UniSR
Università Vita-Salute
San Raffaele

Didactic Regulations

Bachelor's Degree in Nursing

Applicable for students who enrol in academic year 2024-2025

Issued with Rector's Decree no. 8974 dated 11 June 2024

Summary

Article 1 – Course Admission **3**

1.1 Knowledge required for admission *3*

1.2 Admission procedure *3*

1.3 Definition of the Additional Learning Requirements (OFA) or three-year Bachelor's degree and single-cycle Master's degree courses *3*

Art. 2 – Study Plan **4**

2.1 Internships *4*

2.2 International mobility and recognition of periods of study and learning spent abroad *10*

Art. 3 – Restrictions **10**

Art. 4 – Assessment **11**

Art. 5 – Final Exam **12**

5.1 Definition of the Roles associated with the Final Exam *12*

5.2 Preparation of the Final dissertation/Thesis *12*

5.3 The Degree Examination *12*

5.4 Calculation of Degree marks/GPA *12*

5.5 Degree examination sessions calendar/ Time limits and obligations for candidates *13*

5.6 Degree Exam Committee *13*

Art. 6 – University and course transfers **13**

Art. 7 – Recognition of degrees awarded by foreign universities **14**

Art. 8 – Committees established within the Course Council **14**

Art. 9 – Protection of health and safety **15**

Art. 10 – Modifications **16**

Annexes **16**

Where these Regulations use the masculine form in an over-extended manner, it is intended to refer inclusively to all persons, irrespective of their gender.

Article 1 – Course Admission

1.1 Knowledge required for admission

In order to be admitted to the Bachelor's Degree in Nursing, candidates must have a high-school diploma or another qualification obtained abroad recognised in Italy.

In order to satisfy the prerequisites for admission, candidates need to have good inter-personal skills and be flexible and able to analyse and resolve problems.

The knowledge required for admission is as defined and described in the Call for Applications for admission to the Course. The Call for Applications for admission indicates the subjects addressed in the entrance test in order to assess the initial knowledge deemed essential for candidates. More specifically, they cover logical, problem-solving and text comprehension, as well as scientific (biology, chemistry, mathematics, physics) topics and content, to foster understanding of the basic or pre-clinical sciences scheduled primarily for the first semester of the first year of the course. Knowledge of the English language will also be tested, to facilitate the consultation and study of up-to-date scientific literature.

1.2 Admission procedure

The number of places on the Bachelor's Degree course is limited, in compliance with Law 264/99 and candidates are required to sit an admission test consisting in a multiple-choice test.

A Rector's Decree issued at least 60 days before the selection test, states and governs:

- The number of places available (agreed with Lombardy Regional Authority).
- The admission criteria.
- The conditions for and admission with Additional Learning Requirements.
- The procedures for registration.
- Course procedures.
- The formation of the rankings.
- The enrolment procedures.

The Degree Course Council establishes a minimum admission threshold based on the test score each year. Candidates who have obtained an entrance exam score equal to or higher than the threshold established by the Council of the Bachelor's degree in Nursing will be admitted to the enrolment phase. The call for applications for admission also explains how the attendance site will be allocated, which will take into account the preferences expressed by the candidate and his/her position in the ranking.

1.3 Definition of the Additional Learning Requirements (OFA) or three-year Bachelor's degree and single-cycle Master's degree courses

With the goal of overcoming any educational debts, the Course Council of the Bachelor's Degree in Nursing provides for integrative preparatory teaching activities to be held within the timeframe specified by article 16 of the University Regulations.

The need for extra tuition is selectively determined within the results of the admission tests in the subject areas of biology and chemistry. The OFA obligation in each of the above areas is determined by a number of correct answers in the corresponding area equal to less than 50% of the admission test questions.

OFAs will be provided also through on-line remedial courses, which students with educational debts are obliged to pass.

An assessment test is therefore held to establish whether students have passed the OFAs. The deadline for passing OFAs coincides with the end of the exam session of the academic year of enrolment. The career of students who fail to pass their Additional Learning Requirement (OFA) remedial examinations may be blocked at the end of the first year (examinations may no longer be taken after 1 February of the following academic year). Career blocks entail the freezing of any examinations taken and the impossibility of taking new examinations until the educational debt has been overcome. Students will still be able to take the OFA tests and, once they have passed, will be able to continue their career.

These courses are offered to all students who feel they are deficient in biology and chemistry.

Students who pass the test may enrol in the "Biomolecular foundations of life" course exam rounds.

