



University of Udine – University of Trieste

Interuniversity Master's Degree Course in Nursing and Midwifery Sciences

GUIDELINES FOR WRITING THE MASTER'S DEGREE THESIS IN NURSING AND MIDWIFERY SCIENCES

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1. Aims

This is the official document of the Master's Degree Course in Nursing and Midwifery Sciences providing guidelines for writing the Thesis in accordance with the reference standards and the expectations in terms of way of writing, relationships with professors, authorizations and ethical aspects.

2. Final examination of the Master's Degree Course

2.1 The final examination according to the Course Regulation

Pursuant to the Course Regulation (Table 1), the final examination consists in the presentation and discussion of an original written thesis, developed by the student under the guidance of a Supervisor. The SUA-CdS document describes the characteristics of the thesis, which is “*experimental or theoretical-argumentative/compilation-oriented [...] concerning the in-depth analysis of clinical, professional, management, educational and applied research themes explored during the educational path and proving the integration of the acquired knowledge and competencies*”.

The final examination requires a learning path to which 8 CFUs (*Crediti Formativi Universitari* - University Educational Credits) are assigned and that is awarded a maximum grade of 10 points.

Table 1. Excerpt from the Course Regulation

Article 16 – Final examination and graduation

1. The final examination consists in the presentation and discussion of an original written thesis, developed by the student under the guidance of a Supervisor.
2. The calendar of the final examinations is defined by the Council of the Course annually and must include at least three rounds of exams for each academic year, the last of which is to be scheduled **within 30th March for Units and 30th April for Uniud of the following academic year**. In order to be admitted to the final examination, the student must:
 - have attended educational activities for a number of hours equal or superior to the minimum number of hours defined by the Interuniversity Master's Degree Course in Nursing and Midwifery Sciences;
 - have passed all the exams and obtained an 'approved' assessment in the English, Laboratories and Internships exams;
 - be up to date with the payment of all the tuition fees, university contributions and benefits.
3. The Graduation Committee is composed of a minimum number of 7 regular members, including the President, and of a minimum number of three substitute members.
4. The grade for admission to the final examination is calculated on the basis of the weighted average of all the grades obtained for the exams and the Internship.
5. Normally, the Committee can assign up to a maximum of 10 points to the final examination. Furthermore, the Graduation Committee can assign: 0,3 points for each exam passed with honors by the student and 1 point for the participation in international mobility programs. The final grade is expressed on a scale of 110, possibly with honors. The minimum grade that must be obtained to pass the final examination is 66/110.

Uniud, University of Udine, Units, University of Trieste
Complete Course Regulation available here:

[file:///C:/Users/renzo.moreale/Downloads/Regolamento%20LM%20SIO%202025-26%20\(1\).pdf](file:///C:/Users/renzo.moreale/Downloads/Regolamento%20LM%20SIO%202025-26%20(1).pdf)

2.2 The Master's Degree thesis

The Master's Degree Thesis is a written dissertation, developed by using scientific methods and advanced critical skills, aimed at analyzing a phenomenon of interest concerning nursing, pediatric nursing or midwifery sciences.

The Master's Degree Thesis must meet high standards of originality, in accordance with the Dublin descriptors of the Second Cycle, requiring knowledge/comprehension skills that expand and/or strengthen those typically associated with the First Cycle, being aimed at developing and/or applying original ideas, also in research contexts. In this respect, the Ministerial Order of 26th July 2007 "Definition of guidelines for the creation and activation of courses of study by Universities" states that *"the master's degree thesis must ...be developed in an original manner by the student under the guidance of a supervisor"*.

2.3 The Supervisor, the Co-Supervisor

The thesis is developed under the guidance of a Supervisor. Normally, when the research question is assigned, the Supervisor must be working as a tenured professor for the University of Udine/University of Trieste or be in charge of a Course offered by the Interuniversity Master's Degree Course in Nursing and Midwifery Sciences.

