

**REGULATION FOR ADMISSION TO ADVANCED COURSE OF  
"MINIMALLY INVASIVE AND TRANS-CATHETER AORTIC VALVE INTERVENTIONS  
(FOR CARDIAC SURGEONS)"**

**A.A. 2021/2022**

The Advanced Course of "Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons)" is established and implemented at Università Politecnica delle Marche during the Academic Year 2021/2022 according to the Minister Decree n. 270/04, on proposal of the Medicine and Surgery Faculty and by the Biomedical science and Public Health Department and by Minimally invasive and transcatheter Cardiac surgery Research Center initiative.

**ART. 1 – OBJECTIVES**

The course, through frontal teaching and observation of interventions performed in the operating and hybrid room, is ideated to be highly interactive and aimed at expanding the knowledge miniAVR and TAVI. With regard to MiniAVR, approaches such as ministernotomy, anterolateral and transaxillary minithoracotomy for the exposure of the aortic valve will be taught in a thorough way so that these can then be applied by the learners independently. Additionally, a 360° multidisciplinary approach for miniAVR will be demonstrated by adding to reduced incisions the use of Minimally Invasive Extracorporeal Circulation (MiECC), ultrafast track anesthesia protocols and early ICU rehabilitation. With regard to TAVI, after providing CT-based preoperative planning and catheters principles, transfemoral TAVI will be demonstrated in step-by-step fashion with the aids of videos and, on day 3, directly in the hybrid room.

**ART. 2 – DURATION**

The duration of the course is three days (from May 4<sup>th</sup> until May 6<sup>th</sup>, 2022) and takes place during the academic year 2021/2022.

If the number of 8 admitted will be reached, a second edition of the course will be activated during the same academic year (from May 25<sup>th</sup> until May 27<sup>th</sup>, 2022).

**ART. 3 - ADMISSION REQUIREMENTS**

The Course is exclusively open to candidates holding:

- Specialization in Cardiac Surgery or
- Specialization in Anesthesia, Resuscitation, Intensive Care and Pain or
- Specialization in Diseases of the Cardiovascular System

or the same specializations related to previous denominations/systems.

Candidates holding a foreign academic qualification recognized by the coordinator comparable, for the purposes of admission to the Course, for duration and content, to the Italian qualifications required are also admitted.

The requirements must be possessed on the expiry date of the deadline for the submission of applications for admission to the Course.

#### **ART. 4 – NUMBER OF AVAILABLE PLACES**

The course is admitted 8 students, divided into 4 students for the first edition and 4 students for the second edition.

#### **ART. 5 – METHODS OF ADMISSION**

Access to the Course is made by selection according to the Curriculum vitae and a Professional Background Assessment Questionnaire (Participant form) for the evaluation of the applicant's professional background.

Candidates must submit an enrollment application complete with *Curriculum vitae* and the completed and signed Professional Background Assessment Questionnaire (Participant form) available on the institutional website [www.univpm.it](http://www.univpm.it) at the network path Didattica/Corsi di Perfezionamento/ Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons) (click on EN (English) in the top right)/ Regulation for admission and modules.

The aforementioned application must be submitted by **March 7<sup>th</sup>, 2022**, following the Art.6 APPLICATION FOR THE REGISTRATION.

#### **ART. 6 – APPLICATION FOR THE REGISTRATION**

The enrollment to the Course is made by online application through the University ESSE3 web portal by **March 7<sup>th</sup>, 2022**.

The operating instructions of this procedure are available on the institutional website [www.univpm.it](http://www.univpm.it) at the network path Didattica/Corsi di Perfezionamento/ Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons) (click on EN (English) in the top right)/ Regulation for admission and modules / /Registration and enrollment instructions.

The web link for proceeding to the application is <https://esse3web.univpm.it>

The first step is the registration. At the end of this first step the candidate will have a username and a password to log in and begin the second step. If the candidate already had a previous career at Università Politecnica delle Marche can log in using the old identification number as username and the associated password.

