



How to: Thesis and Graduation

A Step-by-step Guide *for Students, by Students*

The journey toward a medical degree involves not only mastering the intricate facets of the field, but also successfully navigating the complex processes of Thesis completion and Graduation. This guide aims to provide a step-by-step roadmap for students of **Medicine and Surgery Course F at Sapienza, University of Rome**. Whether you are interested in an Elective Internship, seeking a Thesis Supervisor, or contemplating post-graduation opportunities, this guide is designed to provide insights, tips, and practical advice to ensure a seamless progression from student to M.D. graduate.

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PREPARATORY PHASE

1. Elective Internship

Start attending elective internships during your **fourth and fifth year** to better understand your preferences and strengths.

2. Finding a Thesis Supervisor

Compose a well-crafted **email expressing your motivation and interest**, and attach your **transcript of records** from Infostud. Don't hesitate to ask, as it is generally straightforward if approached in a polite and timely manner.

You can choose your Supervisor either in your own or in another Medicine and Surgery degree course.

It is advisable to make your request after passing the exam for the course you are interested in. However, this is **NOT** strictly required and it is up to the Professor's discretion.

3. Filling and submitting the Thesis Form

You can find the form on the Department websites (where your Thesis Supervisor works), or the generic one on the Course website (corsidilaurea.uniroma1.it/sites/default/files/modulointernatotesi_0.pdf). Fill it out, and have it signed by your Supervisor at the latest by **November 30th of your VI year**. The module will be forwarded by your Supervisor to the Director of his Department.

At this time, you are not required to provide the title of your thesis: having the thesis module filled and signed allows you to frequent the Department to do your research work.

4. Writing your Thesis

You will find the template and specific formatting indications in the ***Appendix*** at the end of this document.

During your fourth year, you will participate in a **Workshop** offered by Professor Piconese, in which you will learn the basics of how to compose

your Thesis. If necessary, you are welcome to participate again during your fifth or sixth year, provided that you contact Professor Piconese first, to inform her.

You are required to **provide the title of your Thesis** by the time you sign up for Graduation (see point 6).

5. Finishing Exams

If you need help, check out the eLearning course *"Info and Tutorial Activities"*, where you can find tutors for the more challenging exams.

Respect propedeuticities to avoid having to retake exams.

For reference, here are the **regulations** as reported by the Student Guide:

a. Rules for progression

According to the study regulations, there are no restrictions for students to enroll to the following year of the course. However, to sit for the exams of the following years, students must follow the rules shown in the table below.

<i>To sit for the exams of the...</i>	<i>it is mandatory to have passed...</i>
2 nd year	2 exams of the first year
3 rd year	All the exams of the first year
4 th year	All the exams of the first and second year and 1 exam of the third year
5 th year	All the exams of the first, second and third year
6 th year	All the exams of the first, second, third and fourth year and 2 exams of the fifth year

Given the fact that the observation of the propaedeutics will be checked in the moment in which a certification of the passed exams will be issued or the request for graduation will be presented, it is the student's own responsibility and interest to observe the above-mentioned regulations.

Propaedeutics

<i>To sit the exam of</i>	<i>it is mandatory to have passed</i>
Biochemistry	Chemistry and Introduction to Biochemistry
Human Anatomy	Histology and Embryology
Human Physiology	Biology and Genetics
Pathology and Pathophysiology	Human Physiology
Applied Pathology (I, II + III), Pathological Anatomy	Pathology and Pathophysiology

Potential additional propaedeutics can be defined and suggested by the responsible committee of the educational structure.

FINALIZATION PHASE

6. Signing up for Graduation

The sign-up process for Graduation (*“Domanda di Laurea”*) is **through Infostud** ([Instructions](#)). Once it is accepted, you will be granted a spot in the following Graduation session. The exact date of Graduation will be provided approximately one month in advance, depending on the availability.

You will find the deadline to sign up in your academic year’s updated version of the **Promemoria Laureandi document**, which is published on the *Laurearsi* page of our course website every year in February.

Here is, for instance, the table for a.y. 2023-2024:

Calendar of graduation exam sessions and deadlines			
Academic year 2023-2024			
Session	Graduation exam month	Submission of the graduation application	Deadline for taking exams (up to 4 exams with the exception of June 2024 session; July 2024)
1 st Summer 23-24	March 2024	From January 31, 2024 to February 12, 2024	February 29, 2024
2 nd Summer 23-24	June 2024	From April 15 to April 30, 2024	June 7, 2024 (up to 5 exams)
3 rd Summer 23-24	July 2024	From May 2 to May 15, 2024	June 26, 2024 (up to 6 exams)
4 th Summer 23-24	September 2024	From July 2 to July 22, 2024	September 11, 2024
1 st Autumn 23-24	October 2024	From August 26, 2024, to September 13, 2024	September 30, 2024
2 nd Autumn 23-24	November 2024	From September 25, 2024, to October 10, 2024	September 30, 2024
1 st Winter 23-24	January 2025	From November 18, 2024, to December 9, 2024	January 10, 2025*

N.B. Before signing up make sure that you have:

- No more than **4 exams left** (check the Promemoria Laureandi for exceptions).

