



SAPIENZA
UNIVERSITÀ DI ROMA

D.R. n. 2666

School of MEDICINE AND PSYCHOLOGY

ANNOUNCEMENT OF COMPETITION ACADEMIC YEAR 2016/2017

**II LEVEL UNIVERSITY MASTER IN
“BREAST RECONSTRUCTION”**

DIRECTOR: PROF. FABIO SANTANELLI DI POMPEO
code of the course: 12931□

THE RECTOR

- IN VIEW OF law n. 341 on November 19, 1990;
- IN VIEW OF D.M. on October 22, 2004 n. 270;
- IN VIEW OF articles n. 3, 5, 18 and 19 of the “Regolamento didattico d’Ateneo” (part one) issued on D.R. n. 000547 on June 3, 2008;
- IN VIEW OF the Regulations for the institution, activation and management of Master Courses at University level, of courses of High Education and Formation issued on D.R. n. 000502 on May 20, 2010;
- IN VIEW OF the Resolution of the Academic Senate on April 12, 2007, which established the Master Course in “Breast Reconstruction”;
- IN VIEW OF the Resolution of the Academic Senate on May 17, 2016 which approved the educational offer (“offerta formativa”) for the Academic Year 2016/2017”;

DECREES

The activation in the Academic Year 2016/2017, of the **IInd level University Master** course in “**Breast Reconstruction**” at the **School of Medicine and Psychology** of the University of Rome “Sapienza”. The Master course is conducted in cooperation with the **Operative Unit of Plastic Surgery – Sant’Orsola Malpighi Hospital – Director Dr. Riccardo Cipriani**, located in Via Pietro Albertoni, 15 – 40138 **Bologna, Italy**, tel.: +39 051 6361111; the **Operative Unit of Plastic Surgery – “S. Maria della Misericordia” University-Hospital of Udine, Director Dr. Mauro Schiavon**, located in Piazzale Santa Maria della Misericordia, 15 – 33100 **Udine, Italy**; tel. and fax: +39 0432 552510; the **European Institute of Oncology – Milano – Director Prof. Mario Rietjens – Plastic and Reconstructive Surgery Unit** – tel. +39 02 57489723, fax +39 02 94379203; and with the con il **Department of Plastic Surgery del Universitair Ziekenhuis Brussel , diretto dal Prof. Moustapha Hamdi**, sito in Laarbeeklaan



101, Jette, 1090 Brussel- Belgium ; tel.: +32 02 4774111; tel.: +32 02 4776253.

1 – Goals

The Master aims at creating a training program designed to offer specific training in the field of Breast Reconstruction. The final objective will be to provide students with the knowledge about breast reconstruction, either after mastectomy or for malformations, useful to treat any type of defect and any type of patient in the most appropriate manner. Participants will be expected to learn not only the latest method of reconstruction, but different methods in order to be able to cope with every aspect of immediate or delayed reconstruction, participating with the general surgeon in planning both the defect and the expected result. Participants will be able to place the patient, and its reconstruction problem, in the center of a decision-path articulated on several factors, in order to address each patient to the most suitable reconstructive technique, while consenting the patient herself to have an active role in the decision-making process.

At the end of the Master course the participant should have acquired:

- knowledge of the causes of congenital and acquired breast pathologies;
- knowledge of the anatomo-pathologic and clinical aspects of congenital and acquired breast pathologies;
- in-depth knowledge of the surgical anatomy applied to the plastic and reconstructive surgery of the breast;
- knowledge of the biological and immunological mechanisms concerning the transplantation and utilization of alloplastic material;
- the ability in clinical analysis, in order to be able to examine and solve, in the presence of a tutor, the most common and relevant clinical and surgical problems, in patients undergoing, or to be addressed to, breast reconstruction;
- the ability and sensitivity to enclose the specialized reconstructive issues in a broader view of the general health status of the patient;
- the ability to analyze and solve, in the presence of a tutor, clinical issues about internal medicine, surgery and oncology, assessing the relationships between benefits, risks and costs, especially in light of the principles of evidence-based medicine;
- knowledge of the ethical rules and of the regulations concerning the high professional responsibility, and the ability to develop an interdisciplinary and cross-cultural mental approach;
- a thorough knowledge of the technological and bio-technological developments of the modern medicine applied to Breast Reconstruction.

2 – Organization of training activities

The course is conducted in Italian/English language.

The training corresponds to 1500 hours of activity, of which at least 300 hours dedicated to lectures and 50 hours held for the final exam.

