



GUIDELINES FOR ELECTIVE ACTIVITIES (CHOSEN BY THE STUDENT) WITHIN THE FRAMEWORK OF UNDERGRADUATE DEGREE PROGRAMMES IN MEDICINE, RELATING TO CLASS LM-41

These guidelines define and regulate elective activities, which are chosen by students enrolled on the undergraduate medical degree programmes, held in English, relating to Class LM-41. These latter degree programmes, run by the Department of Biomedical Sciences of Humanitas University, require students to acquire 8 university credits in activities chosen by the student over the six years.

ACTIVITIES ORGANISED BY THE UNIVERSITY

There are three possible types of activities organised by the University:

1. seminars/workshops/practical workshops
2. clinical and research internships
3. courses held during the semester outside teaching hours, organised by teaching staff or organisations/associations, in agreement with the University

Periods of activity

Type 1 activities take place from the end of the second semester classes to the beginning of the summer examination session (approximately the first two weeks of June).

Type 2 activities may be semestral or annual and must be carried out at times and on days – free of classes – agreed between the tutor and the student. Internships may also take place during the summer months.

Type 3 activities take place outside of class time during the semester.

University credits and their acquisition

Type 1 activities have an average length of 6 to 16 hours and are equivalent to 1 (6–8 hours) or 2 credits (12–16 hours).

Type 2 activities (clinical and research internships) consist of modules of 50 hours of attendance, equivalent to 2 credits, which can be doubled to 100 hours of attendance, equal to 4 credits.

Type 3 activities consist of a variable number of hours and have a credit value from 1 to 2 defined



by the university according to their relevance.

The above credits are acquired through attendance and/or possible evaluation as defined by the teacher responsible for the elective activity.

Procedure for advancing proposals on the part of the teaching staff

Proposals for elective activities may be put forward by the teaching staff of the individual degree programmes.

Proposals must be submitted within the deadlines defined annually by the teaching committees of the individual degree programmes.

All new proposals for elective activities submitted are evaluated by a special elective activities committee appointed annually by the teaching committee.

All approved proposals are made available to students via the LMS platform.

Enrolment

Students should enrol for elective activities using the following procedure:

- log into myportal
- click on "Examinations"--> "Search for exam dates"
- enter the name of the elective activity
- click on "Enrol"

Upon completion, confirmation of enrolment is displayed.

Enrolment is possible from 00:00 on the opening date.

The list of entrants will be drawn up automatically according to the time order of enrolment.

ELECTIVE ACTIVITIES PERFORMED OUTSIDE THE UNIVERSITY CURRICULUM

Subject to evaluation by the elective activities committee, the University allows students to choose and/or organise elective activities outside the University curriculum.

Such activities may include:

1. internships completed in Italy or abroad (minimum 2 weeks, 2 university credits – maximum



1 month, 4 university credits)

2. certified training courses relating to the study pathway (minimum 6 hours, 1 university credit)
3. voluntary activities (1 or 2 university credits depending on the evaluation of the elective activities committee)

The aforementioned activities must be organised and carried out to avoid any overlapping with teaching and learning activities.

Requirements for possible recognition of internships organised independently by the student

The requirements for the possible recognition of internships organised independently by the student are:

1. minimum length: 2 weeks (2 credits per week for a maximum of 4 credits)
2. presence of an educational project in which the learning objectives are clearly described
3. certificate of elective activity

Internships carried out during the summer period are evaluated by the nominated committee by October/November, so the request must be entered on the appropriate platform by 2 October.

Internships carried out during the winter period are evaluated by the committee by April/May, so the request must be entered on the appropriate platform by 2 March.

Requirements for possible recognition of training courses and voluntary activities

For possible recognition of training courses, the student must make the request via the appropriate platform, attaching the course syllabus and certification of participation or, where applicable, of achievement.

In order to request recognition of voluntary activity, the student must apply via the appropriate platform, describing the project and attaching a certificate of activity.

These activities are evaluated by the elective activities committee at meetings scheduled in October/November (request to be uploaded to the appropriate platform by 2 October) and April/May (request to be uploaded to the appropriate platform by 2 March)