

HUB LAB US

A single place.
Infinite possibilities.

Student services



UNIVERSITÀ
CAMPUS BIO-MEDICO DI ROMA

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ACADEMIC SECRETARIAT

Academic Planning and Management

The Office manages and coordinates the University's teaching activities, acting as a point of reference between students, teachers and administrative offices. It offers support through the help desk and digital channels.

Student services

- Coordination between teachers, students and other offices
- Assistance with organisational and educational aspects
- Front and back office support for all aspects of the academic journey
- Explanations relating to the syllabus
- Examination calendar
- Classes schedule
- Clarifications on communications and notices on the e-learning platform

When to contact the service

- To consult or clarify **exam schedules and calendar**
- If you have any doubts about your academic career or **syllabus**
- To receive technical or informational support for the **e-learning platforms**
- For matters related to interaction with other **academic offices**

INFO

When:

Monday and Wednesday: 2:00 p.m. – 4:00 p.m.

Tuesday, Thursday and Friday: 9:30 a.m. – 12:00 p.m.

Email:

- **Faculty of Medicine and Surgery:**

didattica.fdmed@unicampus.it

- **Faculty of Engineering:** didattica.fding@unicampus.it

- **Faculty of Science and Technology for Sustainable**

Development and One Health: didattica.fdstesh@unicampus.it

find out more



CAMPUS LIFE

Sports, culture, music and theatre

The Service organises sports, recreational and cultural activities for the UCBM community, so you can experience the University beyond your studies.

When to contact the service

- **To take part in sports activities** promoted by the Campus Bio-Medico Amateur Sports Association
- **To take part in cultural visits** and discover the city and its surroundings
- **To join the Polyphonic Choir**, cultivate your passion for music and share unique experiences
- **To take part in the Theatre Workshop** and bring your talent, voice and creativity to the stage
- **To take part in events**, Cineaperitivi, concerts, lecture-concerts and other activities designed to enliven university life

INFO

When:

Monday and Wednesday: 9:30 a.m. – 12:00 p.m.

Tuesday and Thursday: 2:30 p.m. – 4:00 p.m.

Email: campuslife@unicampus.it

find out more



CAREER SERVICE

Orientation, skills, professional future

The Career Service promotes direct contact between students, recent graduates and the world of work, supporting the transition from academic training to professional experience through practical activities, interviews, workshops and internships.

Student services

The service offers personalised support for:

- Creating and reviewing **CVs**
- Mock interviews and **job interview preparation**
- Guidance on professional opportunities consistent with one's own path and **support in the active search for job opportunities**

Workshops and classroom training on

- **Cross-disciplinary skills and soft skills**
- **Personal branding**
- Group assessment
- Meetings and **presentations with companies**
- Annual Job Day

Services for Curricular Internships

- Contact with the host organisation
- Bureaucratic management of documentation
- Monitoring of feedback during the training course

When to contact the service

- If you need **professional guidance**
- If you want to learn how to present yourself effectively and **handle interviews**
- If you want to **develop** your **cross-disciplinary skills**
- If you want **to activate a curricular internship** or learn about the opportunities available

find out more



INFO

When: Monday–Friday: 9:00 a.m. – 4:00 p.m.

Email: careerservice@unicampus.it

CHAPLAINCY

Spirituality, listening, sharing

The University's priests are always available for a personal conversation, a spiritual discussion or to lend a listening ear. Their offices are located near the chapels inside the University.

The Chaplaincy organises:

- Eucharistic celebrations
- Confessions
- Community prayers
- Preparatory meetings for Confirmation and other Sacraments
- Gospel insights and training sessions

Community life and friendship

In addition to the spiritual dimension, activities are proposed that promote meeting, friendship and sharing:

- Pilgrimages
- Mountain hiking
- Group initiatives open to the entire university community

When to contact the service

- If you would like a personal or spiritual discussion
- If you're looking for a point of support in difficult times
- If you want to deepen your faith or prepare for the Sacraments
- If you would like to attend Mass, prayer sessions and Community initiatives

find out more



INFO

Don Luca Brenna – l.brenna@policlinicocampus.it

Don Piero Vavassori – p.vavassori@policlinicocampus.it

Don Victor Tambone – v.tambone@unicampus.it

Don Roberto Sorrenti – r.sorrenti@policlinicocampus.it

Instagram: @sharethelight_ucbm



COUNSELLING

Listening and support

The Counselling Service offers a confidential, free space to help you navigate challenging times, engage in self-reflection, and build strategies to support personal and academic well-being. It is aimed at students, doctoral students and specialised students.

Multilingual interviews: psychological interviews are available in Italian, English and Spanish, to ensure accessibility to the entire university community.

