

Postgraduate Course "Fellowship in TMJ surgery: minimally invasive and open surgery, planning and replacement, trauma"

2024/25 Manifesto

In the event of discrepancies between the Italian and English versions of the study manifesto, the Italian version shall prevail.

Art. 1 – Activation and purpose

1 Activation

The Postgraduate Course "Fellowship in TMJ surgery: minimally invasive and open surgery, planning and replacement, trauma" is activated for the academic year 2024/2025 at the University of Udine.

The Postgraduate Course grants 14 university credits.

2 Objectives

The course aims to provide participants with theoretical and practical knowledge to become specialized surgeons in temporomandibular joint (TMJ) surgery. Participants will be taught theoretical knowledge to examine and select patients with TMJ disorder who are candidates for TMJ surgery. They will also have the opportunity to observe clinical practice, including pre-surgical visits, surgeries in the operating room, and post-surgical follow-ups.

Participants will also have the opportunity to learn and utilize all the modern technologies available, such as computer planning, simulation, and browsing. Also, two practical workshops on fresh cadaver will take place. Finally, knowledge in multidisciplinary management, which is essential for patient care and therapy success, will be provided.

In detail, the topics covered are as follows:

- Diagnosis and clinical aspects of temporomandibular disorder
- Conservative treatment (pain management, splints, Botox, physiotherapy)
- Arthrocentesis and intra-articular injection of cellular concentrates
- Level I, II, and III arthroscopy
- Functional open surgery (disc repositioning and discectomy)
- Condylar hyperplasia and condylectomy
- Traumatology
- Planning and alloplastic joint replacement

3 Student Office

The Student Office is located in the Teaching Services Area, Postgraduate Education Office (Master's Office), Via Palladio, n. 8 - 33100 Udine.

The Teaching and Management Office is located at the Department of Medicine (DMED), Via Colugna, n. 50 - 33100 Udine.

Art. 2 - Teaching period, methods and program

1 Teaching period, location and methods

The course will run approximately from November 2024 to May 2025 and will include both lectures and ward/operating room schedule attendance, and practical activities with cadaver workshops.

Teaching will primarily be in person (95% in person and 5% remote). In person activities will be held primarily at the Azienda Sanitaria Universitaria Friuli Centrale - Ospedale S. Maria della Misericordia, SOC Chirurgia Maxillo-Facciale (Piazzale Santa Maria della Misericordia, 15, 33100 Udine).

2 Teaching program

The teaching program covers the following topics:

Formative Activities	Type of Activity	SSD	CFU	Hours
Module 1. Pathology, conservative treatment, arthrocentesis, and cellular concentrate injection				
TMJ Pathology and Patient Examination with TMD	Frontal Activity/Seminar	MED/29	1	8
	Ward/Operating Room Activity			
Arthrocentesis and Cellular Concentrate Injection	Frontal Activity/Seminar	MED/29	1	8
Elementi di trattamento conservativo	Frontal Activity/Seminar	MED/29	1	8
TOTAL MODULE 1			3	24
Module 2. Arthroscopy and cadaver workshop for minimally invasive surgery				
Consultation of operated patients, patient examination, selection for arthroscopy, and post-operative management	Ward/Operating Room Activity	MED/29	1	8
	Frontal Activity/Seminar			
Arthroscopy Level I, II, III: theory, live surgery, and operating room attendance	Ward/Operating Room Activity	MED/29	1	8
Cadaver Workshop (practice on head specimens): arthrocentesis and arthroscopy	Workshop	MED/29	1	8
TOTAL MODULE 2			3	24
Module 3. Open joint surgery, condylar hyperplasia, traumatology				
Examination of operated patients, selection for open functional surgery and joint prosthesis, post-operative management	Ward/Operating Room Activity	MED/29	1	8
	Frontal Activity/Seminar			
Open functional surgery, condylar hyperplasia, and traumatology	Ward/Operating Room Activity	MED/29	1	8
	Frontal Activity/Seminar			
Digital computerized planning of joint prosthetic replacement (with and without simultaneous orthognathic surgery): each participant will plan their own case (cadaver head) to operate at the next cadaver workshop	Frontal Activity/Seminar + Workshop	MED/29	1	8
TOTAL MODULE 3			3	24
Modulo 4. TMJ alloplastic replacement and cadaver workshop for open surgery				

Examination of operated patients, TMJ alloplastic replacement, and post-operative management	Ward/Operating Room Activity	MED/29	1	8
	Frontal Activity/Seminar			
Cadaver Workshop: traumatology, open surgery, joint alloplastic replacement	Workshop	MED/29	2	16
TOTAL MODULE 4			3	24
Stage			2	49
TOTAL			14	145

3 Program

1. Classes are organized in four sessions:
2. November 7-9, 2024 (from 8 AM Thursday to 4 PM Saturday)
3. January 16-18, 2025 (from 8 AM Thursday to 4 PM Saturday)
4. March 13-15, 2025 (from 8 AM Thursday to 4 PM Saturday)
5. May 15-17, 2025 (from 8 AM Thursday to 4 PM Saturday)

4 Attendance Requirements and Final Exam

Attendance is mandatory and a prerequisite for obtaining the final attendance certificate (70% of teaching activities and 100% of internship activities). Each module includes a practical exam.