The Supervisor is responsible for the thesis project from a methodological point of view and acts as a supervisor and a guide for the student. Generally speaking, the Supervisor is the reference professor of the theme which the student has decided to analyze or a professor who is working on the research line on which the student has decided to develop the thesis. Supervisors receive the thesis proposal from the student; They guide and monitor the project and its elaboration stages. It is in fact the student who is responsible for developing the thesis project, conducting its stages, asking for supervision, ensuring the collected data privacy and writing a summary of the project that must be handed in to the facilities/services involved in the project at the end of the process.

The Co-Supervisor is a professor or a professional external to the Master's Degree Course, who is selected by the student in collaboration with the Supervisor. This figure is not mandatory and can be identified in relation to the educational, organizational, research or clinical experience acquired in the specific context to which the thesis is linked. The Co-Supervisor – an expert in a particular field – is asked by the Supervisor to participate in the supervision of the student.

3. Types of theses

It is possible to write two types of theses:

- (a) literature review (also known as 'compilation thesis'): it consists in a thesis in which the student analyzes a phenomenon of interest in the nursing, pediatric nursing or midwifery field, summarizing the knowledge available in literature and assessing it critically at an advanced level. Within this type of thesis, both quantitative and qualitative research approaches are possible, with different methodologies, such as: narrative review, integrative review, meta-synthesis, systematic review, meta-analysis; scoping review, umbrella review; rapid review and others.
- (b) research or experimental thesis: it consists in a thesis in which the student designs and conducts a study on a research question concerning the nursing, pediatric nursing or midwifery field, adopting different study designs – quantitative (e.g., descriptive, prospective

or retrospective, case-control and others), qualitative (e.g., phenomenological) and mixed-method. For any research thesis, data collection must be preceded by specific authorizations in which the student prepares a thesis project, submits it to the Supervisor and subsequently asks for the corresponding authorizations at different levels (e.g., single facility; Internal Review Board; Ethical Committee).

3.1 The literature review thesis

The literature review Thesis answers to a specific question developed by following a method. The included studies must be assessed in their methodological quality and the results must be accompanied by a critical discussion highlighting, at an advanced level, the aspects concerning nursing and midwifery care, the feasibility and appropriateness of the interventions, as well as their cost-benefit analysis; the methodological quality of the available evidence, the implications for the organization, education and research. Moreover, the use of a methodological reporting check list/guideline (e.g., PRISMA), which will be added as a supplementary table, must be made evident.

Below is a summary of the main chapters of a literature review thesis (Table 2) with a description of their aims. Furthermore, an example of the table of contents is shown (Table 3).

Table 2. Main chapters of a literature review thesis

Table of contents
Abstract
Introduction: it contains the conceptual definition of the problem of interest, its frequency and relevance (e.g., prevalence, rate) to patients, families/caregivers and the health and/or professional system. It also describes the reasons why it is important to study the phenomenon of interest and includes the general aim of the thesis.
Chapter 1. Background: it describes, through the consultation of updated literature, the problem, its causes and consequences. It highlights the aspects of which there exist a consolidated knowledge, those considered to be contradictory and those that are incomplete or yet to be explored (knowledge gap). This section ends with the declaration of the aim or the question on which the literature review will focus.
Chapter 2. Materials and Methods: it describes the methods followed to conduct the literature review, including reporting guidelines such as PRISMA 2020 for systematic reviews (https://www.prisma-statement.org/), PRISMA-ScR for scoping reviews (https://www.equator-network.org/reporting-guidelines/prisma-scr/), ENTREQ for meta-synthesis (https://www.equator-network.org/reporting-guidelines/entreq/), search strings, databases, free terms, MeSH and limitations). According to the review method used, the following elements can be included: a flow-chart describing the study inclusion process; the criteria according to which the quality of the studies has been assessed; the way in which information has been extracted from the articles.
Chapter 3. Results: it describes the results of the included studies in an integrated manner, underlining their methodological aspects and the knowledge they have produced. No personal comments can be included in this section.
Chapter 4. Discussion: it discusses the results; from a methodological point of view, it can include comments concerning the type of studies included, where they were conducted, the sampling strategies adopted; with regards to the knowledge such studies produced, the discussion can focus on the convergence and the differences among the results of the studies.

Chapter 5. Conclusions: it summarizes the main results obtained and the limitations of the conducted review, as well as the implications for clinical practice, the organization, education and research.