- Paid the **Graduation fee (32€)** that you'll find on Infostud as "Final Exam". This must be done at least 72 hours before the sign-up deadline.
- Paid the **MMG Internship fee (49,58€)** to: postal c/c n. 1016 Agenzia delle Entrate – Centro Operativo di Pescara - Tasse Scolastiche (you can find the form in any Post Office).
- Paid the **Regional tax (113,62€)** following these instructions: <https://www.uniroma1.it/en/pagina/lazio-region-tax>
- Paid the **Qualifying Degree fee (depending on ISEE; max 180€)** on Infostud.

Here is the list of documents you'll be asked for when signing up:

Information and documents to include in the graduation application			
Requested data	Mandatory	Optional	Notes
Valid ID document	√		If it has not been uploaded on Infostud
Declaration by the supervisor on headed notepaper with title and type of thesis conducted (experimental/compilatory etc.)	√		The supervisor will indicate the type of thesis conducted on the online form but the Student Affairs Office will have to check the actual entry
Health card or tax identification number	√		If it has not already been uploaded to Infostud
Almaurea survey receipt	√		Link to the Almaurea survey
Uploading the thesis in .pdf	√		Check the previous paragraph for the deadline for uploading the thesis
Authorisation form for exams taken in a different Master's Degree Programme Board and exams taken outside the group of belonging (" <i>fuori canale</i> ") for teaching continuity	√		If the exams are not validated on Infostud
Copy of elective educational activities record booklet (A.D.E.)	√		
High school diploma	√		
Tuition fee payments for qualifying degrees	√		Receipts for the payment of the regional fee, state examination fee and the fee paid to the revenue agency for the assignment of the GENERAL MEDICINE DOCTOR (MMG) for the internship
Self-certification of Practical evaluation internship for the state examination (TPVES)	√		Mandatory only for students who have completed a pre-graduation internship.

7. Submitting your Thesis

Check Promemoria Laureandi as soon as it's published, as the deadline for Thesis submission can vary from session to session.

(Generally you are required to submit it a few weeks before your Graduation date).

8. Final Touches

Make sure you have everything in order:

- **Completed all the exams** before the deadline (see point 6)
- **8,00 ADE credits** correctly registered in your booklet
- Completed all 3 **TPVES** and have filled and signed the **booklets**
- Signed up for **Graduation** (see point 6)
- Submitted the **Thesis** (see point 7)

9. Graduation

What to expect on your Graduation date:

- Arrive **45 minutes before** the start of the session.
- You will have to present your Thesis through a **Power Point** of no more than 10 slides.
- You should expect a few **questions from the Board of Professors** attending the session.
- You are allowed to bring a **maximum of 6 guests**. Additionally, the session will be streamed online.
- In Italy, it is customary to wear, after you graduate, a laurel crown (*Corona d'Alloro*), simbolizing the acquisition of accademic success.

10. ... And now?

A. Staying in Italy

Students who wish to continue their path in Italy, should sit the **SSM exam** (*Concorso*) to be awarded a spot in a Residency Program (*Specializzazione*). The test is composed of 140 mcqs; your results will locate you in a national ranking, similarly to IMAT. The test is in Italian, as good language skills will be required during your specialization.

To participate in the SSM you should carefully read the call (*bando*), which is published every year in May on the MIUR website, then register on www.universitaly.it.

The exam is held in the second half of July; any student who graduates at least a day before the date of the exam is allowed to participate.

The Residency Programs in Italy can last from a minimum of four to a maximum of six years, depending on the specialty.

B. Specializing abroad

In case you decide to undergo your Specialization in a different country, you should research in advance the process and requirements to access Residency Programs, as they vary widely between countries.

Here are some **tips from international students of our course**:

UK	<p>To enter into the UK system graduates must complete 2 years of the UK foundation program (F1 and F2). For this, you must follow the timeline and complete an eligibility application through the Oriel site (all recruitment processes are completed through this site). Information on how to apply and the documentation needed is available in UKFPO site (https://foundationprogramme.nhs.uk) Graduates must also obtain provisional registration with GMC before they can practice in UK. Information on this is available on the GMC site: https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-guides/provisional-registration-for-international-medical-graduates.</p> <p>As this process takes time you must apply for it well in advance. You may apply during your 5 year if you are planning on working right after you graduate. The whole process starts in July and you will be eligible to work at the end of July/August of the following year. Currently the system is undergoing a period of transition and they are planning to establish an exam "UKMLA" for all UK graduates and international students from 2024 onwards. As such it is well advised to keep yourself up-to-date as there can be further changes to the application process that is different from the previous years.</p>
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France	To enter into a residency programme in France, you will have to sit an exam called ECN (Épreuves Classantes Nationales), for which you can register on the CNG website (via CELINE platform). It is a standardized national exam consisting of multiple-choice questions based on clinical cases. The exam is done over 4 x 3 hour sessions usually in the last week of June. The results (along with the ranking) are released in the first week of July. Once you have obtained your results you proceed to select the specialty and the hospital you want to do it in. During August the selection process is finalised and graduates are assigned their posts. Find out more at: https://www.cng.sante.fr/cng/cng .
Spain	In Spain, gaining access to medical specialization involves taking the MIR exam, which considers both exam scores and overall career GPA (10%). The MIR exam consists of 200 questions (plus 10 reserve questions) covering diverse medical topics, prompting many students to enroll in preparatory academies. Approximately 7,000-8,000 spots are available across specialties, with around 14,000 candidates taking the exam. Specialization lasts 4-5 years and can be Medical, Surgical, Medico-Surgical, or Laboratory. Initially, specializing doctors have lower responsibilities and salaries, which increase each subsequent year.
Germany	To apply for medical residency in Germany, you need to obtain a state-specific work permit (Approbation) by submitting required documents, including a translated CV and medical diploma. Italian graduates are guaranteed approval under EU law. Apply directly to hospitals for residency positions, and if accepted, sign a contract following an interview. Residency lasts 5-7 years, with specialization after 2-3 years of rotations. Physicians are paid uniformly across specialties based on experience, and wages are publicly available through the "Tarifvertrag Ärzte Krankenhaus" collective bargaining agreement.
Ireland	To enter a medical residency programme in Ireland as an IMS graduate, you need to apply for the Medical Council's Professional Competence Recognition (PCR) process. This involves submitting your qualifications and completing an interview. Additionally, you might need to pass a clinical skills assessment. Following this you will apply for an "Internship" that lasts 1 year and is similar to the TPVES. From there you can apply to specific specialty programmes. Keep in mind that Irish medical graduates are guaranteed a place while EU graduates have less priority followed by non-EU graduates.
Australia	There are three possible pathways to apply: competent authority, specialist pathway (after residency), and the standard pathway. For the standard pathway, students have to sit an MCQ exam and then depending on employment offered, a clinical exam. The competent authority pathway is a 'preferential' pathway from the UK (after foundation year) as such no exams are required. Duration: 1 year of supervised practice / internship + residency.

N.B. Remember that these procedures can change every year, so you should always check the latest updates!

Appendix: Thesis Structure

I. Page 1: Title:

1. Explanatory title so that the topic of the thesis can be immediately understood
 - Definition of the type of study:
 - a. Experimental study (RCT, observational study, retrospective study, etc.).
 - b. Systematic literature review
 - c. Meta-analysis
 - d. Case report
 - e. Compilatory Study
2. Candidate - First and Last Name
3. Thesis Supervisor - First and Last Name
4. Co-Supervisor (if any) - First and Last Name
5. Date of Graduation

Template [here](#).

II. Page 2: Table of Contents: Detailed table of contents of paragraphs in the text

III. Page 3: Structured Abstract: (Minimum 300 - Maximum 400 words)

1. Introduction
2. Objective of the study
3. Materials and Methods
4. Results
5. Conclusions

IV. Page 4: Word count (max 15.000); Keywords (max 5); Abbreviations found in the text

V. Page 5 and following: Text: structured into the following paragraphs (each paragraph given on a new page):

- a. Introduction
- b. Objective of the study
- c. Materials and Methods
- d. Statistical analysis
- e. Results
- f. Conclusions

No more than **15.000 words** including abstract and literature.
Use footnote numbered pages.

VI. Tables and figures: all after the text and each on a separate page

Tables should clearly state.

- a. Numerosity of the group(s) analyzed.
- b. A statistical dispersion index (standard deviation, standard error, confidence intervals)
- c. The level of statistical significance (p=xxx; NS)
- d. In footnote to the table: the type of statistical analysis from which the significance index is derived (student t test for unpaired data; for paired data, ANOVA, Chi2)

Figures describing the data analyzed should clearly state:

- a. The numerosity of the group(s)
- b. If applicable, the patients at risk
- c. A statistical dispersion index (standard deviation, standard error, confidence intervals)
- d. The level of statistical significance (p=xxx; NS)
- e. The descriptive figures (pictures, etc.) should be explanatory in themselves, possibly with the help of arrows or otherwise accompanied by a descriptive legend containing everything needed to understand the figure.

VII. Bibliography:

References to bibliographical entries should be given in the text by successive numbers in parentheses.

The **list of citations** should be given at the end of the text.

- For *journal articles* indicate the name of the author(s), the title of the article, the journal indicating the volume, the starting and ending page of the article, and the year of publication.
- For *book chapters* indicate the author(s), title of the chapter, name of the editor (editor) of the book, title of the book, city of publishing, publishing house and year of publication.

The downloadable Sapienza logo and more detailed formatting guidelines can be found [here](#).