Art. 2 – Study Plan

The teaching activity is structured according to the Study Plan specified in the attached Description of the training programme.

2.1 Internships

Internship activities are aimed at enabling students to acquire specific skills of professional interest. In order to achieve these training purposes, agreements can be entered into with facilities, both in Italy and abroad, that meet the suitability requirements in terms of activities, services and facilities, as set out in Decree 229 of 24 September 1997.

The 60 minimum credits reserved for the internship are to be understood as the total commitment required by the student to achieve the expected skill set. Each year, the Director of professional training activities presents the Degree Course Council with the schedule for the year's clinical learning. Admission to the clinical internship envisages a health assessment, in accordance with the procedures laid down by the regulations in force for eligibility to carry out the functions of the specific professional profile and adequate safety training.

The clinical internship includes:

- Plenary, small group or individual discussion sessions that prepare the student for the experience.
- Simulations and Exercises in which technical, relational and methodological skills are developed in protected situations before or during real-life experimentation.
- Direct practical experience in the field with constant supervision and experience discussion and reprocessing and feedback sessions.
- Individual work (specific written assignments and in-depth projects) and guided study assignments. Sometimes these are necessary for the student to catch up on theoretical prerequisites or to complete the in-depth study of field-tested performance.

In order to plan and carry out the professional learning and clinical internship activities, the President avails him/herself of the **Director of professional training activities**, appointed by agreement between the Director General of the health institution and the Rector, after consulting the relevant teaching bodies. The assignment is only granted to staff with the professional profile of the degree course, employed either by the healthcare institution or the university.

The appointment, also pursuant to article 7(1) and (2), of Italian Law 251/2000, requires the possession of appropriate academic, scientific and professional requirements consistent with the teaching duties to be performed. In this case, the relevant agreements must cover the duties assigned, including:

a) Responsibility for designing and organising the internship and supervising the suitability of the facilities accredited as theoretical and practical teaching sites,

b) Responsibility for the proper implementation of the training programme,

c) Coordinating the professional training activities between the lecturers of theoretical and clinical courses,

d) Proposing internship tutors and supervisors,

e) Managing the placement and training development of assigned tutors,

f) Managing resources in line with the budget resources of the healthcare facility where the degree course is located,

g) Coordinating tutor-led activities.

If necessary, the Faculty Council, on the proposal of the Council of the Bachelor's degree in Nursing, may appoint additional coordinating figures (Didactic/Professional Tutor, Course Year Teaching Coordinator, Internship Coordinator, Laboratory Activities Coordinator, Coordinator of the learning activities chosen by the student), chosen from those with the professional profile relevant to the Degree Course.

Professional or didactic tutor (Tutor): is a Nursing Coordinator with advanced skills in both pedagogy and the specific professional field. He/she coordinates the integration between theoretical and practical knowledge, is the guardian of the student's learning and ensures that learning activities are integrated in accordance with the directives issued by the Management and the core skills of nursing.

The skill set of a Professional Tutor includes the ability to:

- Cooperate with the Management of the Bachelor's degree in Nursing in selecting and defining the core skills expected of new graduates in relation to the organisational and clinical context where learning takes place and in relation to the educational programme and specific characteristics of the University, maintaining a network of contacts with the Coordinators of Universities with high educational and cultural value in order to propose and test training methodologies and tools that are effective in achieving the objectives of the Degree Course.
- Design and manage clinical learning programmes (workshops and internships) that are consistent with the overall educational project and with the individual characteristics of each student, facilitating learning processes aimed at the development of professional skills.

- Guide students in the processes of re-processing professional experience by encouraging them to acquire new knowledge, fostering learning processes including independent learning.
- Use effective teaching methods to foster the application of evidence in professional practice.
- Offer students support in the case of learning difficulties or problematic situations, including personal ones.
- Liaise with internship sites and create a cooperative network with all tutors in order to create favourable conditions for students' incoming, integration and learning in clinical settings.

Responsibility for the coordination of internship activities lies with the Director of professional training activities, who ensures the integration between theoretical teaching and the internship, and promotes the compliance of professional teaching with the defined skill standards with the assistance of professional tutors.

The specific areas of expertise required are:

- Co-ordinating the design, management, and evaluation of professional training activities taking into account the educational, organisational and clinical criteria of the various services, as well as the guidelines of university and professional bodies.
- Providing students with academic counselling and guidance, through interviews and scheduled meetings.
- Promoting strategies for integration with health service stakeholders to facilitate and improve the quality of training programmes.
- Ensuring safety and compliance with specific legislation.

