



UNICAMILLUS

REGULATIONS FOR THE FINAL EXAMINATION OF THE UNICAMILLUS THREE-YEAR HEALTH PROFESSIONS DEGREE COURSES

Approved by the Organising Technical Committee on 25-03-2021

Rev_1 Approved by the Technical Organising Committee on 15-06-2022

Rev_2 Approved by the Organising Technical Committee on 30-03-2023

REGULATIONS FOR THE FINAL EXAMINATION OF THE UNICAMILLUS THREE-YEAR HEALTH PROFESSIONS DEGREE COURSES

Art. 1 - ADMISSION REQUIREMENTS

In order to be admitted to the final examination, which has the value of a State examination qualifying for the exercise of the profession, it is necessary to have obtained all the credits in the educational activities specified in the study plan, including those relating to internships and seminars, for a total of 174 ECTS credits. The dissertation is worth 6 CFU. Students wishing to apply for a degree must have obtained the 174 ECTS credits specified in the reference study plan and must have paid all the required tuition fees (at the third years and for the following years in case of students who have not completed university exams within the set time period) within the deadlines specified in the relevant Tuition Fee Regulations.

Students who intend to graduate at the Autumn or Spring graduation of the last academic year of enrolment, after submitting their application for a degree, acquire the status of graduating student. A graduating student who passes the final examination by the spring graduation will not be required to renew their enrolment for the following academic year.

Article 2 - FINAL EXAM

In accordance with Article 7 of the Interministerial Decree of 19th February 2009, the final examination, which has the value of a State examination qualifying for professional practice, consists of:

- Practical test: students must demonstrate that they have acquired the theoretical, practical, technical and operational knowledge and skills required for their professional profile; if they pass the practical test, they will be admitted to the defence of their dissertation. If the student fails the practical examination, they will not be admitted to the dissertation defence and will have to repeat the examination at the next graduation;
- Preparation, presentation and defence of a written dissertation: The dissertation may only be defended if the practical examination has been successfully passed. For the preparation of the dissertation, the student may use the information provided in Annex 2 '*Dissertation Structure Note*'. The dissertation must be written in the language in which the candidate's course is taught. The student is required to produce at least one hard copy of the dissertation for presentation to the Final Examination Board on the day of the defence. This copy will be returned at the end of the examination.

Any student who, despite having applied to graduate, does not pass the final examination by the Spring graduation of the academic year, must renew their registration for the following academic year within 7 days and consequently pay for the entire year spent as a student who has not completed the university examinations within the set time limit.

Art. 3 - FINAL EXAMINATION BOARD AND GRADUATION

In accordance with Art. 7 of the Interministerial Decree of 19th February 2009, the Final Examination Board, appointed by the Rector, is composed of a minimum of 7 and a maximum of 11 members, 2 of whom are appointed by the Professional Association and the representative appointed by the Ministry of University and Research and the Ministry of Health.

Graduation ceremonies are normally held in October/November and March/April.

The dates of the graduation ceremonies are published on the UniCamillus website in the section dedicated to students.

Art. 4 - HOW THE FINAL MARK IS CALCULATED

The final mark is expressed in one hundred and ten (110) points.

The mark for admission to the final examination is determined by comparing the weighted average of the educational activities and internship (expressed in thirtieths) with 110. Any decimals will be rounded to the nearest whole number.

In calculating the weighted average, a mark of 30 with honours will be counted as 30. A mark of 0.5 points, up to a maximum of 2 points, will be awarded for each honour obtained in the examinations. Pass marks are not included in the calculation of the weighted average.

The Final Examination Board will award between 0 and 12 points for the final examination, broken down as follows:

- 0 to 5 points for the evaluation of the practical test. The practical test is passed if a mark of 1 or more is obtained;
- 0 to 5 points for the evaluation and defence of the dissertation;
- 1 additional point for students who graduate on time;
- 1 point for students who participated in the Erasmus programme during their studies.

In addition, a bonus of 1 point is awarded to students who have been student representatives in University bodies.

Honours are awarded by unanimous decision of the Final Examination Board to students who obtain 111 out of 110 points after the practical test and the defence of the dissertation.

Art. 5 - PROCEDURE FOR SUBMITTING A DISSERTATION

5.1 - Choice of supervisor:

The student, in agreement with the Programme Director, must choose a supervisor, possibly a co-supervisor, and the topic of the dissertation that best suits their interests. The supervisor must be chosen from among the lecturers and professors of the programme.

The co-supervisor, if appointed, may be either a member of the Faculty or from outside the University.

