



UNIVERSITY OF PAVIA FACULTY OF MEDICINE AND SURGERY

Regulations for Professional Traineeships and Clinical Rotations (Harvey Course)

1. Introduction

Professional clinical training is an integral and essential component of the degree program, and it begins in the 3rd year. Traineeships follow a tutorial-based teaching model, where practical activities are conducted under the direct supervision of a Tutor. The training curriculum comprises 60 credits (CFUs), encompassing both standard curricular internships (45 CFUs) and Practical Evaluative Traineeships (Tirocinio Pratico Valutativo, TPV, 15 CFUs). TPVs are specific traineeships required to obtain a legally qualifying degree ("*laurea abilitante*"). The primary objective of this training is to provide students with the clinical knowledge, practical skills and professional behaviours necessary to function effectively as first-contact physicians.

2. Organization and contents of the traineeship

2.1 Curricular traineeships

The 60 CFUs (totalling 1,200 hours) dedicated to professional training are distributed as specified in the Course Regulations (*Regolamento didattico*) approved for each enrolment year.

One credit (1 CFU) is equivalent to 20 hours of training.

For the 2023/2024 entering class and onwards, these 60 CFUs are spread over four years (from the 3rd to the 6th year), with 15 CFUs (300 hours) allocated per academic year. Each year's CFUs are further divided into three training blocks of 5 CFUs (100 hours) each. Students are expected to attend 25 hours of traineeship per week (5 hours per day over 5 days) to complete 5 CFUs within a one-month (4-week) period.

For the 2026/2027 academic year, 3rd and 4th-year students will follow this new CFU distribution.

Additionally, the "Campus ON AIR" project will be introduced for students from the 4th to the 6th year. This Project offers the opportunity to observe various surgical and medical procedures broadcasted directly from the operating theatres of the IRCCS Policlinico San Matteo Foundation. Participation in these sessions will contribute toward the acquisition of curricular traineeship credits (CFUs).

For specific details regarding shift duration and scheduling, students should consult the "General Traineeship Information" section on the Faculty of Medicine and Surgery [webpage](#).



2.2 Practical Evaluative Traineeships (Tirocinio Pratico Valutativo, TPV)

For TPV activities, attendance is also based on **25 hours per week** (5 hours per day over 5 days). This schedule ensures the acquisition of 5 CFUs (100 hours) over a one-month (4-week) rotation.

2.3 Shift planning and Traineeship Office (Ufficio Tirocini)

Traineeship scheduling is managed by the Traineeship Office (*Ufficio Tirocini*), in accordance with the Harvey Council, the traineeship year Coordinators and the Faculty Professor responsible for the general traineeship coordination.

The *Ufficio Tirocini* is responsible for:

- 1) Collaborating with year Coordinators and the Traineeship Commission to organize the training program and prevent scheduling conflicts;
- 2) Monitoring student credit accumulation and providing administrative support for all traineeship-related matters, in accordance with the traineeship year Coordinators and with the Traineeship Commission, when necessary;
- 3) Developing and implementing a digital management system for rotations in collaboration with the Traineeship Working Group (*Gruppo di Lavoro sui Tirocini*).

2.4 Training Subjects and Objectives

The training activities focus on clinical areas relevant to the specific academic year.

3. Rules of traineeship attendance

Traineeships' rotations are designed to ensure that every student is exposed to an adequate variety of medical and surgical disciplines, preventing premature or excessive specialization in a single field. The *Ufficio Tirocini* organizes these rotations based on the hospitals' availability.