The Director of professional training activities establishes a close relationship with the internship sites through the following initiatives:

- At the beginning of each academic year, he/she presents and justifies to the Healthcare Professions Management and the Co-ordinators of the internship sites the three-year schedule, the criteria for alternating theoretical and internship activities and the duration of the internship experiences.
- He/she identifies the criteria for choosing the professionals students are to follow at the internship sites, proposes the appointment to the Faculty Council and agrees on the relevant arrangements with the heads of the internship sites.
- He/she constantly collects feedback on the schedule and suggestions for continuous improvement of the quality of internships, also involving the service professionals who accompanied the students.

The Director of professional training activities admits to the internship experience scheduled for the course year students who:

- Regularly attended the theoretical activities, particularly the teaching of the professional disciplines of the course year and the previous year;

- Regularly attended the professional workshops considered necessary preparation for the internship.

The Director of professional training activities uses a Tutorial System for clinical learning which, in addition to the Professional/Didactic Tutor, provides for the involvement of the following figures:

a) **Internship Supervisor:** the nurse who, having received suitable training on tutor-led activities, guides and accompanies students at the internship site while carrying out his or her normal work activities. He/she acts as a "role model" guiding students in their professional learning. He/she is the guarantor of student and patient safety, ensures that patients receive quality care even when it is provided by students under supervision, ensures that patients are duly informed and give their consent to be cared for by a student. Internship supervisors are appointed annually by the Course Council and the Faculty Council on the recommendation of the Director of professional training activities and are assessed using validated instruments.

The main responsibilities of an internship supervisor are to:

- Make arrangements for the clinical internship to be carried out in such a way as to deliver meaningful experiences for the development of expertise and skills in relation to the objectives of the clinical internship, welcome students and integrate them into the organisation by defining the educational agreement with the Nursing Coordinator of the Operative Unit/Service.
- Use the methods and tools of tutorship in order to supervise the student's learning process to ensure the attainment of objectives, the gradualness of learning by progressively offering concrete learning situations and guiding the student with regard to deontological and responsible behaviour.
- Provide systematic feedback and formative assessment of student learning, using the specific tools in accordance with the Degree Course.
- Manage any learning difficulties with the help of the professional tutor.

b) **Didactic Tutors for simulated learning:** are identified jointly by the Director of professional training activities and the Head of Nursing of the facilities hosting the Course, and receive an annual appointment from the Faculty Council to teach free of charge in professional training activities (workshops). They must receive specific training on tutor-led activities in simulated environments.

c) **Operative Unit Nursing Coordinator or Expert Nurse:** a professional of the service in which the students carry out the internship, who supervises the programme at the site and helps colleagues to select learning opportunities consistent with the objectives of the internship and the internship plan shared with the student and the professional tutor; he/she provides support to colleagues who work alongside students both during the programme and in the assessment phase.

Clinical internship activities are carried out through the integration between the Bachelor's Degree in Nursing and the accredited sites of Ospedale San Raffaele s.r.l. (Via Olgettina site and San Raffaele Turro site) for the Milan site and of the Istituti Ospedalieri Bergamaschi (Policlinico San Pietro and Politecnico San Marco) for the Ponte San Pietro site, as well as other external sites in order to complete the educational offering.

Internship sites

Internship site means the Operative Unit/service that accommodates the student for a defined period of time. Internship sites must be carefully selected considering the quality of the learning environment and the services and care provided.

The priority criteria with which sites are selected are:

- The provision of relevant learning opportunities that are consistent with the student's needs and with the educational objectives or standards (e.g. number and type of users, variety and complexity of the clinical and organisational situations and of the care, diagnostic and therapeutic, prevention and rehabilitation procedures).
    - Presence of professionals who are motivated to teach and supervise students and willing to join on-the-job tutoring training projects.
    - Intra-team and team-student relationships based on dialogue and cooperation.
    - Guarantee of safe conditions for students.
    - When choosing sites, other aspects can be considered, such as:
    - Presence of innovative professional and/or organisational models.
    - Tendency to adopt practices based on scientific evidence.
    - Presence of facilities for meetings with students reserved for assignments, case discussions and the consultation of texts and/or scientific material.
- Possibility of participating in research projects.

The identification and selection of internship sites is the responsibility of the Director of professional training activities, who, having conferred with the Heads of the Services, proposes the formal accreditation and the initiation of the agreement process for the identified site to the Course Council. The assignment of the student to the internship site is also the responsibility of the Director of professional training activities and must be planned and customised.

Assessment of skills acquired during internships

Internship experiences must be planned, assessed and recorded in the student's file.

