



**REGULATIONS OF THE FACULTY OF MEDICINE
FOR ELECTIVE ACTIVITIES**

*Approved by the Steering Committee of the Faculty of Medicine
in the meeting of 26 October 2020*

Art.1 - INTRODUCTION

These regulations apply to elective activities for the Bachelor's and Master's degree programmes of the Faculty of Medicine of the University of Milan (hereinafter Faculty).

The deadlines mentioned in these regulations are not mandatory. The Steering Committee will approve, usually by February 28 of each year, an elective activities timeline for the following academic year. In order to be admitted to the final exam, students enrolled on Bachelor's and Master's degree programmes in the medical area must have earned the number of credits (CFU) required for elective activities by the study programme. For type-1 and -2 elective activities, the required CFU will be earned by attending activities chosen from among those proposed by instructors (see Art. 3) or students (see Art. 10). Once they have earned the number of credits required for their degree programme, the student may not attend any further elective activities. Elective activities for which the corresponding credits have already been earned may not be cancelled.

Art. 2 - TYPES OF ELECTIVE ACTIVITIES

There are three types of elective activities: 1. seminars (for all programmes); 2. residencies (only for single-cycle Master's degree programmes in Medicine, Bachelor's degree programmes in Medical Biotechnology, Master's degree programmes in Medical Biotechnology and Molecular Medicine); conferences and congresses (for all programmes). Moreover, there is a fourth type of elective activity: 4. residencies in periods of suspension of teaching (only for single-cycle Master's degree programmes in Medicine, Bachelor's degree programmes in Medical Biotechnology, Master's degree programmes in Medical Biotechnology and Molecular Medicine), which are governed by Art. 8 hereof.

Art. 3 - SUBMISSION OF PROPOSALS

The proposals for elective activities may be submitted using the dedicated online procedure by the professors and research fellows of the Faculty, by the academic coordinators of medical degree programmes, and by students (see Art. 10). Proposals for type-1 (seminars) and type-2 (residencies) elective activities must be submitted in



compliance with the annual deadlines as set forth in the timeline referred to in Article 1 above. For type-2 activities only, may the proposing instructor enrol a number of students upon submission, up to half the places available. The names of the enrolled students must be noted in the submission form. Type-3 elective activities (conferences and congresses) may be proposed up to 2 months before the start of the conference/congress, by submitting the dedicated online form to the elective board for evaluation. All the proposals for elective activities will also be submitted to the heads of the respective study programmes for evaluation. Once approved, the proposals will be posted to the Faculty website.

Art. 4 - ELECTIVE ACTIVITIES TIMELINE

Elective activities are scheduled by a coordinating board, with the advice and consent of programme coordinators. The timeline must be approved within the terms set forth in Art. 1 hereof. First-semester type-2 activities (residencies) will start on October 15 of the following academic year and will end on January 20; second-semester type-2 activities will start on March 1 and end on May 31 of the following academic year. These activities must be held on days and during hours when students are free from classes. Type-3 activities (conferences and congresses) will follow the event schedule, and may be attended throughout the year.

Art. 5 - NUMBER OF CREDITS

Type-1 activities (seminars) consist of modules awarding 1 to 2 credits (CFU). One CFU is equal to 6-10 hours' lectures, two CFU to 12-20 hours' lectures, in accordance with the University Academic Regulations.

Type-2 activities (residencies) consist of modules awarding 2 to 4 CFU. Two CFU are equal to 50 hours, four CFU to 100 hours. The student may not earn more than 2 CFU for type-2 activities (residencies) per academic semester.

For the Bachelor's degree programme D47, Medical Biotechnology, given the higher number of elective credits required for earning a degree, type-1 activities (seminars) may be structured as modules awarding 1 CFU (6-10 hours' lectures), 2 CFU (12-20 hours' lectures), and 3 CFU (20-30 hours' lectures). Type-2 activities (residencies) for this degree programme consist of modules awarding 2 CFU (50 hours), 4 CFU (100 hours) and 6 CFU (150 hours).

Type-3 activities (conferences and congresses) award 1 CFU for every three conferences/congresses.



Over the course of their studies, the student may earn up to 1 CFU for type-3 activities (conferences and congresses).

Elective activities proposed by students (Art. 10) may award up to 2 CFU per year.

Art. 6 - ENROLLING IN TYPE-1 AND -2 ELECTIVE ACTIVITIES (SEMINARS AND RESIDENCIES)

The student will choose the elective activities of their interest after reviewing the website:

<https://www.unimi.it/it/corsi/facolta-e-scuole/medicina-e-chirurgia/studiare-medicina-e-chirurgia/elettivi-medicina>.