The remaining hours will be used for the following training activities: **practical training in inpatient and outpatient clinic, operating theatre, consultations, etc.**

The annual didactic program of the course is divided into modules, providing subjects and topics aimed at developing specific professional profiles taking into account their constant evolution.



The following table shows the number of credits assigned to each course:

EDUCATIONAL ACTIVITIES	UNIVERSITY FORMATIVE CREDITS (UFC)
DIDACTIC ACTIVITY – 1st SEMESTER	
Module A-1 Vascular Anatomy of abdominal wall and thorax Contents: <ul style="list-style-type: none"> – Surgical anatomy MED 18 UFC 1 – Diagnostic imaging MED 36 UFC 1 – Plastic Surgery MED 19 UFC 1 	UFC 3
Module A-2 Surgical Treatment of acquired and congenital breast pathologies Contents: <ul style="list-style-type: none"> – Diagnostic imaging MED 36 UFC 1 – General surgery MED 18 UFC 1 – Anatomic Pathology MED 08 UFC 1 – Clinical Pathology MED 05 UFC 1 	UFC 4
Module A-3 Breast Reconstruction with alloplastic materials Contents: <ul style="list-style-type: none"> – Plastic Surgery MED 19 UFC 2 – Diagnostic imaging MED 36 UFC 1 – Anesthesiology MED 41 UFC 1 – General Surgery MED 18 UFC 1 – Immunology MED 09 UFC 1 	UFC 6
Module A-4 Mixed Breast Reconstructions (autologous tissue / alloplastic materials) Contents: <ul style="list-style-type: none"> – Diagnostic imaging MED 36 UFC 1 – General Surgery MED 18 UFC 1 – Plastic Surgery MED 19 UFC 3 – Anesthesiology MED 41 UFC 1 	UFC 6
Module A-5 Aesthetic Surgery of the breast and complementary techniques Contents: <ul style="list-style-type: none"> – Plastic Surgery MED 19 UFC 1 – General Surgery MED 18 UFC 1 – Anesthesiology MED 41 UFC 1 	UFC 3
Module A-6 Doctor-patient relationship Contents: <ul style="list-style-type: none"> – Plastic Surgery MED 19 UFC 1 – Clinical Psychology M-PSI 08 UFC 1 – Anesthesiology MED 41 UFC 1 	UFC 3
Module A-7 Student's activities Contents: <ul style="list-style-type: none"> – Internship MED 18, MED 08, MED 36 UFC 2 – Optional Didactic Activities UFC 1 	UFC 3



APPLICATIONS OF BREAST RECONSTRUCTIVE SURGERY – 2nd SEMESTER		
Module B-1 Informed Consent		UFC 4
Contents:		
– Clinical Psychology M-PSI 08	UFC 1	
– Plastic Surgery MED 19	UFC 1	
– Psychiatry MED 25	UFC 1	
– Forensic Medicine MED 43	UFC 1	
Module B-2 Breast Reconstruction with Autologous Tissues		UFC 11
Contents:		
– Anesthesiology MED 41	UFC 2	
– Medical Oncology MED 06	UFC 2	
– General Pathology MED 04	UFC 1	
– Plastic Surgery MED 19	UFC 4	
– General Surgery MED 18	UFC 2	
Module B-3 Health Management for Breast Reconstruction		UFC 2
Contents:		
– Forensic Medicine MED 43	UFC 1	
– Business Economics 8 SECS-P07	UFC 1	
Module B-4 Analysis and definition of a scientific protocol		UFC 4
Contents:		
– Bioethics MED 43	UFC 1	
– Plastic Surgery MED 19	UFC 1	
– General Pathology MED 04	UFC 1	
– Medical Statistics MED 01	UFC 1	
Module B-5 Rehabilitation		UFC 5
Contents:		
– Clinical Psychology M-PSI 08	UFC 1	
– Psychiatry MED 25	UFC 1	
– Plastic Surgery MED 19	UFC 1	
– Physical medicine and rehabilitation MED 34	UFC 2	
Module B-6 Student's activities		UFC 4
– Internship MED 18, MED 19	UFC 2	
– Formative Activities for the Final Examination	UFC 2	
OTHER ACTIVITIES		
FINAL PROJECT WORK		UFC 2
TOTAL		60

The whole set of training activities indicated in the previous paragraphs corresponds to the acquisition of 60 academic University Formative Credits (European Credits Transfer System), in addition to the credits already acquired during the course of study required to enroll for the Master course.

