UNIVERSITÀ
CATTOLICA
del Sacro Cuore

'AGOSTINO GEMELLI' FACULTY OF MEDICINE AND SURGERY

STUDENT GUIDEBOOK

ACADEMIC YEAR 2019/2020

Six-year single-cycle Master's Degree programme in
MEDICINE AND SURGERY

Contents

Message from the Rector

In today's world, it is absolutely essential to choose the right university programme. It sets the direction towards the horizons you have fixed for your professional and private life, so it is a decision to be made with great care and passion. Your university studies are a major step in your life and will shape your future. You will have the opportunity to discover your true professional calling and to establish an important network of relationships.

With campuses in Milan, Brescia, Piacenza – Cremona and Rome (which is also home to the Agostino Gemelli teaching hospital), Università Cattolica del Sacro Cuore has developed a strong national presence and international identity in the years since its foundation in 1921. Through the academic offerings and scientific research of its twelve faculties, more than 80 undergraduate and graduate degree programmes, first and second level Specializing Masters programmes, PhD programmes and seven Postgraduate Schools, the University is committed to offering the best possible conditions for studying, whether this be through the constant intellectual vitality of the campuses fuelled by their inter-disciplinary character.

The Catholic nature of the University ensures that scientific research is approached with clear values and is reinforced by positive dialogue with people from all cultures, in the spirit of a genuine international community. With its long history, its recognized prestige, the quality of its academic and administrative staff and its close links with the business world, the University endeavours to empower its students by giving them a solid cultural foundation and the skills to understand our modern society and take responsible decisions about their actions.

This guide contains information about your Faculty and your academic programme. Updated news and information can also be found on the University website: http://roma.unicatt.it .

I trust that the valuable experience of studying at the university will play an important role in your development and will guide you towards achieving your greatest aspirations. I speak for the whole institution in warmly welcoming you to Università Cattolica.

Professor Franco Anelli

The Rector

Nature and Aims
of Università Cattolica del Sacro Cuore

Article 1.2 of the Statutes of the University states that "*Università Cattolica is an academic community which facilitates the carrying out of studies, of scientific research and the training of young people for careers in research, teaching, public and private office, and in the liberal professions. Università Cattolica accomplishes these aims through dedicated higher education, and through teaching informed by Christian principles, which respect individual freedom to access all fields of knowledge, and are in accordance with the concept of science as being at the service of mankind, conducive to respectful coexistence, and conforming to the principles of Catholic doctrine, in line with the universal nature of Catholicism and its specific call for freedom*"[1].

The Catholic nature of the University and its connection to the Catholic Church mean that research and teaching in all fields of knowledge, especially with respect to the great questions of our time, are approached with rigorous scientific method and intellectual depth. Research is carried out against a background of Christian values and towards human and Christian development of society. This has allowed the University to establish itself as a home for honest dialogue and lively debate with other cultures.

All those who wish freely to accept becoming part of Università Cattolica are expected to be aware of the scientific and educational aims of the University as set out above and to be committed to embracing them and putting them into practice. It is expected that such awareness will be translated into students' personal conduct and into sincere, diligent collaboration with all of the University staff, thereby avoiding any conduct not conforming to the guiding values and principles of the University.

The University's Code of Ethics was published on 1 November 2011, and was set down in order to reflect a sense of belonging, with the aim of strengthening fundamental values and principles, and defining effective rules and guidelines for the conduct of all those who work and study at the University — professors, academic staff, students, and technical, administrative and services staff. Compliance with the Code of Ethics is an essential part of the mission, the prestige and the reputation of Università Cattolica. The Code of Ethics is available for reference on the University website at http://www.unicatt.it/statuto-e-regolamenti-codice-etico and on iCatt.

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[1] Article 1.2 of the Statutes, approved by Rectoral Decree dated 24 October 1996. The university was legally recognized by Royal Decree No. 1661 of 2nd October 1924.

Governance - Academic

Rector and Pro-Rectors

The Rector is the University's highest academic authority and legally represents the institution. The Rector calls and chairs meetings of the Board of Directors, the Executive Committee, the Academic Senate and the Advisory Board. He encourages the convergence of the operations of all parts of the university community towards the aims of Università Cattolica. The Rector may appoint one or more Pro-Rectors, who may be delegated to specific functions, and one Pro-Rector may be appointed to deputise for the Rector. The Rector's mandate is for four years, renewable for no more than two consecutive terms.

The current Rector of the University is Prof. Franco Anelli, full professor of Private Law at the Faculty of Law.

The current Pro-Rectors are Prof. Antonella Sciarrone Alibrandi, full Professor of Law of Economics and of Financial and Agro-food Markets at the Faculty of Banking, Finance and Insurance Sciences and Professor Mario Taccolini, Full Professor of Economic History for the Faculty of Linguistic Sciences and Foreign Literatures.

Academic Senate

The Academic Senate is made up of Faculty members and is chaired by the Rector. The Senate deliberates on issues involving scientific/academic matters which affect the university. The Senate may establish degree programmes and has overall responsibility for the planning and coordination of teaching and research activities.

Faculty Dean

The Dean is selected by nomination and election. Full Professors in the faculty are eligible for nomination and all Full Professors in the faculty are eligible to vote. The Rector formally appoints the Dean. The term of office for Deans is four years, renewable for no more than two consecutive terms. The current Dean of the Faculty of Medicine and Surgery is Professor Rocco Bellantone.

Faculty Board

The Faculty Board is made up of all Full Professors, Assistant Professors, representatives of course professors, researchers, and student representatives. The Board undertakes planning, organisation and supervision of teaching and proposes amendments to academic regulations, in accordance with the university Statutes.

Board of Directors

The Board of Directors is vested with the broadest powers of ordinary and extraordinary administration of the University. The Board is made up of eighteen members: the Rector (who also acts as Chair); ten members appointed by the *Istituto Giuseppe Toniolo di Studi Superiori;* a representative of the *Holy See*; a representative of the *Italian Bishops' Conference*; a representative of the Italian government; a representative of the lay organisation *Azione Cattolica Italiana;* and three Full Professors from the University campuses elected by Full Professors and Associate Professors.

General Manager

The General Manager is head of the University's offices and services, and directs and coordinates their activities. He oversees the direction, management and control of non-academic staff and personnel. Other responsibilities include ensuring compliance with legislation and university regulations, and implementing resolutions deliberated by University bodies in line with the University statute. The appointment of the General Manager is confirmed by the Board of Directors following a proposal by the Rector. The current General Manager is Professor Marco Elefanti.

Campus Manager

The Campus Manager is responsible for the management of local operations and achieving the objectives within the General Manager's overall planning and coordination of activities and as set down by the Board of Directors. Appointment of the Campus Manager is confirmed by the Rector following a resolution by the Board of Directors on the basis of a proposal put forward by the General Manager. The current Campus Manager for the Rome Campus is Dott. Lorenzo Cecchi.

Pastoral Services

General Ecclesial Assistant

Spiritual guidance and pastoral activity within the University community are coordinated by the General Ecclesial Assistant and undertaken with the support of staff who provide individual assistance for personal and spiritual growth. The General Ecclesial Assistant is also responsible for coordinating the activities of the University Pastoral Board and the organisation of Theology courses.

The current Ecclesial Assistant is H.E. Mons. Claudio Giuliodori.

University Pastoral Board

The University Pastoral Board fulfils an advisory role and shares ecclesiastical responsibility for the proper implementation of the objectives of the campus ministry. With representatives from all parts of the University among its members, it ensures that the voice of the student and faculty community is heard.

