

# Academic Year 2020/2021

## DEADLINES FOR RECORDING YOUR CLERKSHIP



- ❖ **Check** that the clerkship pages in your Examination Record book are complete with all the necessary pieces of information.
  - Code and full name of the clerkship
  - Structure/hospital, ward/centre
  - Start and end date of the clerkship
  - Date, stamp and signature by the ward tutor or the person in charge of your clerkship
  - Put a tick on “qualified” (*idoneità*).
  
- ❖ **Write down** in the clerkship pages on your Examination Record book your matricula number and your name in full.
  
- ❖ **Send** a message with the subject **“REGISTRAZIONE TIROCINIO”** to [fcl-med-did-sanluigi@unito.it](mailto:fcl-med-did-sanluigi@unito.it) from your UniTO email address ([firstname.lastname@edu.unito.it](mailto:firstname.lastname@edu.unito.it)). Please attach a picture or scan of the clerkship pages on your Examination Record book.

**N.B.** Please make sure that both Clerkship pages of the Examination Record book are included in a single scan or picture.

The student administration office will carry out the necessary checks. If all data is correct, the clerkship will be automatically recorded in your Examination Record book.

➤ **Deadlines**

- For clerkships from the 8<sup>th</sup> of January 2021 to the 20<sup>th</sup> of February 2021, please record by the 26<sup>th</sup> of February 2021.
- For clerkships from the 21<sup>st</sup> of February 2021 to the 12<sup>th</sup> of June 2021, please record by the 19<sup>th</sup> of June 2021.
- For clerkships from the 13<sup>rd</sup> of June 2021 to the 23<sup>rd</sup> of July 2021, please record by the 26<sup>th</sup> of July 2021.
- For clerkships from the 24<sup>th</sup> of July 2021 to the 18<sup>th</sup> of September 2021, please record by the 24<sup>th</sup> of September 2021.
- For clerkships from the 19<sup>th</sup> of September 2021 to the 8<sup>th</sup> of January 2022, please record by the 14<sup>th</sup> of January 2022.
- For clerkships from the 9<sup>th</sup> of January 2022 to the 18<sup>th</sup> of February 2022, please record by the 25<sup>th</sup> of February 2022

**N.B.**

We will not reply to:

- Messages sent from addresses other than your UniTO email account.
- Messages with no or incomplete attachments.