The educational activities of the Master course will take place in Rome at the **Plastic Surgery Unit – Sant'Andrea Hospital – Via di Grottarossa, 1035-1039, Rome**, Director Prof. Fabio Santanelli di Pompeo.

The location for internship will be communicated in advance directly to the participants.

The available location/s for the internship is/are: the **Operative Unit of Plastic Surgery – Sant'Orsola Malpighi Hospital – Director Dr. Riccardo Cipriani**, located in Via Pietro Albertoni, 15 – 40138 Bologna, Italy, tel.: +39 051 6361111; the



SAPIENZA
UNIVERSITÀ DI ROMA

Operative Unit of Plastic Surgery – “S. Maria della Misericordia” University-Hospital of Udine, Director Dr. Mauro Schiavon, located in Piazzale Santa Maria della Misericordia, 15 – 33100 Udine, Italy; tel. and fax: +39 0432 552510; the **European Institute of Oncology – Milano – Director Prof. Mario Rietjens – Plastic and Reconstructive Surgery Unit** – tel. +39 02 57489723, fax +39 02 94379203; and with the **Department of Plastic Surgery del Universitair Ziekenhuis Brussel , diretto dal Prof. Moustapha Hamdi**, sito in Laarbeeklaan 101, Jette, 1090 Brussel- Belgium ; tel.: +32 02 4774111; tel.: +32 02 4776253.

The lessons will **begin within February 28, 2017 and will be completed within December 2017**. The other educational activities will be completed within **December 2017**.

Attendance at the educational activities of the course is mandatory and must be attested by the signatures of the participants; absences for more than 25% of the total number of hours of classes will result in the inability to obtain the Master’s degree.

In the event of non-attendance, scarce advancement or reprehensible behavior, the Master’s Scientific and Didactic Committee may opt for the suspension or exclusion of the participant. In such cases, registration fees will not be refunded.

For participants being employees or freelancers working within the National Health System, the attendance to the course will exempt the candidate from the obligatory C.M.E. (Continuing Medical Education) courses.

The Academic Senate, in the resolution of April 12, 2007, reiterated the ban for students belonging to the Faculty of Medicine to supply, within the course, medical assistance without the tutor.

3 – Duration and number of places available

The training course lasts one year.

The course is limited to a maximum number of **12** participants, while the minimum number required for the activation of the Master course is **10**.

4 – Admission Requirements

Without limitation of age and nationality, the Master course is intended for those in possession of a University degree belonging to one of the following:

DENOMINATION OF CLASS OF DEGREE	CLASS OF DEGREE CODE
MEDICINE AND SURGERY	46/S; LM-41
PSYCHOLOGY	58/S; LM-51

Can also be admitted to the Master course those that are in possession of a Degree issued according to the University system preceding the law 509/1999, or an equivalent degree, even if obtained abroad and previously recognized as equivalent by the Master’s Scientific and Didactic Committee for the sole purpose of admission to the course, and/or

in the frame of inter-university agreements of cooperation and mobility.

4.1 – Admission of candidates with Academic Degree obtained abroad

Candidates who obtained abroad an academic degree comparable in length and classes to Italian one may be admitted. Foreign candidates holding a degree obtained abroad must **peremptorily** forward within the application deadline the following papers:

- **Photocopy of the declaration of value** (“Dichiarazione di valore”) of the Degree, released by the Italian Embassy/Consulate offices of the Country where the Degree was issued. The declaration of value is necessary to evaluate if the level of the title allows the admission to the Master course. The Declaration of Value must hold the following informations regarding the university course:
 1. Personal data of the candidate
 2. Legal nature of the Office releasing the declaration of value
 3. The total number of years of pre-university education (elementary, junior-high and high school)
 4. Name and Length of the Academic Degree, and credits / hours obtained by the student
 5. Specification of the cycle of study (1st, 2nd cycle)
 6. Specifying whether the title achieved enables access to Italian 1st cycle/post-graduation I and II level Master courses, or 2nd cycle/ PHD programs.

Declarations of value failing to provide the requested informations will be rejected. **Students With A Medical Degree Issued Abroad May Not, In Any Way, Be Admitted With Reserve.**

Otherwise

- **Copy of the Supplement Diploma for academic degrees obtained by an European Community University** that certifies it.

4.2 Qualified Admission (admission with reserve)

Undergraduates may be admitted “with reserve” to attend the course and, under penalty of cancellation, must promptly inform the Master’s office as soon as they graduate, which must be no later than:

- **the last suitable session of academic year 2015/2016** for students coming from other Italian Universities;
- Students admitted with reserve cannot participate in competitions for scholarships (assigned basing on the admission evaluation list). Students admitted with reserve will be included at the bottom of the ranking if at the moment of publication of the ranking the student is not yet graduated.