During each internship experience, the internship supervisor assesses the student's progress, by means of either interviews or assessment sheets. At the end of each year of the course a multimodal assessment is carried out in order to ascertain the levels reached by the student in the development of the expected professional skills.

This assessment is a summary of the training assessments recorded during the course year by the internship supervisors and the professional tutor, of the proficiency achieved in the written assignments and of the performance demonstrated during simulations.

The annual internship examination provides for only one examination round per academic year, except in special situations for which the Course Council may grant an extraordinary examination round.

The Annual Internship Exam Committee is chaired by the Director of professional training activities and consists of the year Coordinators and other Degree Course lecturers or tutors.

Additional customised experiences are planned for repeating students who have passed the annual internship examination of the specific Course year, but have an educational debt of 15 or more ECTS credits that prevents them from passing to the following year, as specified in the

"Restrictions" section below. These experiences must be agreed upon and organised in accordance with organisational requirements. Although additional experiences have an educational and skill maintenance value only, they will nevertheless be recorded in the student's career.

Suspension from internships

Internships may be suspended if:

- The student does not respect the basic and most common norms of social relations.
- The student made errors that endangered the safety of the patient or the technology used.
- The student has mental or physical problems that may lead to stress or harm for him/herself, or for the internship site team,
- The student has difficulties in integrating with the team to the extent that learning is affected.
- The student does not have the necessary basic theoretical prerequisites or needs to satisfy the preparatory educational objectives required for a traineeship that is formative and safe for users.
- The student attends the internship discontinuously (non-compliance with scheduled hours or frequent, unexcused absences in several shifts during the experience and/or the annual internship programme).

Temporary suspension from the internship is suggested to the Director of professional training activities by the tutor and must be justified in an interview with the student. Suspension is formalised by a letter from the Director of professional training activities to the student.

The student's readmission to the internship is agreed with the timing and conditions defined by the Director of professional training activities, after consulting the tutor that proposed it.

Should the difficulties that led to the temporary suspension of the internship persist, the Director of professional training activities shall suggest to the Council of the Bachelor's degree in Nursing that the student be permanently suspended from the internship by means of a report stating the reasons for this decision in detail.

The Degree Course Council may approve, on the proposal of the Director of professional training activities, a Code of Conduct for Nursing Students, which is an integral part of the internship assessment.

Absence during internships

Attendance of the clinical internship is mandatory.

A student who is absent from the internship for short periods may make up these absences in a manner agreed with the professional tutor as indicated on an annual basis by the Clinical Learning Schedule.

Isolated days cannot be made up outside the period dedicated to the internship.

A student who is absent from the internship for long periods (for serious and justified reasons), must agree on a personalised make-up plan with the Director of professional training activities.

A student who successfully completes the year internship with an hourly deficit in relation to the prescribed number of hours may be admitted to the annual internship exam if the absence has not jeopardised the achievement of the year's objectives.

Students are required to record the hours internship attended in their record book, have them checked and countersigned by the internship supervisor and give notification of the need to make up for absences in good time.

2.2 International mobility and recognition of periods of study and learning spent abroad

The Bachelor's Degree in Nursing, as indicated in the University regulations on international mobility, on the basis of inter-institutional agreements or within the context of European and international programmes, supports, promotes and facilitates student exchanges with foreign universities, providing support and guidance. In particular, the Bachelor's Degree in Nursing:

a) Is committed to respecting the regulations relating to the principles and procedures for recognition of periods of study spent abroad, in accordance with the main European references.
b) Affords students the possibility to carry out part of their studies at foreign universities with clinical learning experiences (internship).
c) Ensures the negotiation, conclusion and monitoring of student mobility agreements and the assessment of the results achieved.
d) Ensures the appointment of a dedicated international mobility committee.

Bachelor's Degree in Nursing students who are admitted to spend a period of study and internship abroad, must establish with the mobility committee his or her Learning Agreement, which must be drawn up in the format approved by the European Commission for mobility under the Erasmus+ Programme -, indicating the learning activities to be undertaken at the host university. The document will be signed by the Head of this committee. The recognition of credits awarded following the teaching activities performed must replace the credits provided for in the student's curriculum proportionally to the learning activities completed successfully abroad. Credits inserted as "additional" with respect to those provided for by the student's curriculum for the purposes of obtaining the qualification shall not be counted for the purposes of the resources. There is maximum flexibility in choosing the learning activities to be inserted in the Learning Agreement, while pursuing full agreement with the educational objectives of the relative course. The approval of the Learning Agreement is the responsibility of the Head of the International Mobility Committee on the basis of criteria defined and approved by the Council of the Bachelor's Degree in Nursing, as is the identification within the educational programme of a mobility window in which the attendance of study periods abroad will be encouraged and their acknowledgement facilitated.