List of references: citations must be supported by references throughout the text, as well as sorted alphabetically and included in a list at the end of the thesis.

Table 3. Example of the table of contents of a literature review thesis

Abstract	1
Introduction	2
Chapter 1. BACKGROUND	3
1.1 Definition of the phenomenon of interest	6
1.2 Prevalence/rate of the phenomenon	8
1.3 Risk factors/antecedents	10
1.4 Effects/outcomes	12
Chapter 2. MATERIALS AND METHODS	13
2.1 Research aim/question	15
2.2 Study design	18
2.3 Inclusion and exclusion criteria	20
2.4 Databases and information sources	22
2.5 Research strategies	23
2.6 Study selection	27
2.7 Data extraction	28
2.8 Study quality and risk of bias assessment	29
2.9 Summary of results	30
Chapter 3. RESULTS	32
3.1 Included studies and methodological aspects	33
3.2 ...	37
3.3 ...	40
3.4 ...	42
Chapter 4. DISCUSSIONS	45
4.1 ...	49
Chapter 5. CONCLUSIONS	50
5.1 Implications for the clinical practice/organization/education/research	51 53
List of references	

3.2 The research/experimental thesis

The research/experimental Thesis answers to a research question developed by following a method. The study design must be in line with the question of interest and the project must be submitted to the Ethical Committee or the Internal Review Board for approval, or simply obtain the approval of the manager of the services/facilities of interest, according to the study design.

The requests must be submitted by the thesis Supervisor and accompanied by the research project developed by the student. In order to do this, specific forms must be used.

The study results must be accompanied by a critical discussion highlighting, at an advanced level, the aspects concerning nursing and midwifery care; the feasibility and appropriateness of the evidence obtained, as well as their cost-benefit analysis; furthermore, the methodological quality of the conducted study and the implications for the organization, education and research must be

discussed. Below is a summary of the main chapters of a research/experimental thesis (Table 4) explaining their aims, followed by an example of the table of contents (Table 5).

Table 4. Main chapters of a research/experimental thesis

Abstract
Table of contents
Introduction: it contains the conceptual definition of the problem of interest, its frequency and/or relevance (e.g., prevalence, rate) to patients, families/caregivers and the health and/or professional system. It also describes the reasons why the student decided to study the phenomenon, as well as the general aim of the thesis.
Chapter 1. Background: it describes, through updated literature, the problem, its causes and consequences. It highlights the aspects of which there exist a consolidated knowledge, those considered to be contradictory and the aspects that are yet to be explored. It describes the knowledge gap that the thesis aims to fill; why it is important to study the phenomenon and which are the possible effects (e.g., on patients, care practice, the organization, education and research). This section ends with the declaration of the general aim and the specific aims (primary, secondary end points) of the study.
Chapter 2. Materials and Methods: it contains the methods followed in order to conduct the study, indicating the reporting guidelines adopted in according to the study design (e.g., STROBE for cross sectional studies, COREQ for qualitative studies). It describes the study design, the population/sample (selection methods, inclusion and exclusion criteria), where the study has been conducted; the variables under study, the data collection instrument, its validity/reliability, and the data collection methods that have been followed; the ethical aspects (who has been asked for authorization, how and when the informed consent has been asked for*); the methods of statistical data analysis (indicating position and variability indices, possible statistical tests used, level of statistical significance considered, etc.).
*the request/obtained answer, together with the informed consent form used, must be added to the thesis as appendices
Chapter 3. Results: it describes the characteristics of the sample and the investigated variables. Data are mainly presented through summary tables (e.g., frequencies, percentages) and possibly charts, if needed to better understand the data, preceded by a textual description highlighting the main results. No personal comments/interpretations of the data can be included in this section.
Chapter 4. Discussion: the results are compared, interpreted and critically assessed, highlighting the similarities and discrepancies in relation to what is already described in literature and providing interpretations of the results obtained. The strengths and above all the limitations of the study must be highlighted.
Chapter 5. Conclusions: it summarizes the main results obtained and the implications for the care practice, the organization, education and research.
List of references: citations must be supported by references throughout the text, as well as sorted alphabetically and included in a list at the end of the thesis.

