



UNICAMILLUS

MSc DENTISTRY AND DENTAL PROSTHETICS INTERNSHIP PROGRAMME GUIDE

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MSc Dentistry and Dental Prosthetics Internship Programme Guide

TABLE OF CONTENTS

Article 1 Introduction and scope	3
Article 2 Definition and purpose of the internship	3
Article 3 Internship requirements	4
3.1 Training in health and safety at work course	4
Article 4 Internship planning and allocation criteria	6
Article 5 Internship attendance	6
Article 6 Documentation and forms	6
• Attendance sheet	6
• Evaluation form	7
Article 7 Student Code of Conduct	7
Article 8 Internship cessation and disciplinary measures	8
8.1 Immediate cessation from internship	8
8.2 Cessation following evaluation by the University Disciplinary Board	9
8.3 Disciplinary measures	9
Article 9 Injury	9
Article 10 Final provisions	10

Article 1 Introduction and scope

The purpose of this document is to describe and share with all stakeholders the internship process, the mentoring process and the methods and tools used to organise internships in UniCamillus-affiliated institutions. This document also aims to provide students with a real and practical guide that can be consulted whenever necessary.

The recipients of this document are the MSc in Dentistry and Dental Prosthetics management office, the UniCamillus-affiliated institutions tutors and students.

Article 2 Definition and purpose of the internship

Internships are the irreplaceable method of learning professional technical skills through practical experimentation and integration of theoretical-scientific knowledge with professional and organisational operational practice.

The aim of the internship is to enable students to achieve, maintain and develop quality learning and a sense of responsibility through the targeted support of one or more experienced professionals. It aims to enable students to acquire specific skills of professional interest as well as professional technical skills through practical experimentation and the integration of theoretical-scientific knowledge with professional and organisational operational practice.

In accordance with current regulations, the UniCamillus MSc in Dentistry and Dental Prosthetics offers a total of **90 university ECTS credits** dedicated to internships, **of which 30 were dedicated to the practical internship**. Please note that one ECTS credit corresponds to 25 hours. Specifically, these credits are understood as the total commitment required for students to achieve the expected objectives and skills. Table 1 shows the number of ECTS credits and the corresponding internship hours per academic year.

	Third year	Fourth year	Fifth year	Sixth year	Total
Internship ECTS credits	14	14	14	48	90
Number of internship hours	350	350	350	1200	2.250

Practical internship

According to the current regulations, the practical internship, which is aimed at obtaining the qualification to practise the profession of dentist (in accordance with Legislative Decree no. 653 of 05/07/2022) and which must be carried out during the pre-graduation period.

- **NUMBER OF ECTS CREDITS: 30 ECTS CREDITS**
- **YEAR IN WHICH THE INTERNSHIP TAKES PLACE:** Sixth year. Up to 30% of the ECTS of the internship can be obtained in the 5th year.

- **NUMBER OF HOURS:** Each ECTS credit of internship corresponds to a minimum of **20 hours of professional training activities as a first practitioner and a maximum of 5 hours of individual study.**
- **FACILITIES WHERE THE INTERNSHIP CAN BE CARRIED OUT:** In **university or Italian NHS facilities** (including hospital and territorial facilities affiliated to the Italian NHS), subject to agreement with the relevant universities. Up to one third of the implant/prosthetic/orthodontic activities may be carried out on a simulator.
- **SPECIALITIES:** Oral surgery, endodontics, implantology, paediatric dentistry, restorative dentistry, special dentistry, orthodontics, periodontics, oral pathology and medicine, prosthodontics.
- **HOW THE INTERNSHIP IS ORGANISED:**
 1. The internship must be validated by the Head/Coordinator of the MSc programme by explicit certification:
 - Number of hours of training as **first operator** during the internship (min. 600)
 - Total number of services performed as a first operator
 - Number of services 'correctly performed' (in terms of adequate degree of autonomy, quality of service, execution time) as first operator.
 2. At the end of the internship, prior to the discussion of the voce examination, there will be an evaluation test of the professional skills acquired through the discussion of 3 multidisciplinary clinical cases carried out by the student, with a judgement of suitability.