Board of Professors of Theology

Chaired by the Rector and coordinated by the General Ecclesial Assistant, this Board brings together all faculty members teaching Theology at Università Cattolica and has the task of streamlining the organization of theology courses, which are so important in the life of the University: by their very nature, the courses play "a particularly important role in the search for a synthesis of knowledge as well as in the dialogue between faith and reason." (*Ex Corde Ecclesiae*, 19).

Pastoral Centres

There are pastoral centres on all campuses which operate according to an educational approach based on the principles of Christian values and the centrality of the person. The centres manage the celebration of the Liturgy and provide a space for interaction, discussion, prayer and training. Pastoral assistants are available to meet with students and facilitate dialogue with them directed towards human and spiritual growth. Ecclesial associations and movements collaborate with the pastoral centres, as do prayer and voluntary groups: all bring their own charismatic nature which contributes to the shared commitment to educating, providing witness and to an evangelizing mission.

Academic Programmes

Bachelor's Degree Programmes (*Laurea Triennale*)

The three-year Bachelor's Degree programmes within the academic offering are established with reference to the 45 different degree subject categories set out by the Ministry of Education, Universities and Research (MIUR), with the addition of 4 categories related specifically to the Health Care Professions.

These degree programmes are designed to provide both a solid foundation and specialised professional training. The degree qualification is awarded after earning 180 credits. Graduates can then either enter the job market directly or continue their studies by pursuing a Master's Degree.

Master's Degree Programmes (*Laurea Magistrale*)

The two-year Master's Degree programmes within the academic offering are established with reference to 101 degree subject categories set out by MIUR, with the addition of 4 categories related specifically to the Health Care Professions.

These degree programmes are designed to provide an advanced level of training to prepare students to be able to undertake specialised work in specific professions. The qualification is awarded after earning 120 credits.

The academic offering also includes single-cycle Master's Degree programmes lasting either 5 or 6 years for which qualifications are awarded after earning respectively 300 or 360 credits.

Specialising Master's Programmes (*Master Universitari*)

These one-year programmes offer further study opportunities after a Bachelor's Degree (a pre-requisite for a first-level Specialising Master's programme) or after a Master's Degree (a pre-requisite for a second-level Specialising Master's programme). The programmes involve practical training undertaken at participating partner organisations and qualifications are awarded after earning 60 credits.

Postgraduate Schools

The aim of the postgraduate schools is to train doctors as specialists in the medical field: students completing a programme will be awarded the qualification of 'specialist' in their particular sector. Applications are open to graduates with academic qualifications in Medicine and Surgery. Applications for some study tracks are open to graduates of subjects other than medicine.
Postgraduate specialising programmes are delivered in line with local legislation or European Union regulations.

Doctoral Programmes (*Dottorato di Ricerca*)

The aim of doctoral programmes is to provide candidates with the necessary skills to carry out research and cover high level positions in universities, and in public and private organisations.

Doctoral programmes last between three and four years. Only graduates holding a Master's Degree may apply. At the end of the programme candidates will be awarded the qualification of Doctor (PhD).

Degree Categories

All degree programmes fall within degree categories established by the Ministry of Education, University and Research (MIUR) which set out the essential components that programmes must provide in each particular class. Universities may add their own distinguishing features to their programmes. Therefore, apart from the name that Università Cattolica may give to a degree programme, students should also refer to the category that the programmes belong to.

Credits *(Crediti Formativi Universitari - CFU)*

Credits measure both individual study workload and classwork. One credit is valued at 25 hours of study, divided roughly into 12.5 hours of frontal lecture and 12.5 hours of independent study (made up of 12.5 hours of independent study and 12.5 hours of lectures); and students are expected to accumulate around 60 credits in an academic year.

Credits are not awarded until examinations are passed for the relevant course. Examination grades measure performance while credits quantify progress within the programme.

The Italian credit system *(Crediti Formativi Universitari – CFU)* uses the same unit measure as the European Credit Transfer System (ECTS).

History of the Faculty of Medicine and Surgery "Agostino Gemelli"

Established by Presidential Decree n. 754 dated 18th June 1958, the Faculty opened in 1961/1962 academic year. Its headquarters are in Rome, in accordance with the wish expressed by Pope Pius XI in 1934 when donating the Monte Mario property to the Istituto Giuseppe Toniolo di Studi Superiori, the founder body and guarantor of Università Cattolica del Sacro Cuore. This wish was reiterated by Pope Pius XII in 1958, at the time of the mass celebrated to mark the fiftieth anniversary of the ordination and eightieth birthday of Father Agostino Gemelli, founder and first Rector of Università Cattolica, who from the beginning of the university aspired to include a Faculty of Medicine because:

"Catholics are increasingly aware of the need for doctors who are informed by Christian values in the exercise of their profession, i.e. doctors with a spirit educated to observe Christian rules who thus see patients as unhappy brothers in need of help." (Perchè i cattolici italiani aspirano ad avere una Facoltà di Medicina, Vita e Pensiero, 1958).

In line with the overall aim of Università Cattolica del Sacro Cuore, the Faculty of Medicine and Surgery seeks to produce scientifically and technically qualified graduates who can apply a Christian anthropological dimension to their profession. The Faculty aims to achieve this by creating, through its academic offerings and structural organization, an environment of work and study in which the scientific and religious views of the world merge cohesively, in the search for Truth and in interpreting the human experience as a whole.

Six-year Single cycle Master's Degree Programme in Medicine and Surgery

The Master's Degree Programme in Medicine and Surgery

The 2013/2014 academic year saw Università Cattolica del Sacro Cuore (UCSC) launching its six-year single-cycle Master's Degree programme in Medicine and Surgery, with an innovative curriculum and taught entirely in English. Students enrolled in 2013/14 completed their course in 2019, obtaining the Master's degree in Medicine and Surgery (Medical Doctor).

The programme provides for full integration of teaching objectives and methods used in European and US curricula. It provides the scientific basis and the theoretical and practical training essential for the exercise of the medical profession internationally. Students receive top quality education which will allow them to develop all the technical competencies required to operate independently and responsibly in the medical sector. The overall objectives are pursued using a teaching approach designed to examine health issues in depth in a holistic manner, taking account of the influence of the surrounding chemical-physical, biological and social environment.

The aim of the single-cycle Master's Degree programme in Medicine and Surgery is to educate, help and support future medical practitioners with professional knowledge enriched by a multidisciplinary and integrated view of the most common issues related to health and illnesses. The scope of this programme is oriented towards the community and the regional area, with specific focus on prevention and wellbeing.

Skills and attributes that graduates will exhibit include the following:
1) communication skills;
2) continuing education and good self-assessment skills;
3) strong analytical and problem-solving skills for medical practice;
4) in-depth and focused clinical experience based upon scientific evidence;
5) continuing professional development and refreshment of medical knowledge;
6) wide-ranging and interdisciplinary education.

One outstanding feature of the programme is the complete integration of basic and clinical sciences. This is achieved through constant use of a multi-disciplinary approach and early involvement in patient management. In addition, not only is there an emphasis on medical anthropology and bioethics, there is also focus on fine-tuning communication skills to deal with patients and their families which is an essential part of the six years of teaching.

The programme provides a strong foundation as well as all-round theoretical and practical competence. Students also acquire skills for independent decision-making and are trained to deal effectively with health issues from the viewpoint of prevention, diagnosis, prognosis and treatment.

Study Plan Academic Year 2019/2020

To graduate from the Master's Degree programme, all students must follow the Study Plan set out for their particular degree programme, designed in compliance with teaching regulations and with Faculty Board directives. Students must attend all activities and obtain credits as listed in the study plan. Credits are gained by passing examinations or other specified forms of assessment.