At the end of the period spent abroad, the Council of the Bachelor's Degree in Nursing will acknowledge the activities carried out without making provision for supplementary learning.

Students spending a period of time abroad are guaranteed recognition of attendance (also obligatory) and the learning activities provided for during the same period at their home university.

Art. 3 – Restrictions

Students who accumulate an educational debt of 15 or more ECTS credits at the end of each year cannot enter the following year and are enrolled repeating students (Article 14(12) and Article 15 of the University Didactic Regulations).

Students are required to pass the preparatory "General and Clinical Nursing and Applied Methodology" course in order to take the "1st year professional training activities" annual internship exam, and are required to take the preparatory "Application of diagnostic and treatment processes" course in order to take the "2nd year professional training activities" annual internship exam. Consequently, students who have not passed the preparatory course will not be able to progress to the following year. Students who fail a course will be considered repeating students and will be required to follow a personalised remedial programme of clinical learning activities in order to overcome the deficiencies observed.

Pursuant to article 14 para. 13 of the University Didactic Regulations, it is not permissible to enrol as a repeating student for more than four academic years in total; if this limit is met, the student shall be subject to forfeiture. Students may therefore not exceed a total of seven academic years before graduation, on pain of forfeiture (article 14(13) of the University Didactic Regulations).

Students who accrue 180 ECTS credits in accordance with the procedures set out in these didactic regulations, including those relating to the preparation of the final examination and notwithstanding the obligation to have completed the internship and workshop activities, are admitted to take the final graduation exam and obtain the degree, regardless of the number of years they have been enrolled at the university.

For admission to the final graduation exam, which qualifies the student to practise, students must have passed all the course and internship examinations, including those for the elective activities.

Art. 4 – Assessment

Assessments may take the form of examinations or any other form of assessment, such as an aptitude test, the nature of which will be defined once a year by the Course Supervisor/Coordinator in accordance with the Didactic System and the Dublin Descriptors it contains.

The Course Supervisor/Coordinator is under obligation to provide students with detailed information on the assessment processes when lessons start. These processes will also be published in the course teaching activity schedules.

Students will acquire the corresponding ECTS credits when they pass an assessment.

The exam committees are composed in accordance with Article 24 of the University Didactic Regulations.

There only one examination session and it is always open (Article 21(8), (9) and (10) of the University Didactic Regulations). The session begins on 1 December and ends on 30 November of the following academic year. The Council of the Bachelor's degree in Nursing schedules the dates of no fewer than six examination rounds, suitably distributed over the course of a single session.

The total number of examinations for admission to the final graduation exam is 20, of which 16 are Course examinations, 3 are Annual Professional Training Activity Examinations and 1 is an Elective Activity Examination.

The dates of the assessment exams are scheduled once a year and disclosed to the students.

Assessment exams may not be held during the period dedicated to theoretical lessons; however, they may be scheduled during the periods dedicated to professional training activities, provided they are scheduled taking into consideration the shift rota of the operative unit/department where

the internship is carried out. It is also possible to make up for any internship absences due to exams.

Art. 5 – Final Exam

The final assessment is organised, by a decree issued by the Ministry of Education, University and Research in concert with the Ministry of Health, in two sessions defined at national level.

In order to sit the final exam, students must have acquired all the ECTS credits in the learning activities indicated in the study plan, including those regarding internship and seminar activities.

Seven ECTS credits are assigned for the preparation of the thesis.

5.1 Definition of the Roles associated with the Final Exam

While preparing their theoretical and practical dissertation (degree dissertation), students will be supervised by a University lecturer, known as the supervisor, and any assistant supervisors, who may also be external to the degree course.

5.2 Preparation of the Final dissertation/Thesis

The aim of the thesis is to engage students in a formalisation, design and/or clinical improvement process that makes a substantial contribution to the completion of their professional and scientific education. The content of the thesis must be related to nursing topics or closely related disciplines.

Students are permitted to write their dissertations in English. However, each thesis must include an abstract in both Italian and English.

5.3 The Degree Examination

To be admitted to the thesis discussion, students must have passed the qualifying State Licensing Examination (practical exam).

