



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

Approved by the Organizational Committee of March 25th 2021

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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 obtained 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.

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" ([download Annex 2 pdf file](#)). 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 would be asked to 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, 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.

Elective courses, professional laboratories, seminar activities or practice are not included in the weighted average.

The Board of Graduation shall attribute a score between 0 and 11 points and confers the designation *cum laude* by unanimous decision.

Art. 5 - PROCEDURE FOR THE GRADUATION 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 inscription for the last year provided by the Degree Course. 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 > Applications > Degree Examination (Application Form)

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

Please, note that the procedure must follow the timing provided by the Annex no.1 "Deadlines Time Schedule" ([download Annex_1 pdf file](#))

5.3 - Graduation request application:

The graduation request must be submitted by a student who:

- has renewed the inscription for the last year provided by the Degree Course 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 obtained a total of 174 CFU (University Training Credits);

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 > Applications > Degree Title (Achievement Form)

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 € + 16 € of duty stamp. 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 > Applications > Upload of the dissertation file**. 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" ([download Annex_1 pdf file](#))

5.4 - Graduation Day:

Students must agree with the tutor on the method of presentation during the dissertation, which must explain the results of the research.

Art. 6 - ANNEX

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

Annex no. 1 - Deadlines Time Schedule ([download Annex_1 pdf file](#));

Annex no. 2 - Suggestions for the Drafting of the Dissertation ([download Annex_2 pdf file](#));

Annex no. 3 - Cover of the Dissertation *facsimile* ([download Annex_3 word file](#));

Annex no. 4 - Frontispiece of the Dissertation ([download Annex_4 word file](#));

Annex no. 5 - Logo ([download Annex_5 png file](#));

Annex no.6 - Research originality statement and declaration of academic honesty ([download Annex_6 pdf file](#)).

Art. 7 - FINAL PROVISIONS

For legal and interpretative purposes the Regulation approved by the Technical Committee on the 25th of March 2021 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