Article 3 Internship requirements

Students can only have access to the internship programme if:

- They have correctly completed the enrolment procedure by submitting all the required documents to the relevant offices in accordance with the application call;
- They are up to date with the payment of tuition fees;
- They have obtained a fitness certificate issued by the UniCamillus doctor in charge. For further details, please refer to the University's Health Documentation Regulations.

In addition, students will only be admitted to the internship programme described in the MSc in Dentistry and Dental Prosthetics regulations if:

- They have attended the compulsory training in health and safety at work course;
- They have passed the Italian language test. This only applies to students who do not have an adequate knowledge of the Italian language (see point 3.2).

A student who does not meet one or more of the above requirements will not be admitted to the internship programme.

If a student is already doing the internship and, following an assessment, an irregularity is found in relation to the above requirements, they will be suspended and all hours accumulated during the period deemed irregular will be invalidated. The internship is resumed once the situation has been regularised.

3.1 Training in health and safety at work course

The training in health and safety at work course, in accordance with Legislative Decree 81/2008 and subsequent amendments, highlights aspects related to the specific risks involved where internships take place. It is compulsory for all students regularly enrolled in the MSc in Dentistry and Dental Prosthetics, and

a certificate must be obtained before participating in the first internship cycle scheduled for the third year of the course.

The course structure and the methods for obtaining the certificate are outlined in the student's WebApp.

3.2 Knowledge of Italian language

Students who are not native speakers of Italian and who are regularly enrolled in the MSc in Dentistry and Dental Prosthetics must demonstrate a level of knowledge of the Italian language suitable before the start of the internship. This is essential since during the internship students will have to work in an Italian setting, interacting with Italian patients and health professionals. The ability to understand what is decided and agreed on in this setting is therefore of paramount importance, not just for the successful completion of the student's training and the internship itself, but also for the protection of patients and persons in need of health care. The UniCamillus Language Centre (UCLC) is responsible for language skills assessment. To this end, the UCLC organises a compulsory Italian language exam for all non-native students enrolled in the MSc in Dentistry and Dental Prosthetics, except in the cases of exemption listed below: 1. Students who have obtained a certificate of competence in Italian from the Council of Europe at a level not lower than B1, issued within the framework of the CLIQ (Certificazione Lingua Italiana di Qualità) quality system, which brings together the current certifying bodies (University for Foreigners of Perugia, Università per Stranieri di Siena, Università Roma Tre, Società 'Dante Alighieri') and issued by the Università per Stranieri 'Dante Alighieri' of Reggio Calabria, also in agreement with the Italian Cultural Institutes abroad or other recognised bodies. Such certificates can be obtained in the country of origin and at examination centres throughout the world. 2. students who hold a five-year or four-year secondary education diploma obtained in Italian schools in Italy and in Italian schools or equivalent schools abroad. Students who fall under the exceptions mentioned in points 1 and 2 above must submit the above-mentioned certificates and/or secondary school diplomas (the University reserves the right to request the original documents at any time if it deems it necessary) to the UCLC, following the procedures explained by the Centre itself in communications to students.

Students who do not have the documents described in points 1 and 2 above must instead sit an Italian language exam, which consists of a validated placement test/questionnaire designed to verify a level of Italian language knowledge of at least B1, sufficient to deal with patient care in hospital settings. The test date, time and method will be communicated to the students in advance by the UCLC. The date, time and method of the test will be communicated to the students in advance by the University Language Centre.

Students who, after the exam, do not obtain a score corresponding to level B1 (according to the indications given by the UCLC) or have not submitted any suitable certificate or secondary school diploma as mentioned in points 1 and 2, will be required to attend free Italian language courses offered by UniCamillus, on the basis of their level of knowledge as determined by the placement test/questionnaire, or to attend other language courses, after which they will receive a certificate corresponding to at least level B1.