5.2- Dissertation application:

An application for the dissertation can only be submitted by a registered and enrolled student. After choosing the supervisor and agreeing on the type and subject of the dissertation, the student can proceed with the online application through the Student Portal, by clicking on '**Home > Carriere > Conseguimento del titolo > Richiesta di assegnazione della tesi**' (Home > Careers > Qualifications > Dissertation application). Once the mandatory fields have been completed, the student can send the application to the supervisor.

The supervisor must access the GOMP portal and accept the request submitted by the student. Once the request has been accepted, the supervisor must give their approval and will be officially considered as the student's supervisor.

Please note: The procedure shall be conducted in accordance with the timetable set out in Annex 1 '*Timetable and Deadlines*'.

Art. 6 - GRADUATION APPLICATION PROCEDURE

Applications for graduation may only be submitted by students who:

- are enrolled and have paid all the instalments of tuition fees due within the time limits laid down in the Tuition Fees Regulations;
- have passed all the examinations provided for in the study plan, with the exception of the final examination: the student must therefore have obtained 174 ECTS credits;
- have submitted the dissertation application through the GOMP portal by the deadline indicated in the '*Timetable and Deadlines*': this application must have been duly accepted by the supervisor indicated in the application.

The student can proceed with the submission of the dissertation application through the GOMP portal by clicking on '**Home > Carriere > Conseguimento del titolo > Domanda di Laurea**' (Home > Career > Graduation Application).

In this section it is also compulsory to fill in the Almalaurea questionnaire.

Once all the fields have been filled in, students can submit their application.

It is then possible to print the Graduation Application in PDF format and pay the fee of €350.00 + €16.00 revenue stamp by clicking on '**Carriere > Conseguimento del titolo > Pagamento Tassa di Laurea**' (Careers > Graduation > Payment of Graduation Fee) or by clicking on the section 'Tasse e Contributi' (Tuition Fees). This amount remains unchanged even for students who have initially chosen to graduate in November and then wish to postpone their final examination until the April graduation.

Once the payment has been made, the panel for uploading the dissertation file in PDF format is automatically unlocked by clicking on '**Home > Carriere > Conseguimento del titolo > Upload file tesi.**' (Home > Career > Graduation > Upload the thesis file). The PDF file must not exceed 30 megabytes. Once the dissertation has been uploaded, the uploaded file cannot be modified.

Please note: The procedure shall be conducted in accordance with the timetable set out in Annex 1 '*Timetable and Deadlines*'.

Art. 7 - FINAL EXAMINATION

Candidates who have met all the deadlines will be admitted to the final examination, which consists of the practical test and the dissertation defense.

7.1- Practical test

On the day of the practical test, the candidate must present a valid identity document in order to be admitted to the examination.

In accordance with the notice issued by the Ministry of Health on 30/09/2016, the practical test can be carried out in two ways:

- practical simulation, structured in such a way as to allow the candidate to demonstrate that they have acquired theoretical, practical, technical and relational knowledge and skills in the operational context of their professional profile ;
- test with closed and open-ended questions on clinical cases or paradigmatic situations of professional practice.

The candidate who obtains the minimum pass mark (1/5) in the test will be admitted to the dissertation defence.

Any candidate who fails to obtain a pass mark will not be admitted to the dissertation defence and will have to re-sit the examination at the next graduation.

7.2- Dissertation defence:

For the final dissertation, the student will agree with the supervisor the nature of the dissertation defence, which must include an explanation of the work produced. The dissertation must be presented in the form of a PowerPoint presentation of a maximum duration of 10 minutes. For the Power Point presentation, the student must use the template provided in Annex 7 'Power Point Template'.

8 - ANNEXES

Students must read and use these appendices:

Annex 1 - Timetable and deadlines (downloadable in pdf);

Annex 2 - Technical instructions for dissertation writing (downloadable in pdf);

Annex 3 - Fac simile dissertation cover page (downloadable in Word);

Annex 4 - Fac simile dissertation cover page (downloadable in Word);

Annex 5 - Logo (downloadable in png);

Annex 6 - Declaration of originality of research and academic honesty (downloadable in pdf)

;

Annex 7 - Power Point Template (downloadable in PPT format).

9 - PRIVACY

Data and information will be collected and processed in accordance with national and European legislation on the processing of personal data.

For further information on the processing of personal data by UniCamillus, please refer to the privacy policy available at www.unicamillus.org/it/area-studenti/

10 - FINAL PROVISIONS

For the legal and interpretation purposes, the text approved by the Technical Organising Committee and deposited at the offices of the Teaching Services office, drafted in Italian, a certified copy of which may be obtained, shall apply. For all matters not provided for herein, reference is made to the Statutes and Regulations governing the conduct of the University's activities, which can be easily consulted on the University's portal www.unicamillus.org.

These Regulations will automatically transpose any law innovations that may modify the current ones.

If you have any questions about the graduation process, please email us at
graduation@unicamillus.org