4.3 – Admission of auditors

In accordance with Article 6, phase 1 of this announcement, students in possession of a university degree, who would like to deepen specific Master subjects and/or enrich their professional preparation, may be admitted to attend specific modules as auditors, gaining up to a maximum of 20 UFC. Auditors must register at Infostud and get a Sapienza ID. Cost of subscription depends on the number of modules attended and will be calculated by dividing the total cost of the



master course by the 60 CFU, multiplied for the number of Credits obtained. No selection neither exam taxes are due. The payment form is issued by the Settore Master Office at Sapienza University upon request of Master Director. At the end of the related modules, auditing students will receive a certificate of attendance signed by the Director of the Master course.

5 – Incompatibility

In accordance with Article 142 of T.U. 1592/1933, contemporary registration to other course of studies is not allowed: therefore the participants to the Master courses cannot apply, in the same academic year, for other Master courses, Residency programs, PhD courses, Master Degree courses (avviso del MIUR dell'8/04/2011 consultabile all'interno del sito riservato <https://ateneo.cineca.it/assegnisti/>); with the exception of High Education and Formation courses.

6 – Participation modalities

In order to participate to the admission competition, candidates must comply with the following modalities:

6.1 – Registration on the Infostud information system

To apply for the Master course, candidates must **previously** register to the online informative system of the University of Rome “Sapienza” Infostud 2.0 following the instructions on the website: <http://www.uniroma1.it/studenti> - clicking on “REGISTRATI A INFOSTUD”.

At the end of the registration, the system will release a matriculation number (ID) which must be reported in the application form of the Master course.

If the candidate is already registered as a student of the University of Rome “Sapienza”, **he/she does not need to register again**, since he/she is already in possession of a matriculation number, which must be reported in the application form.

Candidates must **make sure that their academic qualifications** for the admission to the Master course are included in their Infostud profile, following these steps: **log in with matriculation number and password – DATI UTENTE – INF. ANAGRAFICHE – TITOLI UNIVERSITARI**.

Graduating students, instead of inserting their graduation date, must follow the same steps as above and check **LAUREANDO**.

In case of **loss of the matriculation number or password**, it is possible to ask for them following the instructions on <https://stud.infostud.uniroma1.it>, clicking on “Password e/o Matricola dimenticati? Clicca qui”. To recover the matriculation number and password, it is also possible to send an e-mail to settoremaster@uniroma1.it indicating the personal data and attaching a scanned copy of a valid and signed identity card or Passport. Alternatively, download and fax to “Settore Master” at Fax No. +39 06 49912710, the form downloadable at <http://www.uniroma1.it/sites/default/files/allegati/Richiestadati.pdf>, duly filled, together with a scanned copy of a valid and signed identity card or Passport.



For any **further information** regarding registration, it is possible to contact the CIAO office:

Address	P.le Aldo Moro, 5 - University Rectorate (behind the Aula Magna).
Opening hours	Monday to Friday 9.30 a.m. - 5 p.m. □
e-mail	ciao@uniroma1.it ; hello@uniroma1.it (for foreign students)
Website	http://www.uniroma1.it/studenti

6.2 – Selection fee and Tax

the request for admission can be forwarded after payment of the selection fee of overall **€ 51,00** (**€ 35,00** of university taxes + **€ 16,00** of stamp duty) at any bank office of the UniCredit – Banca group on the Italian national territory **within and not later than the deadline** of the announcement of competition.

The above mentioned payment may also be performed online at the following link <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=sapienza&action=pag>, with DINERS, VISA or MASTERCARD credit cards (for further information see <http://www.uniroma1.it/studenti/tasse/pagamenti.php>). In such case, payments performed after 4:30 p.m. will be recorded in the next working day.

In any case (online payment or at a bank office), students must exclusively use the customized form available at Sapienza's online informative system accessible Infostud 2.0 at <http://www.uniroma1.it/studenti> (click on ACCEDI A INFOSTUD), with the given matriculation number and password, and progressively selecting: **MASTER - ACCESSO AI CORSI - inserire il codice del corso: 12931 - PROSEGUI - STAMPA**.

If the minimum number of candidates indicated in the announcement is not reached and the selection process is not required (neither through qualification, nor through competition), the selection fee of € 35,00 (except the non-refundable tax of € 16,00) will be reimbursed, following a written communication from the Director of the Master course submitted to the Master Office of the University of Rome "Sapienza".

