



# UniSR

Università Vita-Salute  
San Raffaele

## **Didactic Regulations**

### **Master's Degree in Nursing and Midwifery Sciences**

*Applicable for students who enrol in academic year 2023-2024*

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## **Art. 1 – Course Admission**

### **1.1 Knowledge required for admission**

Admission requires a university degree or diploma qualifying for the professions of nurse, paediatric nurse, midwife, or other equivalent qualification.

### **Curricular requirements**

Graduates in the SNT/1 (or L-SNTI) class are eligible for admission to the course without educational debts.

Admission is also possible for candidates in possession of the qualifying qualification obtained with University Diplomas if they have completed a minimum of 20 ECTS credits in the scientific disciplinary sector MED/45 for Nurses and MED/47 for Midwives, and 50 ECTS credits in internship activities, as well as candidates in possession of a Professional Nurse, Childminder and Midwife Diploma obtained under the previous non-university system and recognised as an equivalent qualification if they have completed a minimum of 200 hours in the disciplines of the specific professional profile of origin, and 1500 hours of internship activities.

### **Assessment of academic background**

Admission to the Master's Degree Course in Nursing and Midwifery Sciences requires a mastery of the Italian language, an adequate preparation in the professional disciplines and good general knowledge.

Bachelor's degree graduates will not be admitted for enrolment if they have educational debts with regard to both the fulfilment of curricular requirements and the possession of an adequate academic background.

### **1.2 Admission procedure**

The number of places on the Master's Degree course is limited, in compliance with Law 264/1999 and candidates are required to sit an admission test consisting in a multiple-choice test.

The Master's Degree Course in Nursing and Midwifery Sciences admits a set number of students in relation to available resources.

The number of students admitted is determined on the basis of national planning and the availability of teaching staff, teaching facilities (classrooms, laboratories) and care facilities that can be used to perform practical ward activities.

An admission test is required for admission to the degree course and therefore selection is based on the outcome of the test itself.

The test consists of multiple-choice questions covering subject areas and topics defined on an annual basis and will take place on the date indicated in the call for applications.

The assessment of the academic background is concurrent with the admission test.

## **Art. 2 – Study Plan**

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

There is no provision for students to enrol in the Master of Science in Nursing and Midwifery on a part-time basis.

## **2.1 Internships**

During the two years of the Master's Degree Course, students are required to experiment the application of managerial, professional, educational and research methodologies in their specific field through placement, internship, and project experiences. The internship is intended to offer students the opportunities to develop the skills provided for in the profile of the master's degree graduate, and also in view of the distinctive advanced skill sets for the professions of origin.

Internship activities are carried out at external facilities affiliated with Vita-Salute San Raffaele University in accordance with the current legal provisions.

For the laboratory and placement activities of each year of the course, the President avails him/herself of a lecturer appointed as the "Internship Coordinator", who is responsible for coordinating and recording the internship and laboratory activities. The internship coordinator also acts as a teaching tutor to support and monitor students in their educational programme.

For the organisation and management of internships, the Internship Coordinator is supported by site tutors appointed annually in agreement with the President of the Course Council.

The Internship Coordinator must belong to the professional profiles pertaining to the class of the Master's Degree Course and must hold a Master's Degree in the relevant class. Internship coordinator positions have a duration of three years.

This figure is identified on the basis of the evaluation of the curriculum expressing the required professional experience of not less than 5 years in the field of training. It is proposed by the Course Council and approved by the Faculty Council.

Internship Coordinators organise and supervise the workshop and internship activities with the assistance of internship tutors, who are identified in the accredited internship sites from among experienced professionals in the professional or organisational management or training areas.

Tutor-led activities are aimed at supporting the processes of preparing, reprocessing and reflecting on the experiences; they are partly timetabled (briefing and debriefing sessions with presentation and discussion of projects/reports) and partly defined individually by the student in discussions with the tutors.

The internship programme for both years is negotiated between the student (his or her preferences with respect to his or her profession of origin, areas of interest and job requirements) and the Internship Coordinator (with respect to the operational availability in the training offerings of the internship sites). Students organise their own internships in the scheduled periods and attend them on a continuous basis. Any absences must be made up. The daily attendance time is defined with the internship tutor taking into account the learning opportunities and the needs of the internship site, but must not be more than 7 or less than 4 hours per day.