Table 5. Example of the table of contents of a research/experimental thesis

Abstract	1
Introduction	2
Chapter 1. Background	3

1.1.1 Definition of the problem	3
1.2 Available evidence in literature	4
1.3 Knowledge gap	5
1.4 Aim(s) of the study	6
Chapter 2. Materials and Methods	7
2.1 Study design	7
2.2 Setting	8
2.3 Population	10
2.4 Variables under study	12
2.5 Data collection instrument and procedures	14
2.6 Ethical implications	16
2.7 Data analysis	18
Chapter 3. Results	20
3.1 Description of the population	23
3.2 ...	26
3.3 ...	30
Chapter 4. Discussion	35
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Appendix 2. Authorization requests for data collection sent; answers received	
Appendix 3. Informed consent form	

4. Formal requirements

4.1 Format

In order to properly write a thesis from a formal point of view, it is recommended that the following formal requirements are satisfied (Table 6).

Table 6. Formatting guidelines

Page margins	right margin 3 cm
	left margin 3 cm
	top margin 2.5 cm
	bottom margin 2 cm
Text format	font Times New Roman:
	<ul style="list-style-type: none"> - 14-point font size for chapter titles - 12-point font size for subchapter titles and text. Chapter and subchapter titles are to be bolded
	line spacing 1.5
	justified text alignment
	no indents either for titles or text
Thesis frontispiece	single line spacing between titles/subtitles and text
	UNIUD and UNITS logos
	name of the Master's Degree course
	title of the thesis
	name and surname of the Supervisor and the Co-Supervisor(s)
	name and surname of the graduand
Page numbers	academic year of reference
	Arabic numerals
	placed at the bottom center of the page
Table of contents	appendix pages must not be numbered
	Introduction
	Chapter 1. Title
	1.1 Title
	1.2 Title
List of references
	List of references
	Appendices

In particular, it is recommended that:

- a minimum number of 50 pages, including Tables/Figures and List of references, are written;
- no acknowledgments and/or dedications are included in the thesis uploaded on the Esse3 system in PDF-A format.

Finally, the first page must contain the same content of the cover (thesis frontispiece). In the following page is an example of thesis frontispiece.

Frontispiece example



Corso di Laurea Magistrale Interateneo in Scienze Infermieristiche e Ostetriche

(Interuniversity Master's Degree Course in Nursing and Midwifery Sciences: 14-point font size)

TESI DI LAUREA MAGISTRALE (Master's Degree Thesis: 14-point font size)

Title (22-point font size)

Relatore/Relatrice: (Supervisor: 14-point font size)

Prof./Prof.ssa/Dott./Dott.ssa Name and Surname (14-point font size)

Correlatore/Correlatrice/Correlatori: (Co-Supervisor(s): 14-point font size)

Prof./Prof.ssa/Dott./Dott.ssa Name and Surname (14-point font size)

Laureando/a: (Graduand: 14-point font size)

Dott./Dott.ssa Name and Surname (14-point font size)

ANNO ACCADEMICO 20.../20... (academic year of the final exam session, 14-point font size)

4.2 How to structure tables/figures

Tables and Figures must be numbered sequentially throughout the text and provided with a title. Moreover, they must be accompanied by a legend when acronyms or symbols are used. If tables and/or figures are reproduced from publications, it is necessary to quote the source and preventively ask for authorization, when required by copyright. Table 7 shows some formatting examples.

Table 7. Example of a table containing sociodemographic characteristics of the sample

COVID-19 Patients (N=1097)	Interviewed N= 397 (%)	Non-interviewed N= 588 (%)	Deceased N= 81 (%)	p-value
Gender				
Female				
Male	206 (51.9) 191 (48.1)	337 (57.3) 251 (42.7)	52 (64.2) 29 (35.8)	0.090
Age (years), mean (CI 95%)	52.6 (50.4-53.6)	59.6 (57.6-61.74)	83.2 (81.0-85.5)	<0.001
WHO ^s COVID-19 severity scale				
Asymptomatic				<0.001
Mild disease (without pneumonia)	51 (12.8)	77 (13.1)	0 (-)	
Moderate disease (pneumonia)	261 (65.7)	222 (37.8)	3 (3.7)	
Severe disease (severe pneumonia)	60 (15.1)	65 (11.1)	7 (8.6)	
Critical disease	13 (3.3)	27 (4.6)	19 (23.5)	
Missing data	8 (2.0) 1 (0.2)	14 (2.4) 1 (0.2)	15 (18.5) 1 (1.2)	
Hospitalized due to COVID-19	101 (25.4)	136 (23.1)	81 (100)	0.417

Legend: CI, confidence interval; COVID-19, coronavirus disease 2019; WHO, World Health Organization.