When to contact the service

- **If you're experiencing difficulties** with relationships or **adapting to the university environment**
- If you are experiencing **anxiety related to exams, graduation or being away from home**
- In the event of **academic difficulties** or risk of dropping out of the academic path
- To **help you handle times of transition** and personal change

INFO

Service Manager:

Dott. Paolo Pellegrino – p.pellegrino@policlinicocampus.it

How to book a meeting:

Log in to the e-learning platform and click on "Individual interview" in your Dashboard **elearning.unicampus.it**

find out more



INTERNATIONAL MOBILITY

Connecting UCBM students to the world

The International Relations Office organises and supports periods of international mobility for study, internships or research. One of the main opportunities is the **Erasmus+** programme, which offers scholarships for an experience abroad at partner universities or public/private institutions

When to contact the service

- For information on how to carry out a period of study, internship or research abroad
- For Erasmus+ opportunities or independently organised mobility

INFO

When:

Monday: 2:30 p.m. – 4:30 p.m.

Tuesday: 10:00 a.m. – 12:30 p.m. | 2:30 p.m. – 4:30 p.m.

Thursday: 2:30 p.m. – 4:30 p.m.

Email: outgoing@unicampus.it

find out more



INTERNSHIPS IN THE HEALTHCARE SECTOR

The integration of theory and clinical practice

The Healthcare Internship Office is responsible for the organisation of internships for all degree and master's degree courses in the health sector at the Campus Bio-Medico Hospital Foundation in Rome and at the other health facilities that are part

Internships are provided:

- from the 3rd year for single-cycle Master's degrees (Medicine, MedTech, Dentistry)
- from the 1st year for three-year degree programmes (Nursing, Physiotherapy, Radiology) and the Master's Degree in Nursing and Midwifery Sciences
- from the 2nd year for the Master's Degree in Food Science and Human Nutrition

You can ask for information on

- Organisation and proper conduct of internships
- Internship operations
- Reference facilities
- Occupational health surveillance process
- Supply of uniforms
- Frequency monitoring logbooks

INFO

Email: tirocinisanitari@unicampus.it

find out more



LIBRARY

Over 30,000 volumes

Manuals, university texts, encyclopaedias and printed and electronic journals: a wealth of resources for study and research. Open-access study rooms and bookable classrooms, collections available for direct consultation and digital resources accessible remotely.

Student services

- Direct **access** to volumes and **over 5,000 electronic periodicals**
- **Remote access** to digital resources using university credentials
- **Open-access study rooms** in the Trapezio building
- **Bookable spaces** within the Cu.Bo
- **Local and inter-library loans**
- Information and **bibliographic support**
- Document delivery from other **libraries in digital format**
- **Paid printing/photocopying/scanning service** with top-up service on the student's badge
- Institutional **database update** service
- Altea: **Database of Degree Theses**

INFO

When:

Monday – Friday: 8:30 a.m. – 9:00 p.m.

Saturday: 9:00 a.m. – 2:30 p.m.

Catalogo OPAC: opac.unicampus.it

digital
library



library



PERSONAL TUTORING

A tutor by your side to grow together

Tailor-made support to enhance your skills and accompany you on your university journey. Your Personal Tutor helps you discover your resources and potential, manage any difficulties and take an active role in your academic journey.

They support you through the various stages with a motivational and values-based approach, focusing on:

- Integration into **University life**
- Organisation of **time, work and study methods**
- **Exam planning** and self-assessment
- Motivation, self-esteem and **relations with teachers**
- **Learning and training objectives**

When to contact the service

- To receive help in managing university difficulties
- To apply as a personal tutor
- To take part in training activities

INFO

When: every day by appointment, write to your course email.

Email for Degree Programme (Cds):

Biomedical Engineering:

tutoratoBIOM@unicampus.it

Chemical Engineering:

tutoratoICSS@unicampus.it

Intelligent Systems

Engineering:

tutoratoISI@unicampus.it

Industrial Engineering:

tutoratoING@unicampus.it

Biomedical Engineering:

tutoratoBEN@unicampus.it

Physiotherapy:

tutoratoFISIO@unicampus.it

Nursing:

tutoratoINF@unicampus.it

Master's in Nursing:

TutoratoSIO@unicampus.it

Medicine and Surgery (Italian):

tutoratoMED@unicampus.it

Medicine and Surgery (English):

tutoratoMAS@unicampus.it

Radiology and Radiotherapy

Techniques:

tutoratoTRR@unicampus.it

MedTech:

tutoratoMedTech@unicampus.it

Dentistry:

tutoratoODONTO@unicampus.it

Food Science:

tutoratoSANU@unicampus.it

Master's in Food Science:

tutoratoSANUM@unicampus.it

Food Tech:

tutoratoFoodTech@unicampus.it

find out more



RIGHT TO STUDY

Support, inclusion, opportunities

The Office supports national and international students in accessing the services and regulations that protect the right to study, promoting inclusion and academic success.