Pursuant to Article 7 of the Italian Interministerial Decree of 19 February 2009, the Final Graduation Exam, which constitutes the qualifying state licensing examination under article 6 of Italian Legislative Decree no. 502/1992, as amended, consists of:

a) A practical assessment during which students must demonstrate that they have acquired the knowledge and the theoretical and practical and technical and operative skills specific to the job description. This assessment consists in evaluating the theoretical and practical skills acquired by the candidate during the three-year course by means of an assessment that is consistent with the annual internship multimodal examination.

b) The preparation and discussion of a dissertation.

5.4 Calculation of Degree marks/GPA

The assessment of the thesis will be based on the following criteria:

a) Level of depth of the work carried out and appropriateness to the job description.

b) Critical contribution of the candidate.

c) Accuracy of the methodology adopted for the development of the subject matter.

The degree mark is expressed as a score out of one hundred and ten, with honours where applicable. The pass mark for the final examination is 66/110.

The admission mark is determined by expressing the weighted average of the course and internship examinations out of 112 and then rounding the result to the nearest whole number. If the result is exactly half way between two numbers, it is rounded up to the next integer.

For the practical exam, a maximum score of 5 points can be awarded.

For the thesis, the maximum score is 5 points for both desk study and experimental theses.

In the case of a mark of at least 112/110, honours are only awarded if the Committee's opinion is unanimous. The dissertation supervisor may participate in the Committee's discussion for the award of the student's final grade, but has no decision-making power in awarding the grade.

Considering the intensity of the programme and the high standards required of students, the following additional scores are awarded for the definition of the degree mark:

- Students who submit their thesis for the first possible session are awarded 1 additional point;
- Students who achieved a score higher than 25/30 for all three professional training activity exams are awarded 2 additional points;
- Students who achieved a score higher than 25/30 in two of the professional training activity exams are awarded 1 additional point;
- Students who have participated in experiences abroad lasting at least 2 months within the Erasmus+ programme with the required commitment and benefit are awarded 2 additional points.

5.5 Degree examination sessions calendar/ Time limits and obligations for candidates

The dates of the sessions are announced by the Ministry of University and Research and the Ministry of Health, which may send experts as their representatives to the individual sessions. If they do not appoint the aforesaid members, replacements shall be appointed by the Rector.

5.6 Degree Exam Committee

The Final Examination Committee is composed, in accordance with Article 7(4) of the Italian Legislative Decree of 19/02/2009, of no fewer than 7 and no more than 11 members, appointed by the Rector of the University.

The composition of the Committee may not change during the proceedings of the two assessment stages, unless the aforementioned rector's decree is amended.

The calculation of the members of the Committee must make provision for at least two members appointed by the provincial nursing association.

Art. 6 – University and course transfers

Applications for transfer from Degree Courses in Nursing at other universities must be submitted in accordance with the procedures published on the University website and completed with all the documentation required to assess the student's ECTS credits (syllabuses and reading list of the exams taken).

Enrolment in the first year of the course is conditional to the passing of the admission test, whereas transfers are only possible for years subsequent to the first.

These applications will be assessed by a dedicated Transfers and Previous ECTS Credits Committee appointed by the Faculty Council, depending on the degree course's capacity to take on additional students, i.e. the places available for lectures and internships, the number of repeating students and the availability of professional tutors, and in compliance with the restrictions set by these Regulations.

Having heard the Committee's opinion, the Degree Course Council recognises the appropriateness of the credits acquired and decides on their formal acknowledgement, enrolling the student in the relevant year, in accordance with current legislation, the University Didactic Regulations and these Regulations.

Given the specific nature of the course in the healthcare sector, which requires practitioners to develop their knowledge and skills constantly, it is deemed necessary to assess the ECTS credits acquired in previous training programmes with regard to their possible obsolescence. More specifically, credits for modules relating to the Scientific Disciplinary Sector MED/45 acquired in the last 3 years and for modules relating to Scientific Disciplinary Sectors of the Biological Science and Medical Science Area acquired in the last 5 years will be considered eligible for acknowledgement.

The acknowledgement and accreditation of the ECTS credits achieved by the student, with the relevant assessment, in other Degree courses is carried out by a dedicated Committee appointed by the Faculty Council.

Internal transfers

By 30 June of each year, Vita-Salute San Raffaele University establishes the number of places available for transfer to a Bachelor's Degree in Nursing site of the University other than that assigned. Transfer is only permitted for documented and certified reasons.