6.3 – The application

The application to the Master course must be edited on ordinary/plain paper, using the form attached to this notice (Attachment 1) that must be signed by the candidate.

The application form must be submitted together with the following documents:

- Photocopy of a valid identity document, duly signed and easily readable (ID card - Driver's License - Passport);
- Photocopy of the Italian Tax Code;
- Photocopy of the receipt of payment of the selection fee;
- Self-certification (as of D.P.R. 445/2000) of the academic degree and the transcript of the exams passed, specifying the relative grades/marks (undergraduate final-year students must declare that the expected Graduation session will fall within the academic year 2013/2014) (Attachment 2);
- Curriculum vitae et studiorum;
- Declaration of consent for the treatment of personal data (Attachment 3);
- Self-certification (as of D.P.R. 445/2000) of any other document or qualification the candidate would like to present for evaluation in the selection process.

Incomplete applications will be rejected

The duly filled application form, together with the documents listed in section 6.3, must be **hand-delivered or sent** by registered mail **within and not later than January 31, 2017**, to the following address:

- In case of raccomandata A/R, send it to:
Direttore del Master Prof. Fabio Santanelli di Pompeo, presso Dipartimento NESMOS, Facoltà di Medicina e Psicologia dell'Università degli studi di Roma "Sapienza" – Via di Grottarossa 1035-1039 Roma 00189. Italy

- In case of hand delivery send it to : Segreteria didattica del Master- **Sede Dipartimento NESMOS Facoltà di Medicina e Psicologia dell'Università degli studi di Roma "Sapienza" – Via di Grottarossa 1035- 1039 Roma 00189** Giorni Lun - Ven. Orari di apertura: 8,30-12,00.

- In case of internet delivery send it to:
indirizzo e-mail/pec : nesmos@uniroma1.it

Presentation of the application by candidates with academic degree obtained abroad

Together with the application form (Attachment 1), candidates with qualifications obtained abroad must present the following document, **peremptorily** within the deadline of the announcement of competition:

- **Photocopy of the declaration of value** ("Dichiarazione di valore") of the Degree, released by the Italian Embassy/Consulate offices of the Country where the Degree was issued. The declaration of value is necessary to evaluate if the level of the title allows the admission to the Master course.

The Declaration of Value must include the following information: personal data, legal duration of the course, the total number of years of pre-university education (elementary, junior-high and high school), specifying whether the title achieved enables access to Italian post-graduation I and II level Master courses.

All admission requirements have to be fulfilled **before the application deadline** and the **Declaration of Value of the titles obtained in a non-Italian country must be imperatively attached to the application, otherwise the application will be rejected. STUDENTS WITH A MEDICAL DEGREE ISSUED ABROAD MAY NOT, IN ANY WAY, BE ADMITTED WITH RESERVE.**

Incomplete applications will be rejected.

Applications presented after the deadline will be rejected.

In case of postal shipping, the date on Post Office receiving stamp will be contemplated, not the date on the expedition stamp. Candidates shipping the application by mail do accept the risk of its late arrival.

All applications submitted in a different manner from those described above will be rejected.

6.4 – Selection process

Admission to the Master course depends on the evaluation of academic title and qualifications in order to assess their validity with respect to the Master course, and their affinity with one of the classes described at Article 4 of the present announcement.

For admission to the course, an interview on topics related to the Master will be performed.

This test will take place on Tuesday February 7th, 2017 by Prof. Fabio Santanelli di Pompeo office, located at the 5th floor of the Sant'Andrea Hospital, Via di Grottarossa 1035-1039, 00189 - Rome, from 10 to 11 a.m.

The Director of the course and the Selection Committee will perform the evaluation of the admission test.

At the end of the evaluation and/or selection, a ranking of the candidates admitted will be edited according to the overall ratings assigned to each candidate.

The ranking will be published on the University of Rome “Sapienza” website <http://www.uniroma1.it/didattica/offerta-formativa/master> and/or posted at the bulletin board of the Master Secretary at the School of Medicine and Psychology at least 20 days before the deadline for the payment of the registration fee (as in next Article 8).

The publication has the value of an official communication; therefore candidates will not receive personal notifications.

7 – Registration

Only the students passing the selection may proceed with the matriculation process. For the registration and matriculation the selected students must pay the registration fee of **€ 3.000,00 (three-thousand)**. The payment can be made either in one installment or in two installments of **€ 1.500,00 each**. The first installment is due on **March 10, 2017**, and the second is due on **June 30, 2017**, using the relative forms downloadable from <https://stud.infostud.uniroma1.it> by entering the matriculation number and password and then selecting: **MASTER - PRIMO ANNO - inserire il codice del corso: 12931 - PROSEGUI - STAMPA**.

