**F.A.Q. Frequently Asked Questions**

Please notice that most information can be found on the Program’s website

<http://www.biotechuniroma2.it/>

It is advisable to read carefully

- the Program Handbook, that can be downloaded at <http://www.biotechuniroma2.it/program/>

- the students’ guide published by our University at

<http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STI/section_parent/5682>

- the Regulation of the Program and the “Regolamento didattico di Ateneo” at

<http://www.biotechuniroma2.it/documents-archive/>

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**- How can I obtain a fellowship?**

A Call to Competition from Laziodisu is open every year for students enrolled in this University. Acceptance depends on previous studies (i.e. number of exams, marks and similar) and on the student’s officially certified yearly income.

The text of the Call can be downloaded at <http://www.laziodisu.it/wp-content/uploads/2017/05/Bando-Diritto-allo-Studio-2017-2018-ENGLISH-VERSION.pdf>

Other fellowships may be obtained in the frame of special agreements between Italy and Your Country. Please visit <http://www.esteri.it/mae/en/ministero/servizi/stranieri/opportunita/> or consult the web site of the Italian Embassy in Your Country to learn more.

 **- How do I contact a teacher?**

Names and contacts of teachers, including email, phone number and receiving hours can be found at the page

<http://www.biotechuniroma2.it/teachers/>

It may be useful to write an e-mail to make an appointment or ask for information.

 **- What is meant by CFU?**

CFU is the abbreviation for Credito Formativo Universitario and is a method used in Italian Universities to measure the workload required for the student.

1 CFU is conventionally worth a total of 25 hours of student engagement and corresponds to 8 hours of lessons plus 17 hours of personal study, or to 12 hours of laboratory experience plus 13 hours of personal study. To complete the program, a total of 120 credits (CFU) must be acquired.

This system allows the recognition of CFUs acquired at other Italian or European universities (for example within the Erasmus program): credits are transferable through the European Credit Transfer System (ECTS).

**- Is class attendance compulsory**?

As explained in the regulation, it is necessary to follow at least 70% of the lessons. The attendance at laboratories is compulsory.

**- How does the assessment of the 9 CFUs of Elective Courses (AAS) work?**

When the student submits the application for the final graduation exam, the weighted average of the grades obtained in the various AASs is made and this is the final mark of a single overall examination.

**- Can students take an exam twice in the same session?**

Yes, this is why the two calls are spaced for 15-20 days.

**- Is it possible to request EXTRAORDINARY exam sessions?**

An extraordinary call is possible only for those students with one or two examinations left before the final graduation exam, and only if there are no ordinary sessions in the 3 weeks prior to the graduation session.

 **- How do students access the Laboratory Internship?**

Second year students who have passed most exams can access the internship by contacting one of the labs in the Department of Biology that is offering an internship in the following semester. A list of offers for “internal” (inside the Dept. of Biology) and “external” (outside the Dept. of Biology) laboratory internships can be found at

<http://www.biotechuniroma2.it/internships/>

Students wishing to carry out an “external” internship MUST seek preliminary approval by the Coordinator of the School (Prof. Carrì) and activate a formal request using these forms

1. Experimental plan (“Progetto Formativo”)
2. Partner agreement (“Convenzione tra gli enti”)

that can be found on the same webpage as above.

The latter holds true for Erasmus students as well, who MUST obtain nomination of an Internal Tutor BEFORE they start the work.

 **- Are students allowed to perform their lab internship in a private Company (e.g. Pharma)?**

Yes, but specific agreements must be made on the project (research, not just quality control or production) and on dissemination of results in the form of final dissertation and discussion.

 **- How long does the internship in the lab last?**

Usually 6-8 months. The final 34 CFU must be acquired by the students performing experimental lab work yielding publication-quality research, writing a 50-80 pages dissertation on its results and defending the dissertation. Lab internship is mandatory.

 **- Are there facilitations for working students ?**

Working students may apply for part-time registration and ask for an extension in the duration of the program (provided they are not already late in the program); in case of acceptance, they will pay reduced fees.

Application for part-time can be made only once and cannot be modified during the Academic Year.

Details on modalities and procedures can be found on <http://delphi.uniroma2.it>

**- How can students access articles on scientific journals?**

Students can use the BioMedical Library remotely, referring to the site of the library itself:

<http://biomedica.biblio.uniroma2.it/>

In the Services section, you find the link to the *article request form*

<http://biomedica.biblio.uniroma2.it/documentdelivery/>

It is possible to freely access the service from any PC connected to the university network (also wi-fi). If you are connecting to networks other than the university, you need to set up your PC proxy by following the instructions at <http://docs.ccd.uniroma2.it/pmwiki.php/Main/UtilizeIlProxyDAteneo>

**- Can students skip courses and exams they have already taken in their B.Sc.?**

No. It is assumed that whatever B.Sc. program they have had, the level of courses in the M.Sc. requires further studies and a new assessment.

**- What is the Joint Teaching Committee** (Commissione Paritetica) **?**

The Joint Teaching Committee (CP) is composed of two professors and two students from the Council of the Program, designated by the teachers of the Council and by the students elected to the Council, respectively. The Committee is in charge for two academic years and performs the monitoring tasks of the Study Course described in Article 12, paragraph 3 of the D.M. 270/04.

The composition of the Commission can be found at <http://www.biotechuniroma2.it/documents-archive/>

**- What is the Review Report** (Rapporto di Riesame) **?**

Review is an essential act of the Quality Assurance System.

The Study Report Review is drawn up by the Quality Assurance Management Commission (CGAQ) of the Study Course as required by DM 47/2013 and must be formally approved by the Department Council.

The Quality Presidium operates as a reference for the Quality Assurance Management Commission of the Program composed as defined by DM 47/2013 by 2-3 professors, the course manager of the Program and/or other Technical/Administrative staff involved in the course management, and student representatives in accordance with the provisions of the European ESG.

**- What is the SUA?**

SUA is the acronym for the Unique Annual Sheet for a Program. It is an integral part of the Self-Assessment, Evaluation and Accreditation (AVA) system necessary for Evaluation visits for Periodic Accreditation to which all the Universities will be subjected over the next 5 years, as dictated by the current regulations.

The SUA must be completed by May 30 of each year.

To access the SUA of the Degree Program in Biotechnology:

<http://www.biotechuniroma2.it/documents-archive/>

**- What is the GOMP?**

GOMP is the acronym for Didactic Management and Programming

For each course there is a tab containing the Learning Goals, Program, Recommended Texts, Receiving Hours of the teacher and CFUs of the Course.

To access the GOMP of the Degree Program in Biotechnology:

<http://www.biotechuniroma2.it/documents-archive/>