For the purposes of the above, students must submit the relevant application to the Student Center by 31 July each year, enclosing documentation demonstrating the reasons for the application. The granting of the transfer is subject to the availability of places at the requested site. Should the number of applications exceed the number of places available, a ranking will be drawn up on the basis of the following criteria, in order of preference:

- Number of ECTS credits acquired.
- Average mark of the examinations taken.

Transfers takes place at the beginning of the academic year and priority will be given to requests for transfers within the same site.

Art. 7 – Recognition of degrees awarded by foreign universities

Requests for the acknowledgement of a degree obtained at a foreign university shall follow the same procedures used for the acknowledgement of ECTS credits obtained at another university, governed by article 6 above.

Art. 8 – Committees established within the Course Council

The Course Council has deliberative, propositional and advisory powers on matters concerning organisation and management of teaching and professional activities and may avail itself of the assistance of a Teaching Committee in order to coordinate activities better. The Teaching

Committee is made up of the President, the Director of professional training activities of each Degree Course site (Ospedale San Raffaele and Istituti Ospedalieri Bergamaschi) and a minimum of 3 lecturers, also guaranteeing the presence of contract lecturers belonging to the Health Service. The Course Council may also avail itself of the assistance of the same committee with an advisory role aimed at coordinating and supervising the smooth running of teaching activities, and carrying out the preliminary assessment of students' previous training curricula.

The Council of the Bachelor's Degree in Nursing may set up temporary or permanent Committees and appoint specific Project Managers. Their type, composition and appointment and operative procedures shall be proposed by the Degree Course Council and approved the Faculty Council.

Art. 9 – Protection of health and safety

When carrying out internship or practical activities, with regard to health and safety regulations, students are considered equivalent to workers. Consequently, they are subject to the same protective measures and responsibilities and are therefore required to comply with the relevant legal requirements, with the restrictions and prohibitions enforced by occupational health and safety, radioprotection and accident prevention laws, and with any other regulations enforced by the Host Organisation with the same purposes.

The University has formalised and centralised a series of activities strictly related to the risk exposure profile of the individual study programme, with a view to implementing the applicable legal provisions.

In short, depending on the specific indications for each Course of study, students are under obligation to:

- participate in the initial information and educational initiatives and those included in the teaching activities calendar organised to ensure compliance with the provisions set forth in articles 36 and 37 of Legislative Decree 81/08 "Information and training of workers and their representatives" and in Legislative Decree no. 101/2020 on radioprotection;
- take part in the initial and periodic health monitoring activities for issuance of the compliance certification required before starting practical activities involving exposure to risks;
- use the collective and individual protective equipment provided in compliance with the instructions and training imparted;
- comply with the general safety measures and the safety specifications drawn up and made available from time to time.

Curricular and extracurricular activities involving exposure to a specific risk may therefore not be authorised to commence until the preliminary activities required to safeguard the health and safety of each student have been implemented.

Repeated failure to comply with the above obligations shall result in the suspension of the activities involving exposure to a specific risk until such time as the legal obligations have been fulfilled.

Art. 10 – Modifications

Modifications to these Didactic Regulations are decided on by the Faculty Council, subject to a proposal from the Course Council and an opinion issued by the Lecturer-Student Joint Committee for those aspects for which it is responsible.

Annexes

Description of the training programme and learning methods

Annex

Description of the training programme and learning methods

The unit of measurement of the overall commitment required of students to fulfil each learning activity provided for by the didactic system in order to be awarded the qualification is the ECTS credit.

The Bachelor's Degree in Nursing provides for a total of 180 ECTS credits spread over three years, of which 26 ECTS credits are allocated to Basic Learning Activities, 129 to Specialisation Learning Activities, 1 to Related Learning Activities, and 24 to Other activities (activities chosen by the student, final examination, foreign language and seminars).

Each ECTS credit is equivalent to 30 hours of student work, including the hours of:

- Lectures.
- Tutor-led activities carried out in workshops and simulations.
- Clinical internship carried out in hospital wards, services, outpatient clinics, day hospitals, and external affiliated sites.
- Seminars.
- Elective learning activities.
- Independent learning required to complete their training.

The portion of the total hourly commitment to be reserved for personal study and other learning activities of an individual type will vary depending on the type of the learning activity. In accordance with the guidance issued by the National Conference on Healthcare Degree Classes, each professional training ECTS-credit (SDS Med/45, general, clinical and paediatric nursing) is assigned 15 hours of lectures and 15 hours of individual study; while 12 hours of lectures and 18 hours of individual study are assigned to the other scientific disciplinary sectors of the study plan. Each internship or workshop activity ECTS credits is equivalent to 30 hours of actual student attendance. The credits for each learning activity are awarded to students when they pass the relevant exam.