For activities proposed by students, see Art. 10. Each student may enrol in several elective activities each year up to a total of 4 CFU. It will not be possible to follow more than one type-2 activity (residency) per semester. The credits per year from type-1 and -2 activities may exceed the aforementioned value in relation to the number of credits for elective activities required by the degree programme, and in any case for students enrolled in the last year of the programme. Students may enrol in elective activities in compliance with the timeline referred to in Art. 1, using the UNIMIA online service. After publication of the final lists of students enrolled in type-2 activities (residencies), it will no longer be possible to enrol in type-1 activities (seminars). Each student may note up to three type-2 activities (residencies), in order of priority. Any pre-enrolments made by the instructor will stand. Ranking criteria are as follows:

1 - Score, obtained as follows: $P = (\text{year of enrolment} * 3) + (\text{pending elective CFU} * 2)$;

2 - Student preference;

3 - Random indicator, in case of a tie according to criteria 1 and 2.

Admission to residency training may result in the cancellation of enrolment in one or more type-1 activities (seminars) if the number of elective credits available for the current academic year is exceeded. The cancellation will be made on a random basis. Students excluded from type-2 activities (residencies) of their choice will have the opportunity to join other type-2 activities (residencies) with available places through a second enrolment process (recovery window), which will last one week. The lists for the second enrolment process will be formed based on the order of enrolment. Students excluded from type-2 activities (residencies) may enrol in type-1 activities (seminars) during the extended enrolment period. After the first enrolment window for type-1 activities (seminars), if applications exceed availabilities, the elective board



will form a list of students enrolled in type-1 activities BASED ON DRAWING ONLY. Students who have not been drawn, as well as students who have enrolled in elective activities that cannot be run due to low enrolment, may join type-1 activities (seminars) with available places or any duplicate activities. This final re-enrolment window (recovery) will last a week, and the lists of admitted students will be formed based on the order of enrolment. After the recovery window, students enrolled in the last year of their programme who are not yet enrolled in a sufficient number of activities will be placed in activities with availabilities, upon request.

Art. 7 - CREDIT AWARD

For credits to be awarded, the student must have attended at least 75% of the elective activity and have passed a final assessment test. The type of assessment will be specified in the description of the elective activity on the website. It may be a written test (e.g., quiz, open questions) or a short interview for type-1 and -2 elective activities. For scientific events, a certificate of attendance will be required. The assessment will be graded as a pass or fail.

A pass result will be posted to SIFA online services, and the student will be notified on their University email address. The corresponding credit(s) will be recorded within 3 days of publication of the result.

Each student will be required to fill in the activity assessment questionnaire.

For type-3 and -4 electives, and for type-1 and -2 electives for which the online procedure is not available, credits are awarded by the Student Registrar based on the resolutions of the academic boards for the respective degree programmes.

Art. 8 - RESIDENCY TRAINING IN PERIODS OF SUSPENSION OF TEACHING

The proposals for type-4 elective activities (residencies in periods of suspension of teaching) may be submitted by professors and research fellows of the Faculty upon the student's request, or, for degree programmes in the health professions, by the academic coordinators. The instructor will be required to submit the training proposal to the elective board at least one month before its start date noting



the names of the requesting students. Such residency programmes shall last no less than 50 hours, as duly documented. The elective board will indicate the CFU awarded by the proposed type-4 activity, also based on its duration and the kind of training.

All the proposals will also be submitted to the chairs of the respective academic coordination boards for assessment.

Art. 9 - ELECTIVE ACTIVITIES DURING ERASMUS PROGRAMMES

Erasmus students abroad may earn elective CFU for seminars or residencies at the chosen location. To earn the credits, the student must notify the chair of the programme's academic board and the elective board of the duration of the activities, attaching evidence that these are extracurricular activities, ideally before the start of the period abroad, and never later than the start of the activities.

At the end of the Erasmus period, the student will be required to submit a certificate of attendance.

No CFU will be awarded for language courses.

Art. 10 - ELECTIVE ACTIVITIES PROPOSED BY THE STUDENT

Activities proposed by students and run as part of any degree programme of a University department are eligible, as long as they are in line with the learning objectives of the applicant's programme.

They must take place following the elective activities timeline (see Art. 4).

Any proposals shall be submitted to the elective board in compliance with the deadlines set out in the elective activities timeline for seminars. The activities will also be structured as modules awarding 1 (6-10 hours' lectures) to 2 (12-20 hours' lectures or more) CFU, in compliance with the provisions of the University Academic Regulations.

The application will be granted after the elective board has confirmed that the proposed activity is consistent with the student's programme and the course instructor has given their consent. The course instructor will confirm that the corresponding credits have been earned in writing.

The student will be required to send this document to the student office for approval. Once approved, the document will be forwarded to the Student Registrar for the credits to be recorded.