Attendance must be certified by the internship tutor on a dedicated form; tutor-led activities must also be recorded on the form. It is the student's responsibility to comply with the agreed attendance plan and to give timely notice in the event of absence or lateness.

In order to acquire internship credits, students must submit their internship project to the Internship Coordinator; the project must state the educational objectives, the strategies in relation to the opportunities offered by the internship site, the tools and theoretical prerequisites for preparing for the internship experience, the assessment and supervision arrangements, and the start and end date.

Each internship experience concludes with the writing of a learning diary and a final report defined by the learning from experience schedule.

At the end of each academic year, a Committee, chaired by the Internship Coordinator and comprising 2 lecturers and a representation of the tutors from the internship sites, certifies the level of learning achieved during the year through the internship and workshop experiences and awards a mark out of thirty; the examination arrangements may also provide for the presentation and plenary discussion of the projects/reports prepared the student.

If the overall mark for the programme is negative, the whole programme must be repeated.

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

Students wishing to spend a period of study at a university or university educational institute abroad must first obtain the opinion of the Course Council, which will assess its congruence with the educational objectives set for the specific professional profile.

At the end of the period of study abroad, students must submit to the Course Council the certification of the activities carried out for the recognition of credits, for the conversion of grades into thirtieths and for the identification of possible addition curricular activities.

For further information, please refer to the specific international mobility calls for applications available on the website of the University's International Office.

### **Article 3 Assessment**

The total number of examinations for admission to the final graduation exam is 12.

Each of the Courses envisaged in the Master of Science in Nursing and Midwifery teaching plans ends with an examination, which the student takes during the examination rounds established in the academic calendar, in the presence of a Committee, consisting of at least two lecturers, or two alternate members and chaired, as a rule, by the course Coordinator.

The Committee formulates its judgement with a mark out of thirty. The examination is deemed to have been successfully passed with a mark of between a minimum of 18 and a maximum of 30/30, to which honours may be added. Passing the examination results in the award of the ECTS credits related to the course.

Differentiated modes of assessment are provided for, also consisting in successive stages of the same examination:

- Oral examinations and objective and structured written examinations (for the assessment of cognitive objectives);
- Practical tests and written assignments for the assessment of methodological and design skills.

### **Article 4 Final Exam**

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 activities.

#### ***4.1 Definition of the Roles associated with the Final Exam***

Students will be supervised by a lecturer of the Degree Course, known as the Supervisor, and possible Assistant Supervisors, who guide and direct the work of the candidate.

Supervisors for the final exam can be full professors, associate professors, contract professors, researchers and tutors of the Course and permanent lecturers from other Faculties of the University and other Universities.

Assistant Supervisors for the final examination can be full professors, associate professors, contract professors, researchers and tutors of the Course, permanent lecturers also from other Faculties of the university and other universities, as well as experts with proven experience on the topics discussed in the text presented.

It is the responsibility of the candidate to identify the supervisor for their dissertation and decide on its topic. The Assistant Supervisor is identified by the Supervisor.

#### ***4.2 Preparation of the Final dissertation/Thesis***

The aim of the thesis is to engage students in a formalisation, design research process that makes a substantial contribution to the completion of their professional and scientific education. The content of the thesis must concern topics or disciplines closely related to the objectives of the Master's Degree.

Dissertations are normally written in Italian but may be written in English if requested by the supervisor. Each dissertation must contain an abstract in both Italian and English.

#### ***4.3 The Degree Examination***

The final examination consists of the preparation and defence, before an Exam Committee, of an original dissertation prepared based on work of an experimental or theoretical and practical nature concerning the in-depth study of managerial, research, training and advanced professional methodologies, specific the student's professional field.

#### ***4.4 Calculation of Degree marks/GPA***

The assessment of the dissertation will be based on the following criteria: level of the work of the work carried out and scientific rigour, critical contribution of the candidate, accuracy of the methodology adopted, significance of the topic developed.