For any technical problems, a request should be sent through the HelpDesk.

The second step is the enrollment to the course.

The photo should be in JPG format with a 300 DPI resolution. It should include full head and shoulders on a white background.

At the end of the entire procedure, the candidate must save all the data and proceed with the printing of the enrollment form through the button “Print enrollment form” to download it in PDF format.

The enrollment form must be completed with the date and the signature.

As final step, the candidate must upload the documents requested by the Regulation for admission through the button “Upload attachments”.

The requested documents to be attached are:

- the signed and dated enrollment form,
- the copy of identification document,
- the copy of fiscal code (in case of foreign candidate is not necessary)
- *Curriculum vitae*
- completed and signed Professional Background Assessment Questionnaire (Participant form).

The non-EU citizen must submit the residence permit before the start of the Course.

To be admitted to the Course, the candidates with an Academic Degree obtained abroad Italy, will need the recognition of their academic qualifications by the Coordinator of the Advanced Course.

To this scope they will need the official Italian translation and legalization of the academic qualification diplomas. In annex to those documents, it will be required the Declaration of value (*Dichiarazione di Valore*), issued by the Italian Embassy of the Country where the foreign university is placed, or the validated certificate issued by ENIC-NARIC centers, or the Diploma supplement (if it is an EU degree).

The Declaration of value shall be completed by the obtained degree note, the list of exams with relative scores with the scale of scores.

For any problems, please send a request to the e-mail address [scuole-master.med@sm.univpm.it](mailto:scuole-master.med@sm.univpm.it)

#### **ART. 7 – FOREIGN ACADEMIC QUALIFICATIONS**

Once the application for the registration has been submitted as described to the previous **ART. 6 – APPLICATION FOR THE REGISTRATION**, the candidates with foreign academic qualifications will receive a consent to enroll only after recognition of their academic degrees by the Coordinator of the Course. If admitted, they must proceed with the payment of the tuition fee according to the following **ART. 9 – PAYMENT OF TUITION FEES** and **ART. 10 - COMPLETION OF THE REGISTRATION**

#### **ART. 8 – RANKING OF ELIGIBLE CANDIDATES AND OF ADMITTED CANDIDATES**

The ranking of eligible candidates and of admitted candidates will be published only on the institutional website [www.univpm.it](http://www.univpm.it) at the network path Didattica/Corsi di Perfezionamento/ Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons) (click on EN (English) in the top right)/ Regulation for admission and modules by **March 11<sup>th</sup>, 2022**.

**Those candidates who are placed in a useful position in the ranking of eligible candidates are considered admitted.**

#### **ART. 9 – PAYMENT OF TUITION FEES**

The total amount of registration fee to pay for the subscription is established by the Administration committee of Università Politecnica delle Marche. The amount of fees to pay for the subscription to the Advanced Course is € 1.500,00 (following partial coverage through external funding) and includes the insurance fee, the cost of the final certificate and the cost of € 48,00 for 3 virtual stamp duties of € 16,00 each.

These stamp duties are required to legally validate the application form, the request of the final certificate and the final certificate.

The total amount of € 1.500,00 must be paid as a one-time payment exclusively by pagoPA through the University ESSE3 web portal, as indicated in the **Art. 10 - COMPLETION OF THE REGISTRATION.**

#### **ART. 10 - COMPLETION OF THE REGISTRATION**

Only the candidates admitted to Advanced Course must complete the registration by paying the total amount of fees of € 1.500,00 exclusively by pagoPA through the University ESSE3 web portal, from **March 11<sup>th</sup>,2022 until March 21<sup>st</sup>,2022.**

To download the pagoPA form, only the admitted candidate must:

- access to the ESSE3 web portal, at the link <https://esse3web.univpm.it>,
- click on Menù on the upper right side and select the English language,
- click on “Login” and insert the username and the associated password,
- click on Secretary / Payments,
- click on the number of the invoice of the fees for the Advanced Course in “Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons)”,
- select “Paga con pagoPA”.