The Italian language requirement is considered to have been met if students can prove, by means of the UniCamillus language test or other certificate or documentation as per points 1 and 2, that they have reached the B1 level required.

Only in those cases where students are enrolled in a UniCamillus A1 or A2 Italian language course and need to pass two or more levels before reaching the B1 level, may they be admitted to the internship without having reached the B1 level if, within the same academic year, they have obtained, by passing a UniCamillus end-of-course Italian language exam, a certificate indicating that they have reached at least one level higher than that indicated by the placement test/questionnaire or by the final exam of the previous academic year.

If students do not pass the final exam, they will not have access to the internship for that academic year and will be required to attend a UniCamillus language course at the same level and take the final test again during the following academic year. This mechanism will be repeated each academic year until the language requirements are met.

Article 4 Internship planning and allocation criteria

On the basis of the educational objectives of the internship planned for each academic year, as well as the progression of the theoretical content provided for in the Programme's Regulations, each student will be allocated by the Programme Director to a clinic.

The planning of the internship and the allocation of the student to the internship site and clinic is published on the WebApp by the Programme Director within 7 days of the start of the activities. In order to ensure the quality of the training experience, students will rotate through different units affiliated with the University. No change of allocation to a clinic is permitted.

If a student is unable to attend the entire internship period, they must inform the Programme Director immediately before the start of the internship.

Article 5 Internship attendance

Internship attendance is compulsory for all students enrolled on the MSc in Dentistry and Dental Prosthetics. The location, period and shifts of the internship activities are established by the Programme Director.

The scheduled hours in the internship, visible on the WebApp, **must be strictly adhered to**. Any changes must be duly requested in writing to and approved by the clinical tutor as well as by the Programme Director.

Unscheduled attendances not agreed with the clinical tutor and Programme Director will not be counted and must be made up. Students are not allowed to work double shifts.

A student who wishes not to take part in the internship for a short period of time must immediately inform the clinical tutor as well as the clinic coordinator where the internship is being carried out, in accordance with the procedures established at the beginning of the academic year.

A student who wishes not to take part in the internship for a longer period of time for serious and/or justified reasons must inform the Programme Director in order to agree on a personalised make-up plan.

Students must document the hours of attendance using an attendance sheet, which must be signed and countersigned by the clinical tutor.

Article 6 Documentation and forms

The main documents held by the MSc in Dentistry and Dental Prosthetics are listed below. All the documents listed are archived in the University.

- **Attendance sheet**

Internship activity is recorded by completing a specific attendance sheet that students must submit each day they attend the internship. For each day of internship activity, students must record the times at which they enter and leave the OU. This will be countersigned by the clinical tutor of the clinic for each day of the internship.

The attendance sheet is a legal document certifying the student's presence on internship days:

- It may be requested by the judicial authority if deemed appropriate.
- It is designed to record internship daily attendance.
- It must be signed daily by the student and countersigned at the beginning and end of the shift by the tutor (or by his/her deputy in their absence).

Given the legal value of the attendance sheet, the student undertakes to carefully maintain the integrity of the document. In addition, the formative nature of the attendance sheet is emphasised, as its proper maintenance encourages a tendency towards correctness and punctuality. The student's attendance is certified by the tutor, who evaluates and documents the level of competence progressively achieved by the student.

Before the start of the internship, the student must download their attendance form from their personal area on the UniCamillus WebApp and upload it again, complete with signatures and certified by the student, at the end of the internship period. Any corrections or comments on the attendance sheet must be legible and countersigned.

The attendance sheet must first be digitally uploaded to the UniCamillus WebApp and then submitted in its original form to the University's Internship Office by appointment. The procedure of first uploading the form to the UniCamillus WebApp and then submitting the original must be completed **within 10 working days of the last hour recorded on the attendance sheet** to allow the relevant office to carry out all the necessary checks. Failure to comply with the protocol for delivery and uploading of the attendance sheet will result in the cancellation of the student's hours.