^sWHO scale, asymptomatic; mild disease (without pneumonia); moderate disease (pneumonia); severe disease (severe pneumonia); critical disease, including acute respiratory distress syndrome (ARDS), sepsis and/or septic shock.

4.3 How to cite the literature sources used

In a Thesis there are:

- “citations” indicating the documents (entire volumes, single articles or other texts) that are referenced as sources of information;
- The “list of references” showing all the publications used and cited throughout the Thesis.

The cited documents are to be referenced synthetically throughout the text, whereas the list of references must show them in a detailed manner, so that the reader is provided with complete information about said documents and with the possibility to find them, if needed.

The suggested referencing style is the Harvard style. Table 8 shows an example of in-text citation and bibliographical reference.

Table 8. Example of citation and bibliographical reference

In-text citation	L'estensione del fenomeno è rimasta pressoché invariata nel tempo con un range che variava da 0.3 – 27% (Longhini et al., 2021; Sanson et al., 2022).
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4.3.1 Citations

To use in-text citations in the thesis, the following rules are to be followed:

Single author: (Surname, year) → (Albert, 2017)

Two authors: (first author's Surname and second author's Surname, year) → (Cegolon and Larese, 2018)

Three authors: (first author's Surname, second author's Surname and third author's Surname, year) → (Cozzi, Albert and Nunin, 2020)

Multiple authors: (first author's Surname *et al.*, year) → (Charlis et al., 2016)

Multiple studies: (separate using “;”, following the publication date order) → (Noblit and Hall, 2018; Charlis et al., 2019)

Two authors with the same surname (with the initials of their first names sorted alphabetically): (Smith T., 1992; Smith W., 1992)

Same author, works published in different years: (Oliver 2014; 2015)

In-text citations can be placed either at the end or at the beginning of the sentence where the source is used:

“nel 50% dei casi la patologia è diffusa ... (Barlett, 2015)”

“Barlett (2015) segnala che la patologia è diffusa nel 50%”

Table 9 shows an example of how in-text citations are to be used.

Table 9. Example of in-text citations

The perspectives of clinical nurses were also investigated by Harvey et al. (2018) regarding the process of care rationalization and by Rezaei-Shahsavarloo et al. (2021) merging the unfinished nursing care reasons among hospitalized frail patients. However, to the best of our knowledge, only Dehghan-Nayeri et al. (2018) as also underlined by Caldwell-Wright (2019) and Mantovan et al. (2020) involved nurse managers, working in oncology and acute care settings, respectively. Therefore, even though unfinished nursing care has been considered an issue affected by the system (Jones et al., 2019) [...]

By considering the reasons documented by the empirical evidence summarized to date (Chiappinotto et al., 2022) and in this study, the three already known levels (organizational, nurses and patients) should be expanded by including the system and the ward manager levels, both of which can influence the occurrence of unfinished nursing care. The health care system poorly supporting the nursing service, not valuing the care delivered, not demonstrating sensitivity regarding unfinished nursing care and not investing in strategies capable of easing the work of clinical nurses (e.g., electronic records; Longhini et al., 2020) substantially apply a negative pressure that leads to unfinished nursing care. Moreover, at the nurse manager level, leadership inadequacy was also reported as leading to unfinished nursing care: The importance of the leadership has already been documented (Scott et al., 2019) along with its ethical implications (Arslan et al., 2022), which may be associated with the unfinished nursing care [...]