After printing the form from Infostud, the payment may be made in any Italian branch of the UniCredit Bank through one of the following modalities:

- **at a Bank office** – cash payment in any UniCredit branch on the national territory, (the complete list of the UniCredit branches may be found at: <http://www.uniroma1.it/> clicking on **TASSE – PAGAMENTI**);
- **with a bank account cheque** (issued by any bank);
- **with direct charge on a bank account** (only for UniCredit clients);
- **online** with a Visa, Mastercard or Diners credit card at the following link <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=sapienza&action=pag>.
In case of online payment with credit card, the confirmation of the payment will be notified via e-



mail from the UniCredit Institute. Candidates that choose the online payment shall make sure to receive the notification e-mail. Online payments performed after 4:30 p.m. will be recorded in the next working day.

Note that, for online payments a Visa, Mastercard or Diners credit card is sufficient; it is not mandatory to open a bank account at the UniCredit bank.

The student paying the subscription fee (in one or two installments) is officially registered.
The candidate paying the registration fee is legally registered and covered by insurance.

Instead, the candidate that does not pay the first installment within the deadline will be considered a dropout. Late registrations may be accepted only if **authorized by the Director of the Master** and only according to the ranking. Delay on the second installment payment also, must be pre-emptively authorized by the Director of the Master. Further unauthorized late payments may cause the exclusion from the course, in case the Director of the Master deems it appropriate. In any case, an over-tax of **€ 65,00** will be applied to each late installment if the candidate does not comply with payments deadline. **If the delay overcomes 60 days from the deadline, the over-tax for delayed payments will be € 130,00 for each late installment.**

After payments deadline, the candidate will not be able to autonomously display and download the relative payment form from Sapienza's online informative system "Infostud"; they must be requested via e-mail from the Director to the University Master Office, and will include the over-tax for delayed payment.

The undergraduate candidate admitted with reservation will pay the first installment after graduation, without the burden of over-taxes. In case of eventual delayed payment of the second installment, an over-tax may be applied.

The enrollment may be reimbursed solely if the course is not activated.

Auditing students must pay a fee of € 300,00 (three-hundred) for each chosen module; an amount of € 700,00 must be added to such fee as a fixed university tax and the payment must be paid in one installment within the deadline established by the Director of the Master. Auditing students are exempt from the payment of the selection fee.

8 - Financial contributions and/or Scholarships

If the Master course receives financial contributions from sponsors, the funding will be assigned to partially or totally cover the registration fee, taking into account the admission ranking edited by the Master's Scientific and Didactic Board/Selection Committee. In case of full funding of the registration fee, the sponsor make the deposit in a lump sum within the deadline for the first installment.

If the candidate has his own sponsor and/or employer with the burden of performing the payment of the registration fee on behalf of the student, the Director of the Master must authorize the procedure and the payment must be settled as a lump sum within the deadline for the first installment. In case of deposits made after deadline, surcharges for late payment will be applied as specified in Art. 10.

Note that, until payment of the registration fee is performed the student will not result formally enrolled to the Master course, nor will the student be covered by insurance.

9 – Moving/transferring to another Master

Transfer from one Master course to another is not allowed.

10 – Renunciation

Admitted participants who would like to withdraw from the course must inform the Director of the Master. The Master Secretariat will then send this information to the University Master Office of the University of Rome “Sapienza”. □ The already paid registration fees will not be refunded to dropout candidates.

11 – Procedure to follow to perform Master’s final exam

-Before the final exam, participants will have to pay the fee of **€ 75,00** using the relative form downloadable from il **Infostud 2.0**: go to page <http://www.uniroma1.it/studenti> and using the own matriculation number and password and selecting in order: **MASTER – ESAME FINALE - inserire il codice del corso: 12931 - PROSEGUI - STAMPA**.

Note that the emission date printed on the form corresponds to the payment deadline.