Should new study regulations be activated or should study plan regulations be altered or revised by the Faculty, students studying outside the prescribed degree timeframe will have to adjust their study plan accordingly.

Students of Medicine and Surgery are required to attend all programmed instructional and professionalising activities in their study plan to complete 360 credits. Attendance will be carefully monitored by academic staff and recorded in line with regulations set down by the Master's Degree Programme Committee. Registration for examinations requires a certified attendance record for compulsory instructional and professionalising activities.

The Study Plan, compliant to the Decree n. 270/2004, which includes all courses that students must take as of enrolment in 2019 until graduation in 2025, is included in the Annex A to this Guidebook.

Academic Calendar
Academic Year 2019/2020

October 1st 2019	Classes start
November 1st 2019	Classes suspended
December 6th 2019	Classes end for 6th year students
December 13th 2019	Classes end for 1st, 2nd, 3rd, 4th and 5th year students
December 16th- 20th 2019	1st Ordinary exam session a.y. 2019/2020
December 16th- 20th 2019	Extraordinary exam session a. y. 2018/2019
December 23rd 2019 - January 6th 2020	Christmas holidays
January 7th - 10th 2020	1st Ordinary exam session a.y. 2019/2020 (continuation)
January 7th 2020	Classes start for 6th year students
January 13th 2020	Classes start for 1st, 2nd, 3rd, 4th and 5th year students
January 24th 2020	Classes end for 6th year students
January 27th - 31st 2020	Ordinary exam session a.y. 2019/2020 for 6th year students
February 3rd 2020	Clinical rotations start for 6th year students
March 31st 2020	Classes end for 1st, 2nd, 3rd, 4th and 5th year students
April 1st - 7th 2020	2nd Ordinary exam session a.y. 2019/2020 for 1st, 2nd, 3rd, 4th and 5th year students
April 8th - 13rd 2020	Easter holidays
April 14th – 17th 2020	2nd Ordinary exam session a.y. 2019/2020 for 1st, 2nd, 3rd, 4th and 5th year students (continuation)
April 20th 2020	Classes start for 1st, 2nd, 3rd, 4th and 5th year students
April 24th 2020	Clinical rotations end for 6th year students
April 27th – 30th 2020	2nd Ordinary exam session a.y. 2019/2020 for 6th year students
May 1st 2020	Classes suspended
May 4th 2020	Classes Start for 6th year students
June 1st – 2nd 2020	Classes suspended
June 29th 2020	Classes suspended
June 30th 2020	Classes end
July 1st – 31st 2020	Extraordinary exam session a.y. 2019/2020
July 1st – 31st 2020	1st Degree session
August 1st – 31st 2020	Summer holidays
September 1st – 25th 2020	Extraordinary exam session a.y. 2019/2020
October 2020	2nd Degree session
March 2021	3rd Degree session

Programme Structure and General Information

First Triennium

At the end of the first triennium students will be expected to have acquired the following:

- knowledge of molecular science and molecular transformations through the application of scientific methodology; an understanding of biologically relevant phenomena on a molecular level and the fundamentals of chemical-physical analytical procedures;

- knowledge of structure-function relationships of the main biological molecules and essential biochemical mechanisms leading to proper metabolic functionality;

- ability to interpret natural phenomena through the relationships between physical dimensions;

- ability to measure some of these dimensions;

- knowledge of the various levels of organisation of living matter and of the constructive logic of basic biological structures;

- knowledge of the organisation of cells and of main cellular functions;

- knowledge of the organisation, expression and transmission of genetic information;

- knowledge of the principles of genetic engineering and the transgenic models relating to human pathologies;

- knowledge of the principles regulating cellular differentiation and knowledge of the fundamentals necessary for the understanding of molecular and cytogenetic techniques and their clinical application; knowledge of the fundamental mechanisms of histogenesis, tissue repair and regeneration;

- knowledge of the relation between cells, their relationship with extracellular components and their morpho-functional correlations in the context of different organs;

- knowledge of the basic phases of human development, starting from fertilization, with specific reference to the control mechanisms of genomic and phenotypic expression and their main alterations;

- knowledge of the structure of the human body;

- knowledge of the structure and functions of bacteria and of bacterial genome plasticity;

- knowledge of the structure of viruses and fungi.

Second Triennium

In the context of clinical learning, students will acquire specific skills pertaining to Internal Medicine, General Surgery, Paediatrics, Obstetrics and Gynaecology, as well as to medical-surgical specialisations. Students undertake professional training for specific time periods in specific health facilities designated by the Faculty Board valued at a minimum of 60 credits. The professional training allows students to acquire the necessary practical and professionalising skills.

Clinical skills acquired through professionalising activities are assigned grades via the final examination of the programme or via specific exams. Professional training can be totally or partially undertaken at medical facilities outside the university approved by the Master's Programme Committee *(Consiglio del Corso di Laurea)* after prior assessment and approval of the particular facility's teaching skills.

Integrated courses

The Medicine and Surgery Master's Degree programme consists of a series of integrated courses, each one focusing on a specific area of scientific skills and dealing with specific notions.

The key features of the teaching in the programme are:

- horizontal and vertical integration of knowledge;
- teaching methods based on a solid foundation in the pre-clinical area, and using a problem-based approach;
- early contact with patients;
- acquisition of clinical skills as well as development of strong communication skills.

The highly integrated and flexible teaching method is kept constantly updated and is designed to help students learn from a wide, comprehensive, interdisciplinary perspective providing constant stimulation to acquire new competencies.

Compulsory Attendance and Tracking Method

Class attendance is tracked through an electronic sign-in procedure supervised by the faculty member for the course.

In order to take credit-bearing exams students must have their Attendance Booklet signed by the relevant integrated course coordinator.

Validation of attendance only takes place in the period immediately following completion of the relative class/course.

Students with attendance below the minimum requirement (65%) must contact the Coordinator of the Integrated Course to arrange additional activities necessary to compensate for low attendance and obtain the Coordinator's signature so that they can then take the related exam.

Students with an attendance record of below 40% for a course will not be allowed to take the related exam. They will be required to enrol on the same integrated course again in the following year with required compulsory attendance for the course.

Calculation of the attendance percentage is based on the number of classes attended and not on the number of hours of each individual class.

Attendance at classes is registered via an electronic sign-in system: students must swipe their student ID card when entering class. Registration must take place within 20 minutes of the start of the class i.e. when the faculty member registers the beginning of class. After that time attendance cannot be recorded and the student will be deemed to be absent for the class.

Students can track their attendance registration data and attendance percentage on their personal iCatt page. Student services will validate and finalise the attendance data for each student at the end of each individual course. Once the attendance data is validated by student services, no changes or alterations can be made. Students must therefore inform Student Services of any discrepancy in their attendance records before the conclusion of the Integrated Course.

Optional Project and Vertical Domain

Optional Project and Vertical Domain courses cover two different categories of additional credit-bearing activities. The activities are coordinated by a faculty member and participation may take different forms.

Optional Projects are elective academic courses which include additional interdisciplinary content. Activities within project options may range from seminars to single-focus courses, debates, events, congresses, films and so on.

Vertical Domain activities are transversally related courses that complement students' clinical education with highly specialised and current notions and content on medical research and parallel documentation.

The Master's Programme Committee (CCL – *Consiglio del Corso di Laurea*) approves the annual optional activities offering on the basis of proposals put forward by Faculty members.

The activities may take place at any time during the year, including outside the normal academic calendar year. The calendar for all Optional Project and Vertical Domain activities is published at the beginning of each academic year.

Students are required to choose elective activities (either through Optional Projects or Vertical Domains) up to 8 credits by the end of the sixth year to complete their study plan. However, they are allowed to choose elective activities even for a number exceeding 8 credits. The Master Program Program (*Consiglio di Corso di Laurea*) will certify these activities, even if they exceed the 8 credits required.

