



UNICAMILLUS

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

**Graduation session
2024/2025**

Approved by Rector's Decree no. 658 of 27th November 2024

FINAL EXAM REGULATION OF THE SINGLE-CYCLE DEGREE COURSE IN MEDICINE AND SURGERY – Rome Campus GRADUATION SESSION 2024/2025

Introduction:

This regulation applies to all students who intend to obtain their final qualification in the graduation sessions scheduled for the academic year 2024/2025. The provisions indicated in this Regulation constitute a revision and an update of what is regulated in the relevant Didactic Regulations.

Art. 1 - ADMISSION REQUIREMENTS

In order to be admitted to the final exam qualifying for the practice as Medical Surgeon it is mandatory to have achieved all the credits in all the didactic activities provided for in the study plan, including professional and elective activities credits, for the total amount of 342 CFUs. The final dissertation consists of 18 CFU.

Students willing to submit a degree application must:

- have achieved 342 CFUs as provided for in the Study Plan of reference,
- be enrolled in the academic year 2024/2025 (in the sixth year or in years following the sixth as *out-of-course* students),
- be in order with the payment of the instalments due within the deadlines 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 17th 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.

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 regularity 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.

There are 4 graduation sessions for the Academic Year 2024/2025 and they are scheduled as follows:

1st session: July 2025

2nd session: October 2025

3rd session: January 2026

4th session: March 2026

The date of the sessions will be published in the Student's Area of the UniCamillus website.

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 during the dissertation defense	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 points	1
Students' representative activities 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 ≥ 113 out of 110 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, and a co-supervisor if necessary, 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, or a professor on contract.

5.2- Dissertation request application:

The dissertation application can be submitted only by students who are regularly enrolled. 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 the mandatory fields are filled out, students can confirm the dissertation request and the application will be submitted to the professor appointed as supervisor.

The 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.

Please 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:

- are regularly enrolled and have paid all the instalments as provided for in the Tuition and Fees regulation ;
- have passed all the exams provided for by the study plan, except for the final exam: therefore, students shall have achieved 342 CFUs;
- have been deemed qualified after the completion of the Practical Evaluation Internship, if applicable;
- have submitted the dissertation application through the student portal within 6 months prior to the Graduation session: the above mentioned request must be accepted by the supervisor appointed in the application.

Students shall submit the degree application through the student portal by following the path: **Home > Career > Graduation > Graduation Application**, at least 15 days prior to the graduation.

Moreover, students are required to fill out the AlmaLaurea questionnaire in this section.

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

The degree application receipt can be downloaded in .pdf. Finally, 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 unlocked. The upload must be done by following the path **Home > Career > Graduation > Dissertation Upload**. The .pdf file mustn't exceed 30 megabyte. Once the upload is complete, it will not be possible to modify the file.

In addition to the graduation fee, the graduating student is required to pay the Professional Qualification Fee, which must be paid directly to the regional entity LazioDisco. The payment receipt must be sent to graduation@unicamillus.org before the final exam takes place.

Please 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 how to deliver the presentation during the defense of the dissertation, which shall consist of an explanation of the research made. Students shall display the dissertation through a PowerPoint presentation of max. 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 (download the .ppt format).

9 – ENROLMENT RENEWAL FOR THOSE STUDENTS WHO FAIL THE FINAL EXAM

Students who fail the final exam during the sessions scheduled in the Academic Year 2024/2025 must renew their enrolment in the following year (2025/2026) and pay the tuition fees for the whole academic year spent as an out-of-course student.

The enrolment renewal procedure must be carried out by January 31st 2026 .

The fee provided for by the relevant Tuition and Fees Regulation, must be paid in two instalments each equal to 50% of the total annual amount within the following deadlines:

1st instalment equal to 50% of the total annual amount within January 31st 2026 (*)

2nd instalment equal to 50% of the total annual amount within May 31st 2026

(*) The duty stamp of EUR 16.00 and the Regional Tax established by the Region for the academic year 2024/2025 must also be paid within January 31st 2026.

The due amounts must be paid strictly within the above mentioned deadlines. Any late payment - with respect to these deadlines - will result in the student being banned from all didactic and administrative activities including the possibility of sitting the exams as well as the charging of a penalty. The penalties will correspond to the amounts provided for by the relevant Tuition and Fees Regulation.

Those students wishing to take advantage from the benefits resulting from the presentation of the ISEE Declaration (only if this possibility is provided for by the relevant Tuition and Fees Regulation), must send a valid ISEE certificate for the right to study via email to office@unicamillus.org within the deadline of the 1st installment (31st January 2026). Once the adequacy of the data has been verified, The Registrar's Office will adjust the amount of the annual fees.

10 – FINAL PROVISIONS

For legal and interpretative purposes, the Regulation issued by Rector's Decree no. 658 of 27/11/2024 is applicable. The Regulation, drafted in Italian, is filed and available at the Competitions, Decrees and Regulations Office. A certified copy may be issued upon request. 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 2025	SESSION OF OCTOBER 2025	SESSION OF JANUARY 2026	SESSION OF MARCH 2026
Exams completion (342 CFU)	By the ordinary exams' session of June 2025	By the extraordinary exams' session of September 2025	By the extraordinary exams' session of December 2025	By the ordinary exams' session of December 2025
Dissertation request application (Gomp)	By January 31st, 2025	By April 30th, 2025	By July 31st, 2025	By August 29th, 2025
Degree application (Gomp)	By June 20th, 2025	By September 15th, 2025	By December 15th, 2025	By January 15th, 2026
Tax payment and thesis upload (Gomp)	By June 27th, 2025	By September 23rd, 2025	By December 23rd, 2025	By January 31st, 2026
Supervisor's digital signature on the dissertation	by June 30th, 2025	By September 30th, 2025	By December 31st, 2025	By February 15th, 2026