After printing the form, the payment must be fulfilled at the Unicredit bank offices, following one of the following procedures: <http://www.uniroma1.it/didattica/tasse/pagamenti>

– Before the final exam, students must have **imperatively** filled-in the AlmaLaurea questionnaire with the following modalities:

- the candidate whose **Curriculum Vitae has not been uploaded** in the AlmaLaurea database must visit the link <https://www.alma laurea.it/lau/registrazione/> and acquire the credentials;
- the candidate whose **Curriculum Vitae has already been uploaded** in the AlmaLaurea database, must update his profile with the new Master title, visiting the page AlmaGo! (from the “**student e laureati**” section), logging in with the personal AlmaLaurea credentials and proceeding as following:
 - Click on **Aggiungi un titolo di studio**;
 - Follow the procedure **Inserisci Titolo**;
 - Select **Prossimo al conseguimento del titolo**;
 - Select the location of the course and the university/institution of reference;
 - Specify the data of the course and proceed.

To complete the end-of-course questionnaire, after entering the title, return to the AlmaGo! page and in the “**I miei titoli**” section click on “**Compila il questionario**” next to the title.

After completing this form the candidate must print the receipt that must be delivered to the Master course Secretariat before the final exam.

Lost AlmaLaurea credentials can be retrieved using the tool on the login page.

In case of problems during registration, send a e-mail at servizio.laureati@alma laurea.it or call toll-free 800 720 772.

If a candidate has not yet taken the final exam of the Master course and must register for another course of study for

the next academic year, the fee for the Master's final exam must still be paid before enrolment to the new course.

12 – Obtaining the Degree

At the end of the Master course, to obtain the Master degree, candidates must pass the final test.

It consists in an **oral communication of a project carried on during the last semester**.

To be admitted to the final exam the candidate must:

- Have attended the Master activities;
- have earned the necessary credits for the formative activities (art 4);
- have paid the registration fees and the tax for the final exam;
- have completed the AlmaLaurea questionnaire and printed the relative receipt to be delivered to the Master Secretariat.

The final Project must be presented and discussed in front of a Committee, which will give its evaluation on a 110 scale, and may vote unanimously to grant the candidate full marks with honors. The minimum grade for the obtainment of the Diploma is 66/110 (sixty-six over one hundred and ten).

The Diploma of the Master is issued by the University of Rome “Sapienza” not before checking on the regularity of the academic career and administrative position of the student.

The final Master Parchment will not report the grade, except if the candidate has achieved full marks with honors, and will be handed out to the students by the Director of the Master.

13 – Informations

Academic contacts:

Prof. Fabio Santanelli di Pompeo: Head of the Plastic Surgery department, School of Medicine and Psychology, University of Rome “Sapienza”, c/o Plastic Surgery Unit – Sant’Andrea Hospital – Via di Grottarossa, 1035-1039 – Rome 00189. Tel.: +39 06 33775692.

Dr. Guido Paolini: c/o Plastic Surgery Unit – Sant’Andrea Hospital – Via di Grottarossa, 1035-1039 – Rome 00189. Tel.: +39 06 33775268, +39 06 33775797, +39 06 33775832.

Master Secretariat:

NESMOS Department

School of Medicine and Psychology, University of Rome “Sapienza”

Address: Via di Grottarossa, 1035-1039 – Rome 00189

Opening hours: Monday to Friday, 8.30 a.m. – 12.00 p.m.

Tel.: +39 06 49979799

e-mail: nesmos@uniroma1.it

Rome, November 3, 2016

SIGNED BY THE RECTOR



SAPIENZA
UNIVERSITÀ DI ROMA

Attachment 1

ADMISSION REQUEST
to the IInd level Master in
BREAST RECONSTRUCTION
Academic Year 2016 – 2017

To the Director of the Master
Prof. Fabio Santanelli di Pompeo
Università degli Studi di Roma “Sapienza”
c/o Dipartimento NESMOS
School of Medicine and Psychology
Via di Grottarossa, 1035 – 1039
00189 Roma

Mr/Mrs/Ms _____

Matriculation n. _____ Fiscal Code _____

born in _____ on _____

nationality _____

living in (City/State) _____

address _____ ZIP code _____

Phone number ____/____/____ Fax number ____/____/____

Mobile phone nr ____/____/____ e-mail _____

Italian place of stay (only for foreign residents) City _____

Address _____ ZIP code _____

Phone number ____/____/____ Fax number ____/____/____ in



SAPIENZA
UNIVERSITÀ DI ROMA

hold of the Degree in _____ issued on date
_____ by the (University or HEI) _____ with the final grade
/ over the maximum grade of _____ / _____

Requests to be admitted to

the II level University Master in BREAST RECONSTRUCTION, established at the School of Medicine and Psychology of the University of Rome “Sapienza”, for the academic year 2016/2017.