For further details, please read the file named “Istruzioni Operative pagoPA” available on the institutional website [www.univpm.it](http://www.univpm.it) at the network path Didattica/Corsi di Perfezionamento/ Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons) / Istruzioni Operative pagoPA.

For any problems, please send a request to the e-mail address [scuole-master.med@sm.univpm.it](mailto:scuole-master.med@sm.univpm.it)

**Whether the payment is not completed within the deadline, the candidate will be considered as renouncer.**

The Administration must verify the declarations of admitted candidates who are initially admitted with reserve.

If the Administration found false declaration, also considering the penal sanctions according to the art. 76 of DPR n. 445 of 28/12/2000, the candidate would be excluded by the Advanced Course.

#### **ART. 11 – ASSIGNMENT OF ADMITTED POSITIONS AVAILABLE IN CASE OF RENOUNCES**

The name of candidates replacing the eventual renouncers, according to the ranking of eligible candidates, will be published on the institutional website [www.univpm.it](http://www.univpm.it) at the network path Didattica/Corsi di Perfezionamento/ Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons) (click on EN (English) in the top right) / Regulation for admission and modules by **March 23<sup>rd</sup>, 2022**.

The replacing candidates must complete the registration by paying the tuition fees through the University ESSE3 web portal, as indicated in the **ART. 9 – PAYMENT OF TUITION FEES** and in the **ART. 10 - COMPLETION OF THE REGISTRATION**.

#### **ART. 12 – START OF EDUCATIONAL ACTIVITIES AND ATTENDANCE**

The first edition of the Advanced Course will start on May 4<sup>th</sup>, 2022, and will finish on May 6<sup>th</sup>, 2022.

The eventual second edition of the Advanced Course will start on May 25<sup>th</sup>, 2022 and will finish on May 27<sup>th</sup>, 2022.

The program of the Advanced Course is available at this web site

<https://www.minicardiacsurgery-univpm-research.com/minimally-invasive-and-trans-catheter-aortic-valve-interventions-for-cardiac-surgeons/>

Attendance of 75% of total amount of lessons and seminars hours is required to obtain the certificate of participation.

#### **ART. 13 – RELEASE OF THE CERTIFICATE**

A certificate of participation to the Advanced Course of “Minimally invasive and trans-catheter Aortic valve interventions (for cardiac surgeons)” will be provided at the end of the Advanced Course.

The certificate will provide the number of hours of attendance.

#### **ART. 14 - PROCESSING OF PERSONAL DATA**

In agreement with Legislative Decree 30 June 2013, n. 196 “Codice in materia di protezione dei dati personali”, about the protection of natural persons and subject regarding the processing of

personal data as emended by Legislative Decree 101/2018 and referring to UE regulation UE 2016/679 (GDPR) of 27/04/2016 on the protection on natural persons in relation to the processing of personal data, and the free transmission these data, at the Università Politecnica delle Marche, personal information communicated by the candidates will be used with the purpose of managing of the admission test. The communication of these information is required to participate to the admission test.

Please refer to Informativa according to art. 13 del Regolamento UE 2016/679 (GDPR) for the processing of personal data during the admission test to courses, approved through Decree n. 672 del 28.06.2018

#### **ART. 15 – OTHER REGULATION**

In case of any matter not regulated by this notice, refer to current legislation.

#### **ART. 16 - CHIEF OF THE PROCEDURE**

The Chief of the Procedure, determined in agreement with dell'art. 4 della legge n. 241 del 7 agosto 1990, is the Chief of "Ufficio Post Laurea Area Medica – Divisione Rapporti con SSN e Formazione Post Laurea Area Medica".

#### **Educational Referent**

Prof. Marco Di Eusanio

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#### **Student Career Management**

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