- **Evaluation form**

The aim of the evaluation form is to follow the student through all the stages of learning and to prepare appropriate reinforcing interventions in case of failure so that the student can achieve the expected educational objectives. The student must download the evaluation form from their personal area on the WebApp at the beginning of each internship and present it to their clinical tutor on the first day of their internship.

Article 7 Student Code of Conduct

During internship activities, students are required to adhere strictly to professional and corporate ethical standards and to maintain professional decorum. Students must maintain their personal and professional image by complying with the following rules of conduct:

- At internship sites, it is mandatory to comply with clinic hygiene standards and professional ethics.
- During the internship in the host clinic, students must wear their university uniform with the UniCamillus logo on. This uniform must be kept clean and tidy, complete with identification badge and appropriate footwear. The uniform should only be worn in areas designated for internship activities. Wearing a uniform outside of internship hours is prohibited. The University will inform all students in advance about how to obtain a uniform and logo. All communications will be sent to the student's institutional email address.
- Students are not allowed to leave the hospital during the internship.
- ⊖ It is not permitted to be outside the clinic during the internship.
- Wearing jewellery (including watches) and piercings in contact areas with patients is prohibited.
- Personal hygiene must be maintained: hair should be kept short or tied at the back; beards should be short and well groomed; and nails should be short.
- The use of PPE is mandatory in laboratories, on wards and in practices, in accordance with the regulations of the affiliated healthcare facility.
- Procedures relating to accidents, pregnancy or any other harmful condition affecting students or patients during the internship must be followed.

- Students should only undertake clinical training activities if they believe they have acquired the necessary theoretical knowledge to protect patients and facilities from hazardous behaviours.
- It is forbidden to pass on specific information (e.g. by e-mail or fax) acquired directly or indirectly during the internship or to disseminate data, audio or video recordings or photographic material (e.g. through publication on websites) relating to places or persons encountered during the course activities.
- The use of mobile phones is **prohibited** or at least restricted and must be switched to silent mode. Students should also comply with the internal rules of the healthcare facility regarding their use in certain departments.
- Professional secrecy must be respected to ensure maximum confidentiality of patient information. It is therefore **forbidden** to photograph or videotape places and people, to exchange private information or to disseminate it in any way (text messages, Internet, social networking sites).
- Eating in laboratories is forbidden. Students must behave in a manner that does not hinder or disrupt their own learning or that of others in the classroom, laboratory, or internship.

Communication using information technology must respect confidentiality, privacy, and data protection rules. Communications with clinical tutors and the Programme Director regarding specific internship experiences must respect individual privacy and should not disclose patient information.

For all matters not covered above, students must comply with the rules and policies of the host healthcare facility. Preceptors will inform students of the rules during each internship

Violations of these behaviours are not permitted. Any deviation from the prescribed obligations will not be tolerated and will be referred to the University's Disciplinary Board for assessment.

Article 8 Internship cessation and disciplinary measures

The internship may be subject to immediate cessation, cessation pending evaluation by the University's Disciplinary Board and disciplinary action.

8.1 Immediate cessation from internship

Immediate cessation from the internship will be decided by the Programme Director in the following cases:

- Pregnancy status according to Legislative Decree 151 of 2000 and Art. 28 of Legislative Decree 81 of 2008 and subsequent amendments, in accordance with the regulations in force. In this case, a certificate must be submitted to the Programme Director by the University's medical practitioner in charge;
- Students with psychophysical problems that may cause stress or harm to themselves, the patients of the clinic facility or the health care team of the site. Such problems may also interfere with the acquisition of professional skills. If this is the case, a certificate from the University's medical practitioner in charge is required to be submitted to the Programme Director;
- The student is not in compliance with the medical fitness certificate;
- The student is not up to date with the payment of university fees.