The final degree mark is expressed out of 110 with honours, where appropriate, and is formed by adding the weighted average mark out of 110 of the marks obtained in the assessment exams, with the mark obtained in the defence of the Dissertations for which a maximum of 7 points is awarded:

<b>Score allocation criteria:</b>	<b>Marks:</b>	
Level of depth of the work carried out and scientific rigour.	maximum <b>2</b> points	<b>7</b>
Critical contribution of the candidate (in both the dissertation and its defence)	maximum <b>2</b> points	
Accuracy of the methodology adopted	maximum <b>2</b> points	
Significance of the topic developed	maximum <b>1</b> point	
<b>The Degree Committee may also award additional points on the basis of:</b>		
Placements in health services in other countries	maximum <b>1</b> point	<b>1</b>
Final qualification award by the third Graduation session provided for in the academic year in question	maximum <b>1</b> point	<b>1</b>
Honours	≥ 3 maximum <b>1</b> point	<b>2</b>
	≥ 6 maximum <b>2</b> points	
<b>TOTAL</b>		<b>11</b>

The pass mark for the final examination is 66/110.

If the final sum reaches 110/110, the Degree Committee may decide to award honours, if the opinion is unanimous.

An Honourable Mention will be given, when a score of 113 is exceeded, upon a unanimous proposal of the Degree Committee of the day on which the thesis is defended. The request must be made by the Supervisor at the end of the dissertation session.

#### **4.5 Degree examination sessions calendar/ Time limits and obligations for candidates**

The Course Council publishes the guidelines for dissertation preparation and instructions on the various administrative and organisational requirements on the Course website on an annual basis.

#### **4.6 Degree Exam Committee**

The Committee for the final exam consists of no less than 7 lecturers, at least 5 of whom are permanent lecturers and researchers belonging to the Faculty of Medicine and Surgery. The procedures and deadlines for submitting the degree application are established and published by the Student Center.

#### **Article 5 University and course transfers**

Requests for students enrolled in the same Course at other universities to transfer to years subsequent to the first year must be submitted in accordance with the procedures and deadlines

indicated annually by the University and must be accompanied by the necessary documentation (syllabuses and reading list of exams taken) for the assessment of their previous career.

Applications will be accepted according to the number of places available in each year of the course. The Course Council will recognise credits after analysing the educational documentation provided by the student and the outcome of the interview to verify the knowledge actually possessed.

The Course Council is responsible for recognising and validating the credits earned by the student in previous teaching activities and internship experiences.

Students must submit a request for credit recognition to the Student Center, accompanied by detailed documentation, certifying the examinations taken and the marks obtained, the credits earned and the programmes taken. The Course Council may avail itself of the cooperation of the Teaching Committee, which will prepare a summary, on the basis of the documentation received, regarding:

1. The number of ECTS credits and the relevance of the examination programmes to the course content;
2. The equivalences between the activities carried out and those provided for by the Course;
3. The degree of educational obsolescence of the activities presented.

Following this investigation, it will propose additional curricular activities for the achievement of the credits envisaged for the individual activity to be approved by the Course Council.

In the case of transfer between Master Degree Courses in the health professions belonging to the same professional profile, the share of ECTS credits relating to the same scientific disciplinary sector directly recognised to the student shall in any case not be less than fifty per cent, in accordance with paragraph 6(3) of the Italian Ministerial Decree of 08/01/2009.

In the case of activities for which reference to a specific scientific disciplinary sector is not envisaged, the Course Council, with the cooperation of the Teaching Committee, will assess on a case-by-case basis the content of the learning activities and their consistency with the objectives of the course, evaluating the number of credits acquired that can be recognised within the framework of the teaching activities envisaged in the Course.

If the mark to be awarded for a particular learning activity is the sum of several activities that were awarded different marks, the final mark will be determined by the weighted average of the value of each activity expressed in credits, of the marks awarded, rounded to the nearest whole number. If the result is exactly half way between two numbers, it is rounded up to the next integer.

#### **Article 6 Recognition of degrees awarded by foreign universities**

The Course Council decides on the recognition of academic qualifications obtained abroad; this competence may be exercised in accordance with the legislation in force, without prejudice to the powers and any authorisations by bodies provided for by the regulations in force.