100% attendance is mandatory in order to acquire the relative Optional Project and Vertical Domain University Formative Credits. Each student is equipped with a booklet-diary in which Professors may register assessment and University Formative Credits.

Professional Training

During clinical studies (Years Three, Four, Five and Six) students must acquire specific knowledge in internal medicine, general surgery, paediatrics, obstetrics and gynaecology, as well as in medical-surgical specialities. For this purpose, students will be required to undertake professional training by participating in an internship in healthcare operational units designated by the Degree Programme Committee.

Teaching is mainly undertaken through class lectures complemented whenever possible by in-class or laboratory exercises. Supplementary professional training is held in small seminar groups led by faculty staff or tutors.

Tutors are assigned to specific groups of students and undertake teaching as well as tutoring. Tutors also record attendance in students' activities booklets.

Students with attendance below the minimum requirement (65%) must contact the Coordinator of the Integrated Course to arrange additional activities necessary to compensate for low attendance and obtain the Coordinator's signature so that they can then take the related exam.

In line with the European Directive 2013/55/EU, each professional training credit (CFU) corresponds to 25 hours of teaching, and students must accumulate a minimum of 60 of these credits out of an overall total of 360 credits.

The Degree Programme Committee can identify non-teaching hospitals or healthcare facilities where internships may be either in part or entirely carried out, once the Professional Training Practice Commission (CTP) has carried out the necessary evaluation and confirmed the subsequent accreditation and academic suitability.

Practical-evaluation training valid for access to the State examination for the qualification to practice the profession of Medical Doctor (TPVES)

According to the provisions of Article 3 of the Ministerial Decree 9 May 2018, n. 58, the study plan also provides for practical-evaluation training activities valid for access to the State examination for the qualification to practice the profession of Medical Doctor (TPVES) for 15 CFU. The main objectives of these activities is to assess the student's abilities related to "know-how" and "knowing how to be a doctor", which consist in the application of biomedical and clinical knowledge to medical practice; the solution of issues of professional ethics and medical ethics; demonstrating the aptitude to solve clinical problems related to the areas of medicine and surgery and related specialties, laboratory and instrumental diagnostics and public health.

TPVES are divided in three areas (Surgical Area, Medical Area and General Medicine Area), with each area consisting of 5 credits that shall be acquired during one-month period. The TPVES in Surgical

Area is scheduled in the fifth year, second semester; the Medical Area TPVES is scheduled in the sixth year, first semester; the TPVES in General Medicine is scheduled in the sixth year, second semester and will take place at the medical clinic of a General Practitioner having the requirements provided for by Article 27, paragraph 3, of Legislative Decree 17 August 1999, n. 368, on the basis of the agreements signed between the University and the local professional association of Physicians and Surgeons which is competent for the specific geographic area.

The teacher or the medical director of the institution attended by the trainee and the General Practitioner are responsible for the certification of attendance and the evaluation of TPVES. They issue, each for their own area of competence, a formal attendance certificate, together with the evaluation of competences demonstrated by the trainee and stating, when required, a written evaluation (suitability judgment). The TPVES is passed only if the suitability judgment is achieved in each of the three areas.

Theology Requirement

Objectives

All students enrolled on Degree Programmes at Università Cattolica are required to attend Theology courses, in addition to activities set down in their study plan. Theology courses are not credit-bearing but grades obtained on these courses will be taken into account the final examination for the degree programme.
Theology courses are a distinguishing feature of Università Cattolica. They complement curricular content with a critical development of thorough reasoned knowledge of Catholic values which can be applied to an educational and professional path.

Theology Courses

36-hour semester Theology courses cover three years of study at undergraduate level and one 30-hour semester course is programmed at graduate level.

Programme

Year One: Introduction to Christology and Scriptures

Year Two: Introduction to Theological Anthropology and Ecclesiology

Year Three: Introduction to Ethics and Christian Ethics

Year Four (graduate level): Course on Bioethical issues (either seminars or a single-focus course).

The 30-hour graduate level semester course is held by Professor Robert Cheaib either as seminars or as a monographic single-focus course, according to the denominations set by the College of Professors of Theology.

Professors and Course Programmes

Information about Theology courses and professors/instructors is available on faculty personal online pages.

Examinations – Regulations for Pre-requisites

The Master's Degree Programme Committee (*Consiglio di Corso di Laurea*) for Medicine and Surgery stipulates that students are required to sit all examinations in their study plan for a particular year before taking examinations in the subsequent year. This rule applies to all years of the programme.

Apart from this general rule, some examinations may not be taken unless other specific preparatory examinations have been previously passed. Details of the relevant rules in force are listed below.

You must have passed the exam	*Before you can take*
Basic Sciences	*Biomedical Sciences I*
	Biomedical Sciences II
Biomedical Sciences I *Biomedical Sciences II*	*Organic and functional systems I: bones and muscles*

Students enrolled on Year Two onwards can only sit examinations from the previous years during the extraordinary examination sessions. Furthermore, should the ordinary sessions of different years overlap totally or even partially, students will have the possibility to sit examinations of previous years during the above-mentioned sessions. However, it is not guaranteed that all the exams will be scheduled.

Year-to-year progression rules

Students who have not passed all the exams in a given year cannot take the exams for the following year.
In accordance with the provisions of the Ministerial Decree n. 58/2018, students who have not successfully passed all the exams related to the first four years of the course cannot access the practical-assessment internship valid for the State examination for the qualification to practice as a surgeon (TPVES).

Student Status

There are two student status categories which are assigned on the basis of students' academic standing and fulfilment of degree programme requirements.

- **Status: 'regular'(*in corso*)**

This status applies to students who have satisfied attendance and examination requirements for their Degree programme.

Students enjoying 'regular' status can take examinations in the current year of enrolment during the programmed ordinary examination sessions. Outstanding examinations may be taken during the extra examination sessions during the same year.

- **Status: 'outside prescribed programme duration' (*fuori corso*)**

This status category applies to students who have not completed their academic qualification by the last graduation session useful for the regular enrolment.

Students who are assigned this category may not attend courses for subsequent programme years but can take outstanding examinations during ordinary, extra and sessions dedicated to 'outside prescribed programme duration' (*fuori corso*) students.

Renewal of Enrolment

The first instalment of annual tuition and university fees must be paid before enrolment can be renewed. Until payment of the required fees has been received, students will not be able to undertake instructional activities, register for credit-bearing exams or register for their final exam. Student records will be updated and enrolment will be effected when the outstanding fees have been paid, together with payment of any penalty fees due.

Enrolment for the academic year is automatic upon receipt of payment of the first instalment of tuition and university fees. The first instalment is non-refundable and enrolment may not be cancelled (see Art. 4, Paragraph 8, of Title I "General rules" of the University Academic Regulations and Art. 27 of the Students Regulations, approved by Rector's Decree No. 1269 dated 4 June 1938).

Information regarding tuition and university fees is available in the "Tuition and university fee regulations" documentation: http://www.unicatt.it/iscriversi-tasse-e-contributi.

In line with the regulations, students who are not up to date with payment of their tuition and university fees may not:

- enroll on any program year;
- be admitted to exams;
- obtain transfer to another degree program or specialisation diploma program;
- obtain transfer to another university;
- obtain enrolment certificates.

Students resuming their studies after for a break of one or more academic years are required to pay tuition and university fees for the academic year in which they resume their studies, while a deferral fee will be due for each deferred year of studies.

Students resuming their studies at the beginning of an academic year and request registration for scheduled exam sessions for previous academic years are required to pay an additional fee.

