule".

## Art. 6 - PROCEDURE FOR THE GRADUATION REQUEST

The graduation request must be submitted by a student who:

- has a regular enrollment position and has paid all the due installments, as provided for in the Tuition and Fees Regulation;
- has passed all the exams required by the Plan of Study but the final exam: therefore, the student must have achieved a total of 174 CFU (University Training Credits);
- has apply for the dissertation request within the deadline provided for in the "Deadlines Time Schedule" through the Gomp student portal: the above mentioned application must be correctly accepted by the tutor designated in the request.

Within 30 days prior the first dissertation session, the student can proceed with the application of the graduation request through the Gomp Student's Portal, by following the procedure:

### **Home > Career > Graduation > Graduation Request**

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

Once the student has filled out everything, s/he can proceed with the application.

It will be possible to print the graduation request form in .pdf format and proceed with the payment of the graduation tax of € 350,00 + € 16,00 of duty stamp by following the path **Career > Graduation > Graduation Tax**, or by clicking in the section "**Tuition and Fees**". This amount will be maintained even for the student who wanted to attend the first graduation session in November, and then changed his/her mind and postpone the final exam to the following session of April.

Once the payment has been made, a panel for the upload of the dissertation will be automatically unblocked: students can upload one or more .pdf file of the dissertation by following the procedure: **Home > Career > Graduation > Dissertation Upload**. Each file must be max. 30 MB.

Please note that the procedure must follow the timing provided by the Annex no. 1 "Deadlines Time Schedule".

## ART. 7 – FINAL EXAM

Candidates who have fulfilled all the requirements will be summoned for the final exam, which consists of the practical test and the dissertation defense.

### 7.1 – Practical Test :

The day of the practical test candidates must carry a valid identity document in order to be admitted to the exam.

As provided for in the circular letter of the Ministry of Health of September 30<sup>th</sup> 2016, the practical test can consists of two modalities:

- practical simulation, structured so as to let candidates demonstrate to have achieved knowledge and practical, technical and interpersonal abilities placed in the job profile's operating environment ;
- exam with closed-ended or multiple-choice questions on clinical cases or situations paradigmatic of the professional practice.

Candidates who achieve the minimum score (1/5) required to pass the exam are admitted to the dissertation defense.

Candidates who are not eligible can not be admitted to the dissertation defense and must retake the final exam in the next graduation session.

### 7.2 – Dissertation defense :

Students must agree with the tutor on the method of presentation during the dissertation, which must explain the results of the research. Candidates must expose the dissertation through a Power Point presentation for a maximum time of 10 minutes. For the Power Point presentation, students can use the template provided for in the Annex 7 "Power Point Template".

### 8 - ANNEX

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

- Annex no. 1 - Deadlines Time Schedule (download here the .pdf file);
- Annex no. 2 - Suggestions for the Drafting of the Dissertation (download here the .pdf file);
- Annex no. 3 - Cover of the Dissertation *facsimile* (download here the Word file);
- Annex no. 4 - Frontispiece of the Dissertation (download here the Word file);
- Annex no. 5 - Logo (download here the .png file);
- Annex no.6 – Research originality statement and declaration of academic honesty (download here the .pdf file);
- Annex no. 7 – Power Point Template (download here the .ppt file).

### 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.

*Should you need further information regarding the Graduation procedure, please contact the Graduation Office at [graduation@unicamillus.org](mailto:graduation@unicamillus.org)*