Students must strictly adhere to the following regulations:

- **Year-Specific Attendance:** During each academic year, students may only attend traineeships designated for that specific year. It is not permitted to include next-year traineeships in the study plan or complete them in advance for later validation.
- **Access to 3rd-Year Traineeships (A.Y. 2026/2027):** in order to access the 3rd year traineeships in 2026/2027:
 - Students from the 2024/2025 entering class must pass *Structure of the Body* and *Biochemistry* by the end of September;
 - Students from the 2023/2024 entering class must pass *Structure of the body* and *Living molecules* by the end of September.
- **Access to 4th-Year Traineeships (A.Y. 2026/2027):** Students from the 2022/2023 entering class and onwards must pass *Functions of the Body* and *Biology of Diseases* by the end of September.
- **Repeating Students:** Students who do not pass the required exams by the September



deadline, will be classified as *repeating students* (“*studenti ripetenti*”), and will be denied access to clinical traineeships. They may resume their traineeships in the following academic year, provided they complete the necessary exams by the end of the subsequent September.

For further details on shifts organization, please refer to the dedicated the “General Traineeship Information A.Y. 2026/2027” [webpage](#) on the Faculty of Medicine website.

4. Practical Evaluative Internship (Tirocinio Pratico-Valutativo, TPV)

Since 2020, the degree in Medicine and Surgery enables graduated students to work as physicians immediately after graduation (so called “*laurea abilitante*”), as long as they register at one of the Medical Associations (*Ordini dei Medici*) distributed on the Italian territory.

In order to obtain this professional qualification (“*abilitazione professionale*”), students must complete 15 CFUs, out of the due 60, of Practical Evaluative Internship (Tirocinio Pratico-Valutativo, TPV) starting from the 5th year, divided into three mandatory month-long rotations:

1. Medical Clinics (5 CFUs);
2. Surgical Clinics (5 CFUs);
3. General Practice (MMG - *Medicina Generale*, 5 CFUs).

Access Requirements for TPV:

- **Medical and Surgical TPV:** It can be started from the 5th year, provided the student has passed all mandatory exams from the first four years.
- **General Practice (MMG) TPV:** It can only be attended during the 6th year and only after passing *Clinical Pharmacology, Genetics, and Pathology*.
- **TPV Booklet:** Once all mandatory exams from the 1st to the 4th year are passed, students are entitled to receive their TPV booklet.

5. Traineeship Tutors

All clinical training activities are conducted under the supervision of a Tutor. Generally, each Tutor is assigned with a maximum of four students simultaneously. Tutors are appointed based on proposals from the Medical Directors of the relevant clinics. Tutors’ responsibilities are:

- Supervising students during daily training activities;
- Monitoring the student’s progress toward achieving the set learning objectives;
- Signing the attendance certificate at the end of each rotation and, in case of TPV, providing the formal evaluation.

The role of Tutor can be filled by Professors, university researchers, hospital physicians within the Department, senior residents (*Medici in Formazione Specialistica*), or subject matter experts.

For the TPV in the General Practice area, Tutors are General Practitioners (GPs, *Medici di Medicina Generale*, MMG) selected by the University of Pavia through a public process, in accordance with



the agreement with the *Ordine dei Medici Chirurghi e Odontoiatri di Pavia e provincia*.

6. Registration of Traineeship Credits

The acquisition of all 60 CFUs is mandatory. Credits will only be registered for students who have fulfilled the attendance requirements, as verified by their certificates of attendance.

Attendance at all traineeship activities is compulsory.

Registration Process:

- Official Registration (*Verbalizzazione*): Credits are recorded in January, March, May, June, July, and September. Specific dates are announced at the beginning of each academic year.
- Student Requirements: Upon completing their rotations for the year, students must upload their attendance certificates to the designated digital platforms.
- Notification: Students must notify the Traineeship Office (*Ufficio Tirocini*) of the completion of their activities at least 3 days before the scheduled registration date.
- Verification: The Traineeship Office performs consistency checks and cross-references data with Tutors before final registration.

For further details on the registration process, please see the “General Traineeship Information A.Y. 2026/2027” on the [webpage](#) dedicated to Traineeships on the Faculty of Medicine website.

7. Erasmus students

Students participating in Erasmus or similar University-approved programs approved (e.g., “*Fondo Cooperazione e Conoscenza*”) are granted credits exemptions proportional to their time spent abroad according to the table below.