The lecturer-student joint teaching sub-committee appointed by the Faculty Council will check that the credits assigned are consistent with the learning activities and the specific educational objectives.

The Course Council, with the approval of the Faculty Council, specifies the learning activities provided for in the general framework established by the Didactic System.

Each learning activity is divided into logistically structured teaching units with a separate title (modules) that meet the need to offer integrated disciplinary contributions to achieve similar and uniform objectives.

The study plan includes a Scientific English Course in the first year and another in the third year, in order to enable students to acquire the language skills needed to read and understand the content of scientific papers on specific professional topics; an Information Technology Course is also provided in order to enable students to become familiar with and use the computer systems present in healthcare facilities. The assessment of these activities is expressed as a pass or fail.

The break-down of credits and teaching time into different learning activities is defined as follows:

- Lectures

Lectures are lessons which cover a specific topic identified by a title and which is part of the course curriculum for the Bachelor's Degree in Nursing; they are held by a lecturer, according to a predefined timetable, and given to students enrolled in a given course year, who may also be divided into small groups.

- Workshop Activities

Workshop activities represent a form of interactive or integrative teaching typically aimed at a small group of students; these teaching activities are co-ordinated by a tutor, who has the responsibility of helping students learn abilities, skills and behavioural models, or skills useful to professional practice.

Learning occurs primarily through stimuli deriving from analysing problems, through the deployment of the methodological skills required for solving them and making decisions, as well as by taking direct personal action (both gestural and relational) in the context of practical workshop exercises.

The plan of professional workshop activities, for which at least 1 ECTS credit/year is awarded, is approved by the Course Council at the beginning of the academic year, in the Clinical Learning Schedule. Tutors belonging to the professional profile are appointed to design and hold professional workshops.

Professional workshops are assessed on a pass/fail basis and at the same time as the relevant professional internship of the year.

- Clinical internship

Clinical internship activities enable students to acquire specific clinical and care skills through experience in care settings, such as hospital wards, outpatient clinics, services, day hospitals, and affiliated community and external sites, as provided for annually in the Clinical Learning Schedule.

- Seminars

A seminar is a teaching activity that has the same characteristics as a lecture, can be carried out by one or more lecturers, even from different disciplines, and must address a topic that allows a coherent and appropriate aspect of the educational curriculum to be explored. Participation in conferences and congresses may be considered as seminar activities subject to prior authorisation by the Degree Course Council. Seminars may also be inter-university and given in the form of a videoconference. The number of ECTS credits devoted to Seminars is 4 over the three-year period.

- Elective learning activities

The Council of the Bachelor's Degree in Nursing organises the offering of elective learning activities, either individually or combined in "uniform" training programmes and provided in the form of lectures, seminars, observational internship activities, guidance activities, and self-learning and peer-learning activities, for which at least 6 ECTS credits are awarded. The individual elective learning activities are not assessed with a numerical mark, rather with the award of the corresponding credits, with the possibility of specific assignments for each activity in order to confirm attendance and learning. The calendar of elective learning activities is published in good time, together with the calendar of compulsory teaching activities.

- Self-learning

The Bachelor's Degree in Nursing ensures students a number of hours for independent learning over the three years of the course, in accordance with the guidance issued by the National Conference on Healthcare Degree Classes.

Hours set aside for self-learning shall be dedicated:

- To the individual use, or use in small groups, independently or upon instructions from lecturers, of the teaching aids made available by the Degree Course for self-learning and self-evaluation, in order to achieve the educational objectives set;
- To personal study in preparation for exams and the clinical internship.

For each type of learning activity, in accordance with the indications provided by the relevant University service, compensatory measures aimed at achieving the result are made available for students with specific learning disorders (SLDs) and/or disabilities.

Preparatory courses

When specific preparatory courses are required for each teaching activity, they are indicated in the list of teaching activities appended to these Regulations.

Attendance

Attendance of learning activities in the classroom is compulsory and is checked by the Course Coordinator; students are required to attend 75% of the total hours of the Course.

Teaching activities for the following year that may be attended by a repeating student do not give rise to a certificate of attendance. Regular attendance of theoretical teaching activities is a prerequisite for subsequent clinical internship experiences.

Attendance of the clinical internship is mandatory.

Study Plan

During the annual teaching planning phase, a different fraction of the total commitment may be assigned to individual study, which shall not, in any case, be less than 50% of the total hourly commitment. An exception is made for cases in which the educational activities have a high experimental or practical content.

The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.