For this purpose, the following documentation is attached:

- Photocopy of a valid identity document, duly signed and easily readable (ID card - Driver's License - Passport);
- Photocopy of the Italian Tax Code (Fiscal Code);
- Photocopy of the receipt of payment of the selection fee;
- Self-certification on the Academic Title (undergraduate final-year students have to certify the attainment of the title within academic year 2015/2016) (Attachment 2);
- Photocopy of the Declaration of Value (“Dichiarazione di Valore”) for titles obtained abroad;
- Curriculum vitae et studiorum;
- Signed consensus for the use of personal data (Attachment 3);
- Self-certification regarding any other documentation or title evaluable in the selection process.

I, hereby, declare that I have read, understood and agreed with each article of the public notice for admission to the Master course, to fulfill all the requirements and to be aware that, as of the D.Lgs. 445/2000, giving false or incomplete declaration is a felony.

Place and Date _____

Candidate signature



SAPIENZA
UNIVERSITÀ DI ROMA

Attachment 2

SELF-CERTIFICATION OF ACADEMIC TITLE

**To the Director of the Master
Prof. Fabio Santanelli di Pompeo
Università degli Studi di Roma “Sapienza”
c/o Dipartimento NESMOS
School of Medicine and Psychology
Via di Grottarossa, 1035 – 1039
00189 Roma**

I undersigned _____

born in _____ on _____

Fiscal code _____

taking advantage of Art. 46 and 47 of D.P.R. n. 445/2000 and late modifications, and aware of the penalties foreseen by Art. 76 of the same D.P.R. concerning false certifications and mendacious declarations,

UNDER MY PERSONAL RESPONSIBILITY, DECLARE THAT

I have achieved the Degree _____ (B.A., M.A., other) in
_____ on _____ at
the Faculty of _____ University _____ in
the academic year¹ _____ with the final grade of _____ and final thesis



SAPIENZA
UNIVERSITÀ DI ROMA

(if any) titled “_____”

Mentor's name _____.

(if the candidate is an undergraduate final-year student fill-in the following form):

the achievement of the Degree _____ (B.A., M.A., other) in

_____ is

expected by the date _____ in the academic year² _____ at

the Faculty of _____ of the

University _____ and final thesis (if any) is titled

“_____”

Mentor's name _____.

(Place, Date)

(Candidate signature)

¹ The title must be achieved within the academic year 2014/2015

² See footnote 1

Attachment 3

☐ **Policy statement pursuant to legislative decree “Decreto Legislativo 196/2003”**

Code concerning personal data

Handling of the data

Pursuant to article 13 of law n.196/2003, all personal data submitted will be handled only if necessary and only for uses related to the registration and attendance to the Master.

Method of handling and referring subjects

The information collected will be handled either manually or electronically. The data may be disclosed to Institutions or public and private Societies only if strictly necessary for the educational activities of the course.

Data collection and consequence of a possible denial

The provision of the information is obligatory; any refusal to provide such data will lead to the impossibility to register to the course and to all the procedural or educational activities.

Owner and person in charge of the handling of data

Owner of the data is the University of Rome “Sapienza”, in the person of its legal representative pro-tempore, the Magnificent Rector, located in the offices of the University.

The responsible for the handling of data is the Director of the course.

Rights referred at the article 7 of law 196/2003 “Right to access personal data and other rights”

The interested party has the right to obtain the proof of existence or absence of data regarding himself/herself, even if not yet registered, and such information should be communicated in an intelligible form.

The interested party has the right to obtain information regarding:

- a) the origin of the personal data;
- b) the purposes and methods of treatment;



- c) the logic applied in case of treatment of data with electronic systems;
- d) the identity of the owner, the manager and the representative appointed under article 5, paragraph 2;
- e) subjects or group of subjects to whom the personal data may be communicated or who can be acquainted with them as appointed representative of the State, managers or agents.

The interested party has the right to obtain:

- a) updating, rectification or, in case of interest, integration of data;
- b) cancellation, transformation into anonymous form, or blocking of data processed unlawfully, including data which does not need to be preserved for the purposes for which the data have been collected and subsequently processed;
- c) certification that the operations in letters a) and b) have been brought to knowledge, also in their contents, to those to whom the data have been communicated or disseminated, unless this request is impossible to fulfill or involves an application of means manifestly disproportionate to the protected right.

The interested party has the right to object in whole or in part:

- a) for legitimate reasons, to the handling of personal data concerning his person, even for reasons relevant to the purpose of data collection;
- b) to the treatment of personal data concerning his person, if used for the purpose of sending commercial material or direct selling or for the purpose of market research or commercial communication.

(Place, Date)

(Candidate signature)