Final Examination

The final examination for the award of a degree takes the form of the defence of a thesis written on a subject previously agreed with the supervising faculty.

The thesis must be prepared in an original way by the student under the guidance of a supervisor and possibly by a correlator appointed by the latter, chosen by professors belonging to institutions other than that of the lecturer. The final examination aims to complete the personal and scientific training of the student through formalization, planning and development work.

The presentation and the defence of the thesis are public.

Calculation of final grade

Assessment of the final examination is given on a scale up to 110. The pass grade is 66/110.

Honours are discretionally awarded by unanimous decision of the Commission to students who have obtained a minimum score of 112.

Determination of the final grade for graduation is based on the grade point average of curricular exams taken throughout the programme (weighted against credits accumulated).

The grade point average is multiplied by 11 and divided by 3 (30 with honours is counted as 31).

The following scores (A to E) may be added to the sum calculated above:

Score A:
    Thesis work

Thesis work	Points (max. 10)
Originality and effort	max. 4
Mastery of the topic	max. 3
Quality of the presentation of the thesis	max. 3

Score B:

Curricular activities undertaken outside Italy:

Activities undertaken outside Italy	Points
2-3 months full-time practical training programme (pre-approved, certified and assessed)	+ 0.5
6 to 12-month training programme outside Italy (one or two semesters) with successful completion of a minimum of two thirds of the practical and theory activities set out in the Learning Agreement	+ 1

Score C:

Published work

Published work	Points
Work published or officially accepted by journals with an 'impact factor', where the name of the candidate appears among the authors.	max. 2

Score D:

Based on IFOM examination results, 4 points will be assigned to students obtaining a score above 602: 2 points will be assigned to students obtaining a score above 446.

Score E:

Consideration for the ethical and moral aspects of Medicine (Theology examination): the grade average for Theology is given a score as follows:

18 to 24 → + 0.1 points;
25 to 27 → + 0.2 points;
28 to 30 cum laude → + 0.3 points.

Final Examination Panel

Members of Final Examination Panels are appointed by the Faculty Dean or by the Chair of the Master's Degree Programme Committee. Each panel is made up of Professors, Associate Professors, Researchers and Teaching Assistants. Scholars, scientific experts and full professors from other universities, whether in or outside Italy, may also be called to serve on the panel. Those serving on the panel may also be assigned duties as supervisor or co-supervisor, in line with the criteria set down by the Masters' Degree Programme Committee.

The Final Examination Panels for single-cycle Master's Degree Programmes are made up of a minimum of seven members, of which at least four must be undertaking teaching within the Faculty.

For the Panel to function properly, a minimum of five panel members must be present, of which at least three must be undertaking teaching within the Faculty.

The Final Examination Panels are presided over by the Dean, who may be deputized by the Chair of the Degree Programme Committee, or by the professor in a particular Panel holding the highest qualification and with the longest period of service, or by another delegated tenured professor.

Double Degree

The Double Degree between the Faculty of Medicine and Surgery "Agostino Gemelli" and the Thomas Jefferson University of Philadelphia aims to offer a training that combines Italian preclinical training with US clinical skills and allows the acquisition of additional qualifications. These qualifications will allow graduates to pursue postgraduate education in the United States and to enter health care systems other than the Italian and other European countries.

In collaboration with Thomas Jefferson University, the Double Degree programme offers the possibility of taking part in the training course at Thomas Jefferson University to students selected according to the criteria indicated below. The programme provides three Summer Schools at Thomas Jefferson University (at the end of the first, second and third year of the course, which are carried out entirely at Università Cattolica del Sacro Cuore). During the Summer Schools the student acquires educational credits which are needed to achieve the Bachelor Degree, which is necessary for the attainment of the Medical Degree and for the carrying out of the second three-year course at the Thomas Jefferson University.

The programme ends with the defence of a thesis at Università Cattolica del Sacro Cuore.

At the end of the course the student achieves the Double Degree:

- degree in Medicine and Surgery (LM-41), awarded by Università Cattolica del Sacro Cuore;

- Medical Degree awarded by the Thomas Jefferson University of Philadelphia.

Admission to the Double Degree is allowed for up to 6 students, in possession of the following cumulative requirements:

- a score not lower than 70/100 obtained at the admission test to the single-cycle master's degree course in Medicine and Surgery;

- IELTS certification with a score not lower than 6.0 or TOEFL certification with a score not lower than 79.

Interested students who meet the above requirements must take a placement test, aimed at ascertaining the level of knowledge of the subjects defined by Thomas Jefferson University, which will be appropriately disclosed before the test takes place. Also, the students will be interviewed by a Selection Committee, designated by the President of the degree course and composed of a delegate who presides over it, professors of the degree course and professors of Thomas Jefferson University. The interview aims to ascertain the candidate's aptitudes and motivations. At the end of the selection, the Commission issues the ranking of the candidate who are admitted to the Double Degree.

The Double Degree study plan, with the list of courses, the corresponding credits and SSD and their articulation in the training course, is described in Annex B of this Guidebook.

All the activities carried out at Thomas Jefferson University are equivalent to those provided for in the study plan referred to in Annex A, in compliance with the constraints established by the current regulations on the single-cycle master's degree course in Medicine and Surgery accredited by MIUR.

Administrative Regulations

Examination Regulations

General Rules

It is the responsibility of each student to make sure that they are aware of the rules and regulations relating to the study plan of their degree programme. Each student is personally responsible for the cancellation of the results of any examination taken that fails to comply with rules and regulations.

Students are reminded that cancellation of examination results can be avoided by complying with the rules of year-to-year progression and by ensuring that they have passed the relevant prerequisite exams before progressing to subsequent exams. Results for exams not taken in the correct order will be cancelled and those exams will have to be taken again.

Grades awarded by examination panels are final and cannot be changed. Once a pass grade has been registered in student records, that particular exam cannot be re-taken (see Article 6.6, Part I – 'General Rules' of the University Academic Regulations). The Faculty has the prerogative to stipulate that a failed examination may not be taken again before a specified time period not exceeding four weeks.

Students may leave an examination before it has finished. Students given a pass grade have the right to refuse that grade until it is registered in student records. If a fail grade is given, the information will be retained for statistical purposes only and will not be recorded in the student's grade book or in the student's academic records.

Students are required to present the following documentation at exam sessions:
- student grade book (*libretto*);
- exam registration confirmation form;
- Badge (Student ID card);
- valid ID document.

Procedures and conditions

Students may only take exams if they:
    a) are up to date with payment of tuition and university fees;
    b) have registered for the examination in line with relevant regulations.

Examination panels for curricular exams

Members of examination panels for curricular exams are nominated by the Faculty Dean. Each panel is made up of a minimum of two members: the official professor for the course who acts as Chair, and one other official faculty member, researcher, teaching assistant or expert on the subject.

Should the Chair of an examination panel be absent for any reason, the position will be taken by another faculty member appointed by the Dean of the Faculty or by the Chair of the Degree Program Committee or by the Chair of the examination panel him/herself.

The Chair of an examination panel may divide the panel into sub-panels to ensure that the exam is run properly and efficiently. Should any student request to be examined by the Chair him/herself, every effort will be made to satisfy this request.

Transfer Conditions

Transferring to another university

Enrolled students may request transfer to another university. After a proper check of the study rules and regulations of the potential destination university, application for transfer can be submitted to Student Services between 15 July and 13 October. Please note that if the deadline for the other university is earlier than 31 October, application will have to made earlier to allow for sufficient processing time.

Transfer applications submitted after 31 October and before 31 December will be subject to a late application fee based on submission date. Transfer may not take place without prior acceptance by the destination university.