Art. 3 - Course Admission Requirements

To enroll in the Specialization Course "Fellowship in TMJ surgery: minimally invasive and open surgery, planning and replacement, trauma," it is necessary to possess a master's degree in Medicine and Surgery (LM-41) or one of the degrees from previous systems that are equivalent to it, or another equivalent qualification obtained abroad (such as a degree in Dentistry) that allows access to specialization in Maxillofacial Surgery and is recognized as suitable by the competent body for the sole purpose of enrollment in the course. Additionally, a specialization diploma in Maxillofacial Surgery or enrollment in a Maxillofacial Surgery specialization school is required.

There is a maximum of 12 and a minimum of 6 participants.

If the number of enrolled students is less than 6, the University of Udine reserves the right not to activate the course.

- 2 Students residing abroad (non-EU countries) must complete the PRE-ENROLLMENT online procedure on the UNIVERSITALY portal (<https://www.universitaly.it/first-steps>) to obtain a study visa. More information is available on the non-EU students' procedure web page.

Art. 4 – Foreign Degrees

The admission of foreign students and students with foreign degrees is regulated by a specific additional notice is available at the University of Udine's website (<https://www.uniud.it/it/international-area/studenti-internazionali>). Students Interested in applying for the course are invited to review the notice.

Art. 5 – Enrollment fee

1 Total cost

The course fee is €9,016.00 (including €16,00 stamp duty paid virtually). This fee covers the course (theoretical part, operating room attendance, practical workshop on cadavers), all meals (lunches and dinners), and hotel accommodation (3 nights for each meeting).

2 Payment Methods

Payments must be made through the "segreteria" section and then "pagamenti" in the online "Esse3" service, using only the "PagoPA" service. The University is not responsible for issues arising from the use of different, incorrect, or unauthorized payment procedures. Payment transactions are subject to fees determined by the payment service providers and not by the University. The user must verify the type of

service and the correctness of the payment transaction with the chosen PSP (payment service provider). Payments made by third parties (public bodies, foundations, companies, etc.) on behalf of the participant must comply with Article 6.

3 First installment

The first installment of **€5,016.00** (including €16,00 stamp duty paid virtually for the course application) must be paid during enrollment (as indicated in Article 7).

4 Second installment

The second installment of **€4,000.00** must be paid by **January 30, 2025**. The participant is responsible for making the payment by the due date.

5 Carta Docente

The "Carta Docente" can be used to pay the enrollment fee. More information is available at <https://www.uniud.it/uniud/it/didattica/formazione-post-laurea/formazione-abilitazione-insegnanti/cartadoc>.

Art. 6 – Payment by third parties

- 1 The enrollment fee can be paid by third parties (public bodies, foundations, companies, etc.) on behalf of the student. In such cases, the Master Office must be contacted **before** making any payment by sending an email to master@uniud.it for instructions.
- 2 Payment by public administrations must be formalized (commitment letter or determination) by the enrollment deadline.
- 3 The course is part of the University's institutional activities, and enrollment fees are not subject to invoicing. The payment receipt can be downloaded from the "PagoPA" portal and serves as proof of payment for tax purposes.
Upon request by interested parties, the University may issue, if necessary and after verifying the payment has been received, an accounting note "outside the scope of VAT pursuant to art. 1 and 4 of D.P.R. 633/72 and subsequent amendments".

Art. 7 – Enrollment Procedure and Deadlines

- 1 Enrollment will be based on the chronological order of application submission (applications will therefore be accepted based on the order of arrival).
Interested parties must enroll EXCLUSIVELY through the ONLINE procedure by accessing the website <https://uniud.esse3.cineca.it/Home.do> by **12:00 PM on October 7, 2024** following the [INSTRUCTIONS](#). Students with foreign degrees must attach documentation proving the comparability of their degree by this date (see Article 4). An online application must be accompanied by self-certification of enrollment in the specialization school (mandatory for those who have not already declared the Maxillofacial Surgery specialization diploma during the application phase), available on the course web page.
The Course Council will evaluate applications based on the candidates' suitability and the order of application submission.
The list of suitable candidates will be published on the course web page by **October 10, 2024**. Those deemed suitable must enroll by **October 21, 2024**, using the exclusively the ON-LINE procedure at <https://uniud.esse3.cineca.it/Home.do>.
Entering the data related to the obtained degree into the online procedure serves as a self-certification pursuant to the T.U. on administrative documentation no. 445 of 28.12.2000 regarding the possession of the aforementioned degree.
At the end of the online entry, it is necessary to print the enrollment application and upload it, duly completed and signed, into the "Esse3" enrollment system along with:
 - A readable, front-and-back photocopy of a valid identity document;
 - A photocopy of the tax code (mandatory also for foreign citizens, both EU and non-EU);
 - A photocopy of the residence permit (only for non-EU citizens legally residing in Italy)*Entering the data related to the obtained degree into the online procedure serves as a self-certification pursuant to the T.U. on administrative documentation no. 445 of 28.12.2000 regarding the possession of the aforementioned degree..*
- 2 Candidates who have not completed their enrollment within the above-mentioned deadlines (by completing the online enrollment application and paying the enrollment fee) will be considered to have withdrawn, and their enrollment will be canceled.
- 3 Those who have obtained enrollment in the Course are not entitled to a refund of the fee (except in the case of non-activation of the course by the University and excluding the stamp duty).
- 4 The completion of the enrollment will be carried out by Postgraduate Education Office (Master's Office). Each student will receive confirmation of enrollment via email.