4.3.2 List of references

To write the list of references at the end of the thesis, the following rules are to be followed (Table 10):

Table 10. Example of list of references*

From the article of a journal	<p>Albert, U., Marazziti, D., Di Salvo, G., Solia, F., Rosso, G., & Maina, G. (2018). A Systematic Review of Evidence-based Treatment Strategies for Obsessive- compulsive Disorder Resistant to first-line Pharmacotherapy. <i>Current medicinal chemistry</i>, 25(41), 5647–5661. https://doi.org/10.2174/0929867325666171222163645</p> <p>Cegolon, L., & Heymann, W. (2016). International primary care snapshot: academic primary care in Italy. <i>The British journal of general practice : the journal of the Royal College of General Practitioners</i>, 66(642), 34. https://doi.org/10.3399/bjgp16X683197</p>
From a textbook	Kvale, S. & Brinkmann, S. (2009) <i>Interviews. Learning the Craft of Qualitative Research Interviewing</i> . Thousand Oaks: SAGE Publications Ltd.
From a thesis	Caruzzo, D. (2018) <i>Evoluzione della dipendenza funzionale, dello stato cognitivo ed emotivo dei residenti in casa di riposo dal compimento dei cento anni sino al decesso: studio longitudinale</i> . Tesi di Laurea Magistrale. Università degli Studi di Verona.
From a website	National Institute of Mental Health (2018) <i>Anxiety disorders</i> . Disponibile in: https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml (consultato 14 Ottobre 2022).
Document available online	<p>ICT Services and System Development and Division of Epidemiology and Global Health (2009) <i>OpenCode 3.6</i>. Available in: http://www.phmed.umu.se/english/units/epidemiology/research/open-code/ (consulted on 14th October 2022).</p> <p>Australian Nursing and Midwifery Council (ANMC) (2008) <i>Code of Ethics for Nurses in Australia</i>. ANMC. Available in: http://www.nursingmidwiferyboard.gov.au/search.aspx?q=code%20of%20ethics%20for%20nurses/5_New-Code-of-Ethics-for-Nurses-August-2008.pdf (consulted on 14th October 2022).</p>

* here the use of the APA referencing system, which is an alternative version of the Harvard style, is suggested. However, as the APA style can be easily used from Pubmed, this version was favoured in order to facilitate the students' work.

All the references included in the list must be sorted alphabetically.

It should be noted that there exist several software programs online, both as free/open-source and paid versions, designed to facilitate the management of references. However, this guideline does not intend to recommend the use of a specific program.

4.4 How to structure the abstract

The abstract is a short summary of the thesis written by the student. It allows the reader, as well as the Graduation Committee, to understand synthetically the aims, the methods and the results of the conducted study. The following structure is to be followed: Background, Aim(s), Materials and Methods, Results, Conclusions. For each element, the basic information must be synthesized in a paragraph no longer than 400 characters (Table 11), excluding spaces (it must not exceed the length of one page). The abstract must not include either bibliographical references or acronyms; at the foot of the abstract, at least five keywords are to be indicated.

Table 11. Example of the abstract of a literature review thesis

Background: Online continuous education attracted new attention among educators and managers regarding how to best design, implement it and evaluate its effectiveness. No studies to date have mapped the state of research on massive open online courses and the facilitators promoting their effectiveness in continuing education.

Aim: To map the main characteristics of massive open online courses, and their effectiveness, facilitators and barriers in continuing education among nurses and other healthcare professionals.

Materials and methods: A scoping review performed in 2020 by following the Preferred Reporting Items for Systematic reviews and Meta-analysis extension-Scoping Reviews. Electronic databases were searched for primary and secondary studies, written in English. Identified barriers/facilitators were categorized using a content analysis.

Results: Of the 1149 studies, 31 were included, and the majority had an explorative research design. Massive open online courses documented to date are characterized by their (a) developers' countries and providers, mainly the United States and universities, respectively; (b) variety of teaching methods and contents, including infectious diseases; (c) using both qualitative and quantitative assessment methods; and (d) multidisciplinary target audience ranging from 40 to 83 000 participants, including nurses. Facilitators of and barriers to effectiveness depend on their pedagogical background, appropriate course design, delivery and implementation as well as on the learners' profile.

