



UNICAMILLUS

HEALTH BSc PROGRAMMES FINAL EXAM REGULATIONS

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HEALTH BSc PROGRAMMES FINAL EXAM REGULATIONS

Article 1 - ADMISSION REQUIREMENTS

To be able to sit the final exam, which is equivalent to the “Esame di Stato” necessary for the exercise of the profession, you need to have obtained all the credits relevant to the modules in your study plan, including those related to internships and seminar activities, totalling 174 ECTS credits. 6 ECTS credits are assigned to your dissertation.

Students who intend to apply for graduation must have obtained 174 ECTS credits; they must be up-to-date with the registration procedure (in the third year or, if they failed to complete their course within the prescribed time, in subsequent years); they must be up-to-date with the payment of all fees, according to the deadlines indicated by the relevant Tuition and Fees Regulations.

Students who intend to graduate in the autumn session or in the spring session of their last academic year of enrolment, acquire the status of “degree candidates” once they submit their graduation application. Graduates who pass the final exam within the spring graduation session will not have to renew registration for the following academic year.

Article 2 - FINAL EXAM

In accordance with Art. 7 of the Inter-ministerial Decree of February 19th 2009, the final exam, which is equivalent to the “Esame di Stato” necessary for the exercise of the profession, consists of:

- A practical exam: students must demonstrate that they have acquired the theoretical-practical and technical-operational knowledge and skills specific to their professional profile; passing the practical exam allows students to proceed with dissertation defence. If they fail the practical exam, students cannot defend their dissertation and must resit the exam in the next session;
- preparation, presentation, and defence of your dissertation: dissertation defence is only possible after the practical exam is passed. To prepare their dissertations, students can follow the indications provided in Annexe 2 “*Technical notes on dissertation writing*”. Dissertations must be written in the language used during their taught courses. Students are requested to produce at least one hard copy of their dissertation to be presented to the Examination Board on the day of the final exam. The copy will be returned to them at the end of the exam.

Students who, despite having applied for graduation, fail to pass the final exam within the spring session provided for in the academic year, must renew their enrolment within 7 days and pay the full annual fee for the following academic year.

Article 3 - EXAMINATION BOARD AND SESSIONS

In accordance with Article 7 of the Inter-ministerial Decree of February 19th 2009, the Examination Board, appointed by the Rector, is composed of no fewer than 7 and no more

than 11 members, of whom 2 are chosen by the Professional Board, while the Representative is chosen by the Ministry of University and Research (MUR) and the Ministry of Health.

Sessions are normally held in October/November and March/April.

The dates of each session are published on the UniCamillus website in the appropriate Student Area.

Article 4 - MARKING

The final mark is given in one hundred and tenths (110).

The admission mark is determined by comparing the weighted average of the course exams and internship (expressed in thirtieths) to 110. Decimal numbers are rounded to the nearest whole number.

In calculating the weighted average, the mark "30 e Lode" (30 cum laude) is counted as 30. For each "Lode" obtained in the exams, a score of 0.5 points is attributed, up to a maximum of 2 points. "Idoneità" are not included in the weighted average.

The Examination Board assigns a score of between 0 and 12 points to the final exam, as follows:

- from 0 to 5 points for the evaluation of the practical test. The practical test is considered passed if a score of 1 or higher is obtained;
- from 0 to 5 points for the evaluation and presentation 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, students who have served as student representatives in university bodies are awarded an additional bonus point.

The highest honours are awarded by unanimous decision of the Board to those who achieve a score of 111 out of 110 following completion of the practical test and defence of their dissertation.

Article 5 - DISSERTATION SUBMISSION PROCEDURE

5.1 - Selecting a supervisor

The student, in agreement with the Programme Director, must choose a supervisor, and possibly a co-supervisor, and a topic that best meets their expectations and interests. The supervisor must be chosen from within the department of the degree programme.

The co-supervisor, if indicated, can be internal or external to the University.

5.2 - Submission of dissertation proposal

The dissertation proposal can only be submitted by the student who is enrolled in the programme. After identifying a supervisor and agreeing on a topic, the student can proceed with an online application through the Gomp portal, following the instructions **Home > Career > Degree Award > Submission of dissertation proposal**.

