Academic Year 2019/2020

DEADLINES FOR RECORDING YOUR CLERKSHIP

❖ **Check** that the clerkship pages in your Examination Record book are complete with <u>all</u> 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 from your UniTO email address (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.

➤ **<u>Deadlines</u>**

- For clerkships from the 6th of January 2020 to the 18th of February 2020, please record by the 25th of February 2020.
- For clerkships from the 19th of February 2020 to the 12th of June 2020, please record by the 19th of June 2020.
- For clerkships from the 13th of June 2020 to the 19th of July 2020, please record by the 26th of July 2020.
- For clerkships from the 20th of July 2020 to the 15th of September 2020, please record by the 22nd of September 2020.
- For clerkships from the 16th of September 2020 to the 7th of January 2021, please record by the 14th of January 2021.

N.B.

We will not reply to:

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