When to contact the service

- To request information on scholarships
- To take advantage of the Merit Loan
- To access dedicated accommodation or housing benefits
- To activate support related to SLD and disabilities

Student services

- Access to dedicated tools for students with SLD, disabilities and impairments
- Awarding of scholarships and prizes
- Management of the Merit Loan
- Support for access to affiliated accommodation services and other forms of financing

INFO

When:

Monday and Wednesday: 9:30 a.m. – 12:00 p.m.

Tuesday and Thursday: 2:30 p.m. – 4:00 p.m.

Email: diritto.studio@unicampus.it

find out more



SPECIALIZATION SCHOOLS

Complete management of the academic path of postgraduate students

The Service deals with all administrative activities related to the Specialization Schools: enrolments, exams, booklets, fees, certificates, internships in the network and outside the training network. It manages the protocols with the affiliated facilities and maintains relations with the training network. It also supports ministerial accreditation, ensuring regulatory compliance.

When to contact the service

- To **register or renew your registration** in subsequent years
- To **take examinations**
- To **request certificates and official documents**
- To **withdraw from the study programme or transfer**
- For the **management of internships** in the network and outside the network
- To obtain **support for ministerial accreditation** of Schools
- To report **problems related to the payment of the single contribution**

INFO

When:

Monday, Wednesday, Friday: 10:00 a.m. – 12:30 p.m.

Tuesday, Thursday: 2:30 p.m. – 4:30 p.m.

Email: segreteriaspecializzazioni@unicampus.it - TirSpecializzazioni@unicampus.it

find out more



STUDENT ADMINISTRATION OFFICE

Complete management of the student career

The Student Administration Office oversees all stages of the university journey, from enrolment to graduation, providing administrative and informational support.

Student services

- Management of enrolments, registrations and course transfers
- Issuance of certificates and official documents
- Verification and updating of training activities and exams
- Assistance for withdrawal, suspension or interruption of studies
- Management of graduation applications, issuance of degree certificates and diploma supplements
- Information and support for payment of taxes and contributions
- Forms and claims reporting
- Management of lost university badges

When to contact the service

- To register, enrol or renew your registration
- To request certificates or official documents
- To check your career and exam status
- To receive assistance in the event of withdrawal, suspension or interruption of studies
- To organise your graduation application and receive your degree certificate and diploma supplement
- For information on taxes, contributions, forms and claims reporting

INFO

When: Monday–Friday: 9:30 a.m. – 12:00 p.m. | 2:00 p.m. – 4:00 p.m.

Email: segreteriastudenti@unicampus.it

find out more



UNIVERSITY COOPERATION FOR DEVELOPMENT AND VOLUNTEERING – CUSV

Commitment, solidarity, hands-on experience

The Office promotes university cooperation and volunteering projects and initiatives, aimed at students, medical and technical-administrative staff, in Italy and in developing countries.

Projects and partnerships

- **Training courses** on university cooperation
- **Work camps** at UCBM partners in developing countries
- **Collaborations with NGOs** and participation in projects funded by AICS/Ministry of Foreign Affairs
- **Participation in Erasmus+ and international projects** in the social and health field

Opportunities for students

- **International Work Camps**
- **Professional internships** and dissertations in cooperation contexts
- **Volunteering** at the University Hospital or local organisations

When to contact the service

- If you are interested in a training experience in developing countries
- If you want to participate in local or international volunteer activities
- If you are looking for a project for an internship or thesis in the field of cooperation
- If you want to contribute your skills to UCBM solidarity projects

INFO

When:

Tuesday: 2:00 p.m. – 4:15 p.m.

Wednesday: 9:30 a.m. – 12:30 p.m.

Friday: 9:30 a.m. – 12:30 p.m.

Email: comitato.cusv@unicampus.it

find out more



UNIVERSITY LANGUAGE CENTRE

Languages for study, research and the future

The University Language Centre (CLA) organises and coordinates the university's language courses, supporting students, teachers and staff in enhancing their language skills for academic and professional purposes.

The CLA staff are available to provide support and information on active courses, enrolment methods and language certifications.

Student services

When to contact the service

- To request information on curricular or extra-curricular language courses
- For clarification on schedules, enrolment and language courses
- To receive support regarding your language training plan

INFO

Email: cla@unicampus.it

find out more



EXCELLENCE



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LAB

COMMUNITY

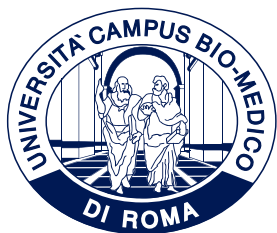


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