Before authorisation for transfer can be given, the student in question must have:
- verified via iCatt his/her academic record and notified the registrar of any correction to be made or request the addition of missing data;
- requested via iCatt a transcript of records from Student Services showing all exams passed;
- settled all related tuition and university fees outstanding at the moment of application.

The transfer application must bear a revenue stamp to the value set down by legislation in force.

The application must be submitted together with:
- student grade book (*libretto*);
- student ID card (*tesserino/badge*);
- transcript of records showing all passed exams;
- a statement that no books are still on loan from the University Library or from the Educatt Book Loan Service and that no outstanding sums are owed to the Educatt Student Assistance Office, e.g. dormitory fees, fee repayments, study grants, loans, etc.;
- receipt of payment of application fee.

Students may not take any further examinations after submission of an application for transfer. Students who transfer to another university may not transfer back to Università Cattolica before one year of the date of transfer. Students who are readmitted to Università Cattolica are admitted to a particular year based on passed exams and not on their previous enrolment year. They may also be required by the Faculty Board to pass further examinations to bring their studies up to the level of the Università Cattolica students.

Transferring to Università Cattolica from another university

Admission procedures after year one for programmes with limited numbers of places are decided by the relevant university bodies, in line with university regulations. These procedures are

determined on the basis of the number of places available each given year, and take into account compliance with the selection criteria as stated in the call for admissions and the admission rules.

An Evaluation Committee appointed by the Chair of the Master's Degree Programme Committee rules on recognition of previous studies carried out at other universities.

Withdrawal/Intermitting

Students have the right to withdraw from their programme. First, they will be required to settle any outstanding tuition and university fees before applying for withdrawal. Two copies of the application should then be printed (downloadable from http://roma.unicatt.it), and revenue stamps to the value set down by legislation in force must be affixed to one copy.

The application must then be submitted together with the relevant student grade book and student ID card.

No terms or conditions can be added to the written request/reason for withdrawal in the application.

Students who withdraw can request documentation certifying their academic record up to the date of withdrawal as long as their administrative record is up to date.

The following categories of students may not enrol on a new academic year and will therefore no longer be officially considered as current students:
- those who have not enrolled for five consecutive years;
- those who, at the end of their prescribed programme duration, have not passed any examinations for five consecutive academic years. This does not apply to students whose only outstanding exam is their final exam, i.e. those students who have accumulated all necessary credits apart from those for the final exam.

Enrolled students have the right to submit application to intermit, i.e. to suspend studies temporarily for the purpose of enrolling on and attending a specialising master's programme, a specialty training programme, or a doctoral programme. At completion of intermission students may go back to their original study programme provided it is still being offered.

Teaching Evaluation

The Ministry of Education, of University and Research (MIUR), has issued directives that universities must carry out assessment of course teaching for every Integrated Course.

Students will be required to complete an assessment questionnaire in order to register for an examination.

Academic Services and useful informations

Online Services

Students' personal online page (iCatt)

All students have a personal iCatt web-page which provides access to administrative services and information about courses, e.g. timetables, exam sessions, announcements etc. The online registrar section provides access to students' Study Plans and to their current exam situation (exams already taken and outstanding exams). It also allows students to register for exams and update their income and tax information. The iCatt homepage will show communications from Student Services via an online notice board.

Students can access iCatt by going to http://icatt.unicatt.it and by entering their personal login and password.

Students can write to gestione.iam@unicatt.it for assistance in accessing iCatt.

Faculty personal online pages

Faculty have their own online page giving relevant information such as email addresses, office hours, courses and syllabi. Access is via http://docenti.unicatt.it.

Useful information

Faculty office hours

Faculty office hours provide an important opportunity for faculty and students to meet outside of class. During these meetings students can clear up doubts about course content as well as get advice on how best to manage their studies. Office hours are published on Faculty personal online pages.

Personal injury on Campus

First aid kits are located around the campus to treat small injuries. For serious injuries, students should go the A&E department of the University Hospital or in an emergency the Health Emergency Services should be called (Extension number 5555).

The A&E department of the A. Gemelli University Hospital is located in the DEA building and is clearly signposted within the campus. Procedures are in place to record accidents happening to staff who are external to the university.

Accidents resulting from biological exposure require the use of different resources, given the specific nature of the type of injury and possible repercussions. In such cases, students must refer to the guidelines found in the Operating Instructions issued by the Policlinico Gemelli Foundation IRCCS.

Earthquakes

In the event of an earthquake:
- seek shelter under a table or desk or below a door frame;
- keep clear of bookshelves or other furniture that may fall;
- stay away from windows and glass doors;
- if inside, remain where you are until the tremor ceases;
- if outside, keep as far away as possible from buildings, trees and electric power lines.

Theft or assault

In the event of theft or assault, Security Services should be called: 06 3015 3373.

Other Useful University Services

Main university number	06-3015…. (add extension numbers below)
Health Emergency	5555
Central Emergency Management	4000

University Health and Safety Service	5256 – 5809
Fire Safety Unit	5311 – 4683
Security Services	3373
Maintenance Service	5000
Accident and Emergency	4030 – 4031 – 4034
Health Centre	4997 – 4772

University Staff

Università Cattolica staff are at the service of those who use the university. The staff ensures that suitable conditions exist for university services and offices to be used to the full. Staff from Student Services, the library and the logistics office are authorised to enforce regulations regarding the proper use of offices and spaces in the university.

University staff, and security staff in particular, may take measures to prevent or limit any disruption occurring on university premises (Article 47 of Royal Decree 1269/1938). The reports that they file on such events will carry the same validity as a police report.

Università Cattolica staff have specific instructions not to submit documentation on behalf of others or to act on behalf of students for any other procedures at Student Services.

Guarantee of Essential Services

Legislation on the exercise of the right to strike within essential public services and on the protection of personal rights as guaranteed by the constitution – Law No. 146/1990 and Law No. 83/2000 and later changes and additions thereto.

The University guarantees continuity of the following essential services for university education, in line with the values and rights guaranteed by the constitution:
- registration and enrolment on university programmes and courses;
- final examinations, final degree examinations and public examinations;
- examinations for annual and semester courses;
- certification to take part in competitive examinations (*concorsi*) where documented urgency exists of imminent competition deadlines.

Student Services

In addition to the quality and rigour of the education it offers, and in line with a tradition of prioritising the individual, the University provides an ever-growing array of services, and cultural

and recreational opportunities. This means that students have access to suitable support during their university life, in particular when they are facing personal and academic challenges.

Information about the following services can be found online at http://roma.unicatt.it:

- Library: biblioteca-rm@unicatt.it; documenti.delivery-rm@unicatt.it; tel. 06/30154057;
- Advising and Tutoring: orientamento-rm@unicatt.it tel. 06/30155720 - 6809;
- Internships and Placement Service: stage.placement-rm@unicatt.it tel. 06/30154480 - 4590;
- Global Engagement and International Education (international student mobility programmes) ucsc.international-rm@unicatt.it 06/30155819;
- ILAB – Centre for innovation and development of university teaching and technologies (ICT courses and Blackboard): http://blackboard.unicatt.it;
- SeLdA – University Language Service (language courses): gerit.beger@unicatt.it tel. 06/30156812;
- Student Support Services - Disability and Learning Differences (at the Student Services Centre – *Polo Studenti*, regular office hours): segreteria.disabili-rm@unicatt.it; segreteria.dsa-rm@unicatt.it:
- Public Relations Office: urp.universita@rm.unicatt.it tel. 06/30154203;
- EDUCatt – Università Cattolica del Sacro Cuore organisation for the right to academic education (health service, student cafeterias, housing solutions, book loans) info.rm.dsu@edu-catt.it tel. 06/30155708;
- Pastoral Centre: centro.pastorale-rm@unicatt.it tel. 0630154258;
- On-campus Student Work: tutordigruppo-rm@unicatt.it tel. 0630155723;
- Cultural and Recreational Activities;
- Psychological Counselling Service;
- Youth Health - Front Office.