- 5 If, at the end of the enrollment period, there are still available places, the enrollment procedure may be reopened by decision of the Course Director, and a new deadline will be set with a specific notice published on the University website on the course page.
- 6 **Students residing abroad (non-EU countries)** must also complete the PRE-ENROLLMENT online procedure on the UNIVERSITALY portal (<https://www.universitaly.it/first-steps>) to obtain a study visa. Further information can be found on the [non-EU students' procedure](#) web page.

Art. 8 - Candidates with Disabilities (DIS) or Specific Learning Disorders (SLD)

Candidates with SLD and disabilities must upload the necessary documents in PDF format to the "Esse3" system to verify their condition (valid disability or SLD certificates issued in accordance with current legislation). These candidates may report their needs, in terms of necessary aids, by sending an email to includi@uniud.it at least 10 days in advance.

Support can be provided subject to available resources.

Art. 9 – Degree awarded

- 1 At the end of the course, after verifying the fulfillment of the required obligations, the final certificate of the Specialization Course in "Fellowship in TMJ surgery: minimally invasive and open surgery, planning and replacement, trauma" will be awarded.
- 2 During the course of the educational activities, enrolled students may request enrollment certificates. Certificates will only be issued to those who are up to date with the payment of the enrollment fee.

Art. 10 - Responsible for the procedure

Pursuant to Law No. 241 of August 7, 1990, and subsequent amendments, the person responsible for the access procedure referred to in this Study Manifesto is the Head of Teaching Services Area.

Art. 11 – Personal data processing

- 1 Pursuant to Regulation (EU) 2016/679 (known as "GDPR") and Legislative Decree 196/03, personal data provided for the purpose of enrolling in the Course are collected at the offices of the University of Udine – Teaching Services Area.
- 2 The processing of these data will be carried out for purposes related to the management of services provided to students.
- 3 Personal data provided by candidates may be communicated by the University to the Ministry of University and Research for its institutional purposes.
- 4 Candidates are granted the rights referred to in Regulation (UE) 2016/679 (known as "GDPR") and Legislative Decree 196/03, in particular the right to access data concerning them and the right to obtain their update or deletion if erroneous, incomplete, or collected in non-compliance with the law, as well as the right, for legitimate reasons, to object to their processing. These rights can be exercised against the University of Udine located at Via Palladio, n. 8 - 33100 Udine, the data controller.

Art. 12 – Final provisions

- 1 The University of Udine reserves the right to carry out legal checks on the declarations made and, if these are found to be untrue, to proceed to send the documentation to the competent judicial authority.
- 2 For anything not expressly provided for in this Study Manifesto, reference is made to the Regulations for the establishment and functioning of university master's degrees and specialization courses of the University of Udine.

The Course Director
Prof. Salvatore Sembronio

Student Office

Teaching Services Area – Postgraduate Education Office (Master's Office) via Palladio, n. 8 – 33100 Udine. The Postgraduate Education Office (Master Office) is open by appointment only.

Appointments can be scheduled by calling +39 0432 556704 from Monday to Thursday, 9:30-11:30, or by sending an email to master@uniud.it.

Toll-Free Number 800 241433 (only from Italy), +39 0432 556680 (from abroad)

The service (via operator) provides general information about enrollment procedures. The toll-free number will be active:

> from July 3 to October 14, 2024: Monday to Thursday from 9:00 AM to 4:00 PM; Friday from 9:00 AM to 1:00 PM.

> from October 15, 2024: Monday to Friday from 9:00 AM to 1:00 PM.

The service is not active on Saturdays, Sundays, on midweek holidays, and during university office closure periods.

All offices will be closed on Saturdays and holidays; they will also be closed on weekdays from August 12 to 18, 2024, and from December 24, 2024, to January 6, 2025. The Udine offices will also be closed on July 12, 2024, for the patron saint's holiday. Any further closures will be communicated on the University's website.