The University's doctor in charge may call for an extraordinary medical examination to assess individual cases. The student will be reinstated as soon as the conditions that led to the cessation are no longer present.

8.2 Cessation following evaluation by the University Disciplinary Board

If a student fails to comply with the code of conduct of the MSc in Dentistry and Dental Prosthetics and referred to in the previous art. 8 above, or fails to comply with the general obligations laid down in these regulations, the Programme Director may suggest to the University Disciplinary Board, by means of a detailed report documenting the case and reasons, that the student be temporarily suspended from the internship. The Disciplinary Board will decide whether to confirm such cessation from internship activities for a period deemed appropriate. At the end of the cessation period, the student will be reinstated into the internship programme and the facility of the current academic year, if that is deemed possible as per educational plan, or in the following academic year. Reasons that may lead the Programme Director to propose the cessation of a student from the internship include, but are not limited to the following:

- Students attending the internship sporadically without any valid reason;
- Students repeatedly making errors that endanger the psychological or physical well-being of patients or cause biological damage;
- Other documented reasons evaluated by the Programme Director.

If the challenges that led to the student's cessation from the internship continue or if the above scenarios are repeated, the Programme Director may propose to the University Disciplinary Board the permanent suspension of the student from the internship, supported by a detailed report documenting the reasons. The University Disciplinary Board may decide on the permanent suspension of the student, which may result in the student's exclusion from the MSc programme, given that it is impossible to continue studying without completing the mandatory internship. The decision of the University Disciplinary Board is binding and must be forwarded to the Teaching Office for the purpose of exclusion.

8.3 Disciplinary measures

The University Disciplinary Board may impose disciplinary action in the following cases:

- Students whose behaviour may endanger the safety of users and/or other professionals;
- Students who fail to comply with the standards of conduct and rules set forth in these regulations or the standards set forth in the regulations and policies of the host healthcare facility;
- Students tampering with internship documentation (attendance sheets, health records, etc.);
- Students disappearing from the host healthcare facility during the internship period without prior notification to the allocated clinical tutor, even though their presence is recorded on their attendance sheet;
- Other documented reasons evaluated by the Programme Director.

Such behaviour should be identified by the clinical tutor and reported to the Programme Director, who will then prepare a detailed report to be submitted to the University Disciplinary Board. On the basis of the offence committed, the Board has the power to suspend the student temporarily or permanently and/or to order the resumption of clinical training activities with hours to be made up.

Further details can be found in the Student's Disciplinary Regulations.

Article 9 Injury

Students are covered by an insurance policy against professional injuries during all educational activities carried out in the UniCamillus buildings and internship sites.

In the event of injury, it is the student's responsibility to follow the procedure below.

For injuries due to trauma or infectious risks, the student must follow the procedure of the facility where the internship is taking place, details of which are given there.

In all cases students must

- immediately report the incident to their tutor and clinic coordinator;
- go to the Emergency Department for a medical examination;
- obtain a paper copy of the original report from the Emergency Department detailing the diagnosis, prognosis, tests carried out and any diagnostic follow-up planned;
- obtain an INAIL form: "Medical Examination and Certification for Work-related Injury" (*Visita e Certificazione Medica per Infortunio sul Lavoro*), completed by

the attending doctor at the Emergency Department, indicating Saint Camillus International University of Health and Medical Sciences (or simply UniCamillus University) as the employer;
- immediately notify the Programme Director as well as the Health Documentation Office.

The student must write a detailed, dated and signed report of the incident, attaching a copy of the Emergency Department report and the INAIL report **within the following 24 hours**. **The report must be sent by e-mail to the Programme Director and the Health Documentation Office**, who will conduct the necessary insurance procedures.

Article 10 Final provisions

For legal and interpretation purposes, the document written in Italian and deposited at the University's Teaching Offices shall prevail. For all matters not covered by these Regulations, reference is made to the Statute, the University's Teaching Regulations and the Regulations governing the functioning of the University's activities.