Discussions: Studies available to date are mainly based on experiential projects. A variety of strategies promoting massive online courses' effectiveness have emerged.

Conclusions: Some public health issues may benefit from massive education, as a unique system promoting a quick and effective continuous education. Clinical nurses, nurse managers and educators should consider available evidence on massive online courses' when making decisions on which strategy to use to maintain competencies. Moreover, as a public health tool, massive online courses should be derived from a strong cooperation between political, scientific and professional bodies.

Keywords: Continuing education; Distance Education; Health; Health Occupations; Health Professions; Nursing; Online Education; Online Learning; Professional Practice; Review.

4.5 Ethical aspects and implications

Any research/experimental thesis implying the collection of data must be authorized in accordance with what is defined by point 5.2. It is suggested consulting article 9 "Research Activity" of the Text

of the Code of Ethics and Conduct of the University of Udine (<https://www.uniud.it/it/ateneo-uniud/normativa/codice-etico-comportamento/codice-etico-e-di-comportamento-delluniversita-degli-studi-di-udine#autotoc-item-autotoc-10>) and the Code of Ethics and Conduct of the University of Trieste within the research ethics section (<https://portale.units.it/it/ricerca/etica>).

Furthermore, please note that when words, ideas or concepts developed by others are incorporated in a text, it is always necessary to properly cite the source of those data/information. Otherwise, plagiarism, which is a crime, is committed. Plagiarism consists in the partial or total inclusion of someone else's words, ideas, researches or discoveries as one's own, omitting the citation of the corresponding sources.

If pieces of information fall into one of the following categories, they can be considered as "common knowledge" and, therefore, no source citation is required:

- contents of background or good practice, namely, information that the reader certainly already knows;
- information that can be easily found and have become "common and general";
- information that is frequently found in other sources without the corresponding citation.

If doubts about whether such information is considered as "common knowledge" arise, it is suggested that the corresponding source is cited.

4.6 Additional notes and suggestions

It is suggested

- writing the thesis starting from the Background and Materials and Methods chapters, followed by the Results chapter. The introduction and conclusions should be written after completing the thesis body (chapters), when the exact structure of the argumentation is well-defined and the results, possible problems, difficulties encountered during the research and possible future developments for the care practice, the organization, education and research are clear. They must be synthetic in order to immediately show the topics covered in the thesis. In particular, the introduction highlights the aim of the thesis and the methods used in the analysis, encouraging the reader to continue reading, whereas the conclusions underline the problem and the possible solutions or criticism, explaining the obtained results and their implications in a clear manner.
- structuring the thesis body into chapters, paragraphs and possibly subparagraphs. It is advisable not to excessively fragment the chapters, avoiding the inclusion of too many levels of subparagraphs or of a particularly high number of paragraphs consisting in few lines.
- adopting as a conceptual reference the term with which, in literature, the expressed/studied concept is defined, and preserving its consistency throughout the text, without worrying about repeatedly writing the same word. It is necessary to use abbreviations that are universally recognized in literature; if acronyms are used, it is advisable to explain them when they are presented for the first time and to always illustrate them through legends in tables/figures.
- favouring the impersonal form, as it avoids the use of the first person, both singular and plural.
- creating a temporary summary: an index of the topics and the logical structure that must be discussed with the Supervisor. Planning moments of revision of the text and their frequency together with the Supervisor in order to receive progressive feedback on the quality of the

work that is being conducted and proceed with the appropriate corrections and integrations, as well as to keep the Supervisor updated on the work progress.

- numbering the appendices sequentially: it is advisable to include what is considered to be necessary or useful to the comprehension of the thesis, but that might weigh the argumentation down if included in the central chapters of the Master's Degree thesis.

5. Organizational aspects

5.1 Times and procedures

Each academic year includes three graduation sessions:

- (a) a summer session (June/July/September),
- (b) an autumn session (October/December) and
- (c) an extraordinary session (February/March).

Pursuant to the Course Regulation, the final examination calendar is defined by the Council of the Course annually and the last round of examination must be scheduled within 30th March and 30th April of the following academic year for *Units* and *Uniud* respectively.