EDUCatt

Università Cattolica del Sacro Cuore organisation for the right to education

EDUCatt is a non-profit foundation which Università Cattolica has engaged to support students with regard to access to study, attendance and compliance with academic rules by managing services related to the right to university education.

EDUCatt is active on Università Cattolica campuses in Milan, Brescia, Piacenza-Cremona and Rome, offering a series of services designed to facilitate and enhance the study experience:

- assistance to newcomers, financial aid, scholarships, supplementary financial support, student loans and other financial solutions;
- accommodation, student housing and University residences, and private advertisements for housing;
- meals catered to university users, available in facilities directly managed or sub-contracted;
- books – solutions and resources, distribution of EDUCatt editions specifically for university courses, free book loans and facility for the sale of used books;
- health care and psychological assessment and counselling, infirmary, general and specialist appointments;
- travel and study-holiday opportunities, special offers by CTS (student travel agent and EDUCatt partner);
- student support for cultural activities;
- direct communication with EDUCatt for enquiries and information about the services available.

Student Records and Academic Support Services

The Student Records and Academic Support Services manage academic records and oversee the organisation of the Faculty of Medicine and Surgery's Degree Programme.

Contact information
Location: Largo Francesco Vito, 1 – 00168 Roma (Istituti Biologici)
Tel: 06/30154757
e-mail: gestione.carriera.studenti-rm@unicatt.it
Officer in charge: Dott.ssa Francesca Mencarelli

Students with disabilities and specific learning disorders (DSA)

The Università Cattolica del Sacro Cuore warrants to all students with disabilities and specific learning disorders (DSA) all the measures and compensatory instruments in order to preserve their rights.
The University guarantees to students with disabilities or diagnoses of specific learning disorders (DSA) instruments and measures suitable to ensure the effectiveness of the right to study, in accordance with the Article 5, paragraph 4, Law n. 170/2010.

At the Student Center Services (Polo Studenti) it is established the "Services Secretariat for the integration of students with disabilities and with DSA", whose role is to support students with disabilities and diagnoses of specific learning disorders (DSA) during their university experience, from the early stages of orientation up to the attainment of the Degree, through technical-administrative and didactic support, provided by specialized staff.

Technical-administrative support consists of:
- management of administrative procedures;
- accompanying service for students with disabilities to the classes;
- mediation on educational material.

The didactic support consists of:
- orientation: support for students with disabilities and DSA diagnosis in the choice of study programmes and during the initial phase of the attendance to the activities, through useful information and strategies on how to undertake the course;
- pedagogical advisory service: through individual interviews and group meetings, specific educational needs of students with disabilities and DSA diagnosis are identified, in order to guarantee successful attendance to classes and exams results.

Students with disabilities and DSA diagnoses can access the aforementioned support services by submitting one of the following valid documents to the "Secretariat of Services for the integration of students with disabilities and with DSA":
- civil invalidity certificate, pursuant to Articles 1 and 2 D.L. 1 July 2009, n. 78, or corresponding document issued by the relevant institution of the student's own country

- report of handicap verification, pursuant to Article 4 Law n. 104, 5th February 1992 or corresponding document issued by the relevant institution of the student's own country
- certification (no older than 3 years) issued by an healthcare institution or by other accredited institutions or specialists, that certifies the diagnosis of one of the specific learning disorders referred to in Law n. 170/2010 - dyslexia, dysgraphia, dysorthography, dyscalculia - and the appropriate nosographic codes.
Students with temporary disabilities can also apply for support, upon provision of a medical certificate attesting the temporary disability (e.g.: fracture of a limb).

Student Services Centre *(Polo Studenti)*

The Student Services Centre is the point of reference for all students enrolled on a degree programme. It is where you can get general information regarding enrolment, tuition and university fees, academic records, exam registration and final exam details.

Student Services Centre (Polo Studenti) opening time:

Monday	9.30 am – 3.00 pm
Tuesday	9.30 am – 3.00 pm
Wednesday	9.30 am – 3.00 pm
Thursday	1.00 pm – 4.00 pm
Friday	9.30 am – 12.00 pm

Location: the Student Services Centre (*Polo Studenti*) is located in the Polo Universitario Giovanni XXIII Building, Largo Francesco Vito 1 - 00168 Roma.

Contact number: 199.151.129 (service charge will apply)
It is also possible to get information by filling in an 'information request' on your iCatt homepage.

CODE OF CONDUCT
General Rules

University regulations require that students conduct themselves without infringing the personal dignity and honour of others and in line with the spiritual values of the University.

Disciplinary sanctions may be applied to anyone not adhering to the code of conduct. Sanctions will vary depending on how serious the breach of the code of conduct is (see Title I General Rules, 18bis – Disciplinary responsibilities regarding students, in the University Academic Regulations).

Sanctions are decided by the relevant academic bodies in line with procedures which guarantee the individual's right to defence, and in line with current relevant general criteria.

Health, Safety and the Environment

As set out in its mission, the University's strategic objective regarding health, safety and the environment is directed towards the protection of employees, teaching staff, researchers, specialising students, doctoral candidates, interns, scholarship students, students and visitors, as well as the protection of the environment and of anything that is used to carry out University work.

Teaching staff, students and administrative personnel are all expected to be involved in working towards this objective regarding health, safety and the environment, by carrying out regular checks that health and safety measures are being enforced in the workplace and that procedures are communicated adequately and being properly applied. It is everyone's responsibility to inform the relevant authorities of any shortcoming in safety measures or lack of training or information, and to work together with the relevant services for the stipulation and continuous improvement of methods and procedures for carrying out university work.

As set out in Legislative Decree 81/80 and subsequent changes and additions, students are considered as staff with regard to contributing to the improvement of safety measures relating to:

- compliance with rules and instructions given for personal safety and for the protection of others;
- the correct use of machinery, equipment, apparatus, substances and safety devices;
- the correct use of available means of protection;
- immediate reporting to relevant personnel regarding any inadequate tools and equipment as well as any hazardous conditions observed;
- taking action in an emergency, as far as competencies permit, in order to eliminate or reduce any inadequacy or danger;
- unauthorised removal or alteration of any safety device, checking device or alarm;

- unauthorised actions which may put yourself or others in danger;
- undertaking medical check-ups when necessary;
- taking part in training courses organised by the university regarding safety in the workplace;
- contributing to compliance with all health and safety rules;
- conduct which may cause danger to yourself or to others.

Examples of safe conduct

- *in corridors, on the stairs and in lobbies*: do not run; do not leave objects where they might block passageways; leave passageways and emergency exits clear;
- *in institutes, laboratories and libraries*: carefully follow all instructions given by those in charge before using any equipment, apparatus etc.; read and follow the rules and instructions for use and safety instructions; do not use personal equipment or apparatus without specific approval from those in charge; do not carry out unauthorised activities or activities not connected with educational objectives;
- *in spaces where there is specific signage*: do not smoke, do not use naked flames, and do not enter where there is a no entry sign;
- *if buildings have to be evacuated* (a warning message will be heard via loudspeaker): keep calm, immediately inform those present of the emergency and/or call the relevant phone numbers, listen to the instructions given by those in charge, do not use lifts/elevators, follow specific emergency signs to outside spaces, move quickly to the nearest assembly point (shown in the emergency plans displayed in the building), check that all those who were with you have managed to reach safety, inform the emergency team if anyone is missing

Emergencies

Fondazione Policlinico Agostino Gemelli Safety and Fire-fighting Unit is on duty 24 hours a day, including at weekends and during university closure. The unit is in charge of coordinating actions to contain emergency situations such as fires, flooding, gas leaks and hazardous situations caused by any type of accidental breakage.