#### **Article 7 Committees established within the Course Council**

Once a year, the Course Council appoints a Teaching Committee for the organisation of teaching activities. The Teaching Committee has a purely advisory role and it coordinates and supervises



the smooth running of the teaching activities, assesses students' previous educational curricula, and carries out any further tasks assigned to it by the President of the Course.

The Teaching Committee consists of the President, the internship Coordinators and a minimum of 3 lecturers, also ensuring the presence of lecturers from the Health Service.

### **Art. 8 – 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. 9 – 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

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The proposed teaching activities, for each of which there is a specific ECTS credit/hour conversion, are structured as follows:

- a) Classroom teaching (lectures): 8 hours per ECTS credit of classroom teaching (17 hours of individual study)
- b) Workshops-exercises-interactive classroom teaching: 15 hours per ECTS credit (10 hours of individual study)
- c) Professional internship: 20 hours per ECTS credit (5 hours of personal study or assignments)
- d) Teaching activities chosen by the student and scheduled by the Degree course: 8 hours per ECTS credit (17 hours of individual study)

33 ECTS credits are allocated to internships, 6 in the first year and 27 in the second: these credits are certified with an examination at the end of each year.

Finally, 6 ECTS credits are reserved for activities chosen by the student that involve a single examination.

The ECTS credits for each learning activity are awarded when students pass the corresponding exam or following another predefined form of assessment of the preparation or skills achieved.

The courses consist of several modules, each with its own name, which engage the skills of specific subjects and which must be integrated into both the planning phase of the course itself and in the management of an integrated and contextual assessment exam aimed at ascertaining the students' learning with respect to the envisaged educational objectives.

For each course, the Course Council proposes for approval by the Faculty of Medicine and Surgery the Course Coordinators, chosen primarily from among the university lecturers pertaining to that course, and the Internship Coordinators. The internship Coordinator takes on the duties of a didactic Tutor in order to ensure integration and coherence with the educational objectives set, to support and monitor students in the programme, to attend to the preparation of a unified and effective learning from experience programme, to present the aims of the teaching to students, to chair the internship examination Committee and prepare the corresponding transcript, to ensure the monitoring of the educational quality offered by the learning from experience programmes and, if necessary, to suggest changes to redesign the interactions between internships and other courses.

For each type of teaching 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.

### **Language skills**

The study plan includes an English module that enables students to acquire the language skills required to interact with patients and colleagues from other countries, to be able to converse with international institutions and lastly to read and understand the content of scientific papers on specific professional topics.

### **Elective learning activities**

The Course Council presents students with a wide range of training activities to be chosen by the student, which include the University's entire range of courses, from which the student may

propose those of his/her interest as long as they are relevant to the expected professional profile, for a maximum total number of 6 ECTS credits. Among the courses available to students, the Teaching Committee proposes to the Course Council the provision of two courses that are further offered to students in order to develop specific educational programmes. Elective learning activities end with an assessment, which contributes to the completion of the assessment certificates required for admission to the final exam. The calendar and list of teaching activities of the student's choice are published on the website at the beginning of the educational activities.

### **Additional Learning Activities**

#### **Seminars**

Seminars are a teaching activity that aims to address a topic with an interdisciplinary approach and is usually carried out jointly by several lecturers, including foreign lecturers, even from different scientific disciplinary sectors.

#### **Professional labs**

The planning, educational management and certification of the professional lab teaching activities is entrusted to the Course Council on the proposal of the Internship Coordinator and is defined annually in the Learning from Experience Schedule.

#### **Journal Club**

These are meetings held by the students with the participation of the lecturers of the Course in which articles of literature proposed jointly by students and lecturers are presented, analysed and discussed in English.

#### **Nursing Research Meeting**

Students are invited to freely participate in the meetings of the University's various research centres, including the meetings organised periodically by the Centre for Nursing Research and Innovation.

### **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**

Students are required to attend all the activities of the Master's Degree Course. For formal teaching and activities chosen by the student, students are required to attend at least 70% of the hours of each course.

The internship must be attended in its entirety and any absences must be made up.

Attendance is verified by the lecturers and is necessary for the student to take the relevant examination.

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).

**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.*