



Regulation for Incoming Students

Degree Programmes in Medicine and Surgery

(English version)

art. 1 - Definition

The exchange period aims to give to Medicine students from other Universities the opportunity to attend Departments of the Policlinico Umberto I of Rome for a limited period followed by a Professor assuming the role of a tutor.

art. 2 - Requirements

All students enrolled in a degree course in Medicine and Surgery can apply, with different procedures for each category:

- Students from an European University with an official nomination (if enrolled in the *Erasmus+ TRAINEESHIP* program)
- Students from European/Non-European Universities (with a maximum of 10 per semester) providing the requested certifications (*for IFMSA Scholarship winners see the footnote* to this Regulation*)

All exchange students **are required** to be in possession of the following certificates, needed to access the Departments: Hepatitis B vaccination, the antibody titer for Hepatitis B and a negative Mantoux test (or further TBC examinations certificates). The certificates need to be shown to the tutor before entering in the hospital Departments and may be requested from Offices and Responsible staff at any time of the stay.

Students **excluded** from participation:

- Graduates
- Students attending pre-clinical courses

art. 3 - Incoming students for Erasmus+ TRAINEESHIP programme

3.1 Duration of stay

Students can apply to attend a maximum of two disciplines (eg, paediatrics, general surgery, internal medicine, etc.) for a period ranging **from a minimum of sixty days to a maximum of four months** during the respective academic year, which runs from 1st June of one year to 30th September of the following year.



3.2 Requested Certifications

All exchange students **are required** to be in possession of the following certificates, needed to access the Departments: Hepatitis B vaccination, the antibody titer for Hepatitis B and a negative Mantoux test (or further TBC examinations certificates). The certificates need to be shown to the tutor before entering in the hospital Departments and may be requested from Offices and Responsible staff at any time of the stay.

3.3 The procedure

- 1) Choice of the Department:
 - a) if the student has already contacted a Professor of the Department of his choice who will be his tutor, he/she should refer to the Erasmus Office of his University (see the next **point 2**);
 - b) if the student didn't take contact with a tutor of the Department of his choice yet, he/she will have to inform incomingmed@uniroma1.it about the Departments for which he/she has interest. The staff will reply if a tutor has been found. If it isn't possible to find a tutor, the staff will reply asking the student to choose another Department or to present a request for the next semester.
- 2) Obtained this confirmation the student will need to contact the competent Erasmus Office of his University, which will send an Official Nomination to the Erasmus Central Office of Sapienza University to the email address erasmusincoming@uniroma1.it.
- 3) The student will receive an official communication from the Central Erasmus Office of Sapienza and will need to follow all instructions given by the same Office.
- 4) The student will receive an official e-mail confirmation by the IncomingMed Office with an official acceptance letter signed by the two Deans. A copy will be sent to the Director of the involved DAI. The student will be reminded that to attend the Department, he/she **is required** to be in possession of the following certificates: Hepatitis B vaccination, the antibody titer for Hepatitis B and a negative Mantoux test (or further TBC examinations certificates). The certificates need to be shown to the tutor before entering in the hospital Departments and may be requested from Offices and Responsible staff at any time of the stay.

3.4 Deadlines

For Official Nomination (competence of the foreign University's Erasmus office):

- 15th of May (1st semester);
- 15th of October (2nd semester).



For Applications (competence of the student - i.e. uploading IDs and certificates on the personal page)

- 15th of July (1st semester);
- 10th of December (2nd semester).

3.5 Certificates

During the period of stay, the student will have the opportunity to attend the Departments of his choice, and only at the end of this period, the tutor will sign a certificate of attendance.

art. 4 - Incoming E.U./non E.U. students who are not Erasmus+ TRAINEESHIP fellowship winners:

4.1 Duration of stay

Students can apply to attend a maximum of **one discipline** (eg, paediatrics, general surgery, internal medicine, etc.) for a period ranging **from a minimum of thirty days to a maximum of sixty days** during the respective academic year which runs from 1st June of one year to 30th September of the following year.

4.2 Number of Students

The maximum number of students accepted is ten per semester. They will be called, for these purposes, in order of the date of arrival of their e-mail request to incomingmed@uniroma1.it. We cannot accept more than three requests – referring to the overall total of ten per semester -from the same country.

4.3 Requested Certificates

All exchange students **are required** to be in possession of the following certificates, needed to access the Departments: Hepatitis B vaccination, the antibody titer for Hepatitis B and a negative Mantoux test (or further TBC examinations certificates). The certificates need to be shown to the tutor before entering in the hospital Departments and may be requested from Offices and Responsible staff at any time of the stay.

A B2 level of English is requested to participate in the traineeships. We strongly suggest the student to know the basics of Italian language.

4.4 The Procedure

1. Applications from students need to be sent by e-mail to Staff incomingmed@uniroma1.it by attaching "Attachment A", indicating the Department and the period the student is interested in. The student will have to attach also a certificate of enrollment released by his/her University. The personal data required need to be given exclusively through the completion of attachment A.



2. The IncomingMed staff will promptly verify if there is a Professor tutor available for the requested time period and Department. If it is not possible to find a tutor, the staff will email the student proposing another Department. This proposal **needs to be accepted or refused within 10 days**.
3. Once a tutor has been found, the IncomingMed staff will email a form to the student.
4. The student will have to fill in the form and e-mail it back to incomingmed@uniroma1.it within 10 days. The form has to be filled in and signed, if not the request cannot be satisfied.
5. If the form is considered filled in correctly, the IncomingMed staff will notify the student that his request has been accepted, sending an official communication from the Deans of the Faculties of Pharmacy and Medicine and Medicine and Dentistry and will also inform the Director of the DAI involved.

4.5 Deadlines

For presenting non erasmus+ traineeship application:

- For traineeship from September to January requests must be sent from the 15th of November to the 15th of May
- For traineeship from February to July requests must be sent from the 20th of May to the 15th of October

4.6 Insurance

The student needs to provide himself with an insurance to attend the departments of Policlinico Umberto I (insurance should cover injuries and Civil Responsibility). The insurance must be in Italian or, if not possible, in English. **No other languages will be accepted. We advise the students to make the insurance in Italy. No student will be allowed to enter the departments without being insured. The insurance will have to be shown to the Professor who will be the student's tutor.**

4.7 Certificates

During the period of stay, the student will have the opportunity to attend the Departments of his choice, and only at the end of this period, the tutor will sign a certificate of attendance.

*** Incoming E.U. / Not E.U. students applying for IFMSA/SISM Exchange**

SISM - Roma La Sapienza, cooperating with "Sapienza - University of Rome" offers students the chance to participate to IFMSA's "Clerkship / Research Project", a bilateral exchange in which Sapienza's students can attend foreign departments and foreign students can attend our departments.

For more information about the project and how to apply, students can find all the necessary information in this webpage: http://www.romasapienza.sism.org/?page_id=676