All students must do as instructed by the coordinator dealing with any particular emergency. Central Emergency Management can be contacted on extension 4000 from a fixed line in the University or on 06 3015 4000 from any other phone; callers will be asked to provide personal information (name, position etc.), information about the type of danger/threat or emergency underway, the number of people involved, as well as a general assessment regarding the gravity of the situation. The caller must keep connected to Central Emergency Management until instructed to hang up.

Plans showing emergency exit routes are posted in all passageways with instructions of what to do in an emergency.

Smoking not permitted

There is a no-smoking regulation in force in all work spaces on University premises. The head of the University Security Services is responsible for the enforcement of this rule and operates with the support of the Security Guards.

Tel: 06 3015 4288

Health Monitoring

In line with Legislative Decree 81/2008, students from Year Three onwards will be subject to annual health monitoring carried out by assigned university medical staff if they are deemed to be at risk. The health monitoring protocol includes general medical check-ups, blood tests, and Mantoux skin tests. The assigned medical staff can call for additional diagnostic tests if deemed necessary. The assigned medical staff may also administer vaccinations if necessary.

Since students who go beyond the expected duration of a degree programme (*fuori corso*) conduct work activities even though they have completed the academic part of their programme, the health monitoring will continue on the same annual check-up basis. Health monitoring is compulsory and normal attendance will not be allowed without it: students refusing or failing to undergo scheduled check-ups will not be permitted to carry out clinical activities. A certificate issued by the assigned medical staff is a prerequisite for students to carry out clinical activities.

Protection of Personal Data

Università Cattolica has adopted appropriate structural, logical and organisational measures regarding the delivery of its services to ensure respect for patients' rights, fundamental freedom and dignity, as well as patients' confidentiality. One of the specific organisational measures taken is the setting down of a code of conduct to ensure that patient data is kept confidential. This code of conduct applies to both healthcare professionals and University Cattolica staff that handle data/personal information. Students are expected to respect and adopt this code in all academic and professional activities. The most important rules to follow are the following:

1. all data that comes into your possession should be considered as confidential and, as such, according to law, subject to professional secrecy. Therefore, the code of conduct must be adhered to for each individual work phase so that data is not lost or accessed by unauthorized individuals;
2. data must only be used for the purposes for which they were collected i.e. prevention, diagnosis and treatment, and generally for the protection of the health of the patient;
3. conduct during consultations with patients should be carried out in such a manner that no information which may reveal their state of health comes to the knowledge of a third party;

4. to protect patients' interests, medical records, medical reports and any other documentation that includes health information must be stored in a safe place and in any event in a location that ensures that the information remains confidential. To this end, the information pertaining to the health status of a patient may be disclosed only to the patient or to persons specifically named by the patient;

5. data regarding genetic identity must be handled exclusively within protected spaces accessible only to those dealing with the treatment and to those specifically authorized to access them;

6. the greatest care must be taken with regard to bone marrow donors who, under Law No. 52 dated 6 March 2001, have the right and duty to remain anonymous both to the receiver of the transplant and to third parties.

Personal Data Protection Legislation
(Legislative Decree No. 196, 30 June 2003 - EU Regulation 2016/679 General Data Protection Regulation - GDPR)

This section gives general information about legislation regarding the protection of personal data as set out in Legislative Decree No. 196 of 30 June 2003, 'Personal Data Protection Regulations' and in EU Regulation 2016/679 General Data Protection Regulation (GDPR). It is a guide for students who come into contact with information about the state of health and the sexual life of a patient while carrying out their studies. This information is usually considered to be the most private and sensitive of personal data since it exposes the individual and may document weaknesses, which may lead to a real risk of social discrimination.

Considering this critical aspect and given all the regulations governing data protection, when students come into contact with sensitive information during the course of their studies they are required to adhere to the code of conduct set out for University healthcare staff responsible for the handling of data.

To ensure that the purpose and aim of the legislation are fully understood, the main points of the regulations are described below.

Purpose of the data protection legislation

The life of an individual can be contained in a cluster of information which on the one hand can identify the person, but on the other hand, if not properly protected, can expose the person to risk of discrimination because of their particular opinions, religious beliefs or state of health. It is for this reason that the right to privacy is essential in an equal society.

The dynamic changes in technology and culture, and the interconnections between various sectors of today's society e.g. health, finance, telecommunications, politics, business and so on, mean that

the concept of privacy has evolved, leading to the emergence of a strong connection between privacy and the right to liberty, equality, dignity, and democracy as guaranteed by the Constitution. The concept has developed to the point that the traditional definition of privacy as 'the right to be left alone' has been superseded.

Article 1 of the data protection legislation establishes in fact that every person has the right to the protection of their personal data. This right is recognised as a new form a personal liberty, or rather the freedom to have control over the dissemination of one's personal data. In the system of protection foreseen by the legislation, therefore, individuals have the right of control over their personal information, the right to confidentiality and the right to a private life — all being expressions of the right to privacy.

What is personal data?

The basic concept on which the legislation is based is the concept of 'personal data' (Article 4, (b), of Legislative Decree No. 196/2003): personal data is any information pertaining to a person, a legal entity, organisation or association, identified or identifiable, even indirectly though reference to any other information, including a personal ID number.

A further aspect of this concept is that of 'sensitive data', which is information pertaining to the utmost personal sphere of an individual, defined in the legislation as personal data which may reveal racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of political parties, unions, associations or religious, philosophical, political or union organisations as well as personal data that my reveal an individual's state of health and sexual life.

Of particular interest here are the regulations for handling sensitive data in healthcare situations and the related civil and legal responsibility.

What does 'handling personal data' mean?

In the legislation (Article 4, No. 1, (b)), 'handling personal data' is defined as any operation or group of operations undertaken with or without the use of a computer or an automated procedure, which concern the operations involved in the gathering, recording, organisation, archiving, consultation, processing, alteration, selection, extraction, comparison, use, interconnecting, blocking, communication, dissemination, cancellation and destruction of data even if such data are not recorded on a database.

'Handling personal data' therefore refers to all operations which form part of the life cycle of a piece of information, from gathering to destruction. It is pointed out that even a simple viewing of data comes within the activity of 'handling personal data'.

Responsibilities

Those involved in dealing with personal data as set out in the legislation are as follows:

- The sole holder of ultimate responsibility for handling data, i.e. Università Cattolica del Sacro Cuore, statutory body with no shareholders, whose functions in this regard are performed by the director of the Rome Campus for the Rome Campus and by the director of the A. Gemelli University Hospital for the A. Gemelli University Hospital and all connected facilities;
- Data controllers i.e. the directors of the various departments and institutes who have been given the responsibility of dealing with personal data by the Campus Director and the Director of the university hospital;
- Authorised data processors i.e. all personnel who actually handle personal information whilst carrying out the work.

Sanctions

The legislation provides for the application of severe sanctions for any breach of the regulations, and sets out legal sanctions and a specific set of norms for civil responsibility, as well as specific administrative sanctions.

**Legislation on Conscientious Objection to Animal Experimentation
(Law No. 413, 12 October 1993)**

This legislation provides for University students, as well as medical and health personnel, to register their conscientious objection towards any activity connected with animal experimentation.

Students wishing to register their objection should submit their statement of conscientious objection to the faculty teaching the course in question. The relevant form is available at the Centre for Experimental Research (*Centro Ricerche Sperimentali*).