Exemption table

Months abroad	Assigned CFUs
1	2
2	3
3	4
4	6
5	7
6	8
12	16

Note: The Harvey Council is responsible for the final approval and registration of credits earned abroad.

7.1 TPV for Mobility Students (Entering Class 2019/2020 onwards)

For students entering class 2019/2020 onwards, the degree is legally qualifying (*abilitante*),



meaning TPV must be completed and recorded in their career before graduation.

Requirements:

- Students may **only** obtain TPV credits abroad **if** they already meet the access requirements (e.g., having passed all mandatory exams for the first four years, see par. 4).
- Learning Agreement: TPV activities must be specified in the Learning Agreement and approved by the Erasmus Office. They will be validated upon students return to Pavia.
- Documentation: Students must obtain specific TPV registration forms from the *Ufficio Tirocini* before departure.
- Non-Qualifying Activities: If a student does not meet TPV requirements at the time of departure or does not obtain them during the stay, only curricular credits will be recognized. Retroactive recognition of TPV or advance completion of future year credits is not permitted.

8. Occupational health and safety

In accordance with Italian law (Art. 37, par. 7 of D. Lgs. n. 81/08 and the State-Regions Agreement of 21.12.2011), student trainees are classified as workers and are required to complete mandatory training on occupational health and safety.

The required courses are:

- **GENERAL Training (4 hours):** This course provides a permanent training credit (*credito formativo permanente*). It is delivered via asynchronous e-learning and organized by the University's Prevention and Protection Service and *Occupational Health and Safety Service*. Completion is mandatory before starting any 3rd-year traineeship activities.
- **SPECIFIC High-Risk Training (12 hours):** This course is managed by the Fondazione IRCCS Policlinico San Matteo.

Students will receive specific instructions via email from each institution regarding access to these online training modules.

9. Health surveillance

Health surveillance is guaranteed to all trainees under Art. 41 of D. Lgs. 81/08 and is conducted by the Authorized Physician (*Medico Competente*).

Before starting clinical placements, students must undergo a medical assessment and routine laboratory tests to obtain occupational health clearance (*idoneità sanitaria*). This clearance must be certified before the start of the 3rd year and remains valid according to the current Health Protocol. The Occupational Health Service will contact students via email to schedule these assessments.

As a general rule, traineeship activities involving exposure to ionizing radiation are excluded. Any



exceptions must be governed by a specific agreement in compliance with D.L. n. 101/2020.

10. Insurance

In compliance with Presidential Decree (D.P.R.) no. 156 of 09/04/1999 and subsequent amendments, the University of Pavia grants a protection – special INAIL state coverage scheme “Gestione per conto dello Stato”. The University also grants an adequate insurance for accidents and for Third Part Liability (RCT) that covers civil liability insurance for damages that may occur during the training period.

11. Traineeship Commission

Established in the 2023/2024 academic year, the Traineeship Commission is responsible for supervising traineeship planning and evaluating specific student requests.

The Commission is appointed by the Faculty Steering Committee (*Comitato Direttivo di Facoltà*) and is composed of:

- The President of the Faculty of Medicine and Surgery;
- The Coordinators of the Golgi and Harvey Medical Courses;
- The Faculty Professor responsible for the general coordination of traineeships;
- The President of the Provincial Order of Physicians and Surgeons of Pavia (*Ordine provinciale dei Medici Chirurghi e degli Odontoiatri di Pavia e Provincia*).

12. Behaviour and professional responsibility during clinical training

Clinical training represents an important opportunity for students to develop their professional skills and progressively acquire the responsibilities associated with the medical profession. During their training activities, students are therefore expected to adhere to the principles of integrity, respect, responsibility, and professional ethics, as well as to the provisions established by University regulations and by the host institutions.

Any situations that may not fully comply with these principles will be addressed and assessed in accordance with the procedures set out in the University's Student Regulations.