Once the required fields have been completed, the student can submit the application, which will be forwarded to the supervisor.

The supervisor must access the Gomp portal and accept the application submitted by the student. Once the application is accepted, the supervisor must provide his/her approval and the student will be officially recognized as his/her dissertation candidate.

Note: This procedure must be carried out in accordance with the deadlines indicated in Annexe 1 "*Health BSc Programmes Graduation Deadlines*".

Article 6 - GRADUATION APPLICATION PROCEDURE

The graduation application can only be submitted by students who:

- have enrolled and have paid all the tuition fees by the deadlines indicated in the Tuition and Fees Regulations;
- have passed all the exams required by their study plan, except for the final exam, having obtained a total of 174 ECTS credits;
- have submitted their dissertation proposal, which their supervisor will have correctly accepted, through the Gomp portal within the deadline indicated in "*Health BSc Programmes Graduation Deadlines*".

Students can submit their graduation application through the student portal by following the instructions **Home > Career > Degree Award > Graduation Application**.

In this section, it is also mandatory to complete an Almalaurea questionnaire.

Once all the fields have been completed, the application can be submitted.

The graduation application in PDF format can then be printed, and the required fee of € 350,00 + € 16,00 for the revenue stamp can be paid by following the instructions **Career > Degree Award > Graduation Fee Payment** or by clicking on the "**Tuition and Fees**" section. This amount remains unchanged even for students who have chosen to graduate in the November session and intend to postpone the final exam to the March/April session.

Once payment is made, the panel for uploading the dissertation in PDF format is automatically unlocked by following the instructions **Home > Career > Degree Award > Dissertation File Upload**. The PDF file must not exceed 30 megabytes. Once the file is uploaded, it cannot be modified.

Note: This procedure must be carried out in accordance with the deadlines indicated in Annexe 1 "*Health BSc Programmes Graduation Deadlines*".

Article 7 - FINAL EXAM PROCEDURE

Candidates who have met all the deadlines will be summoned for the final exam, consisting of the practical test and dissertation defence.

7.1 - Practical Test

On the day of the practical test, the candidate must bring a valid identity document in order to take the exam. According to a circular of the Ministry of Health of 30/09/2016, the practical test can be conducted in two ways:

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

Candidates who obtain a minimum score (1/5) to pass the practical test can defend their dissertation.

Candidates who do not pass the practical exam cannot defend their dissertation and must retake the exam in the next graduation session.

7.2 - Dissertation defence

Students agree with their supervisors on the presentation mode of their dissertation, which is a summary of the work produced. Candidates have to prepare a PowerPoint presentation lasting a maximum of 10 minutes. Students must use the model provided in Annexe 7, "PowerPoint template".

Article 8 - ANNEXES

Students are required to read the annexes to this Regulation:

Annexe 1 - Health BSc programmes graduation deadlines (downloadable in PDF format);

Annexe 2 - Technical notes on dissertation writing (downloadable in PDF format);

Annexe 3 - Facsimile dissertation cover page (downloadable in Word format);

Annexe 4 - Facsimile dissertation title page (downloadable in Word format);

Annexe 5 - Logo (downloadable in PNG format);

Annexe 6 - Research originality statement and declaration of academic honesty (downloadable in PDF format);

Annexe 7 - Power Point template (downloadable in PPT format).

Article 9 - PRIVACY

All data and information will be collected and processed in compliance with national and European regulations 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/en/student-area/.

Article 10 - FINAL PROVISIONS

For legal and interpretation purposes, the Regulation approved by the Technical Organizing Committee, deposited and available at the Registrars' Office, written in Italian and of which a certified copy may be requested, shall prevail. For all matters not provided for in this document, reference is made to the Statute and Regulations governing the functioning of the University, which can be easily consulted on the institutional portal www.unicamillus.org. This Regulation will automatically incorporate any legislative innovations that modify the provisions herein.

For any inquiries regarding the graduation procedure, please email
graduation@unicamillus.org.