As far as the modalities are concerned:

University of Trieste

Students are advised to check the following link: <https://www.units.it/studenti/laurearsi>.

The application must be submitted within the following **deadlines: deadlines are normally set for each academic year at the beginning of April. The calendar is published at the following link:** <https://www.units.it/studenti/laurearsi>.

The procedures for the assignment of the thesis and the submission of the application for final examination admission, the deadlines and the guidelines for uploading the thesis can be found on the website of the University of Trieste at the following link: <https://www.units.it/studenti/laurearsi>. It is advisable to define the necessary data for the assignment with the Supervisor (title of the thesis, Supervisor, Co-Supervisor if present, course of reference, keywords and other required details) before entering them in the Esse3 system.

University of Udine

Graduands, using their Esse3 login credentials, must submit the application for the assignment of the thesis exclusively through the online procedure, by logging in to their personal area on Esse3 and selecting *Esame finale>>Conseguimento titolo*.

Once the thesis has been assigned by the Supervisor, it is possible to submit the application for the final examination admission by logging in to the personal area on Esse3 again and selecting *Esame finale>>Conseguimento titolo*.

The application must be submitted within the following **deadlines:**

- **Summer period** (graduation sessions between May and August) within **30th April**;
- **Autumn period** (graduation sessions between September and December) within **31st July**;
- **Winter period** (graduation sessions between January and March) within **15th December**.

The procedures for the assignment of the thesis and the submission of the application for final examination admission, the deadlines and the guidelines for uploading the thesis can be found on the website of the University of Udine at the following link: <https://www.uniud.it/it/didattica/segreteria-studenti/domanda-laurea/domanda-di-laurea>.

It is advisable to define the necessary data for the assignment with the Supervisor (title of the thesis, Supervisor, Co-Supervisor if present, scientific-disciplinary sector or course of reference, keywords and other required details) before entering them in the Esse3 system. If the external Co-Supervisor is not present in the Esse3 database, please communicate their surname and name by sending an e-mail to the address of the *Segreteria Supporto alla Didattica del Dipartimento di Area Medica* (Teaching Support Office of the Medical Area Department) didattica.dame@uniud.it which will proceed with the registration.

Supervisors, using their Esse3 login credentials, can check and modify the entered data and confirm the assignment of the thesis to Graduands. Graduands receive the assignment confirmation via e-mail.

Graduands must log in to their personal area on Esse3, select the link "Esame Finale" from the menu, access the "Bacheca conseguimento Titolo" and fill in the online application, entering the title of the thesis, the Supervisor, the thesis topic, keywords and other required details. Only after the thesis has been assigned by the Supervisor by electronic means on Esse3, can Graduands upload the Domanda di Laurea (Application for final examination admission), also indicating the session during which they wish to graduate; finally, they must fill in the Almalaurea questionnaire.

If the above-mentioned deadlines fall on weekends or holidays, they are automatically extended to the next business day.

5.2 The master's degree thesis project and the authorizations

In order to write a research/experimental thesis requiring the collection of data, it is necessary to receive a prior authorization from the competent bodies (e.g., Ethical Committee, Internal Review Board) and the company.

In order to request the authorization, it is necessary to write the master's degree thesis project under the guidance of the Supervisor. Table 12 shows an example of the main chapters of a master's degree thesis project (it is however advisable to consult the already available forms for IRB/CEUR), whereas Table 13 contains an example of a table of contents.

Table 12. Main chapters of a master's degree thesis project

- 1. Presentation of the project proposal:** it contains a schematic presentation of the conceptual definition of the problem of interest, its frequency and/or relevance (e.g., prevalence, rate) to patients, families/caregivers and the health and professional system. It describes the reasons why the Graduand decided to investigate the phenomenon.
- 2. Methodological presentation of the project:** it contains a prospective and in-depth description of the study rationale, primary and secondary endpoints, research question or hypotheses (when relevant), the study design, the setting, the population and the sampling strategies, the data collection instruments, the statistical analysis methods that will be adopted (specifying the position and variability indices, possible statistical tests used, level of statistical significance considered, etc.) and the ethical implications. It also includes a description of the participant consent forms and the privacy policy on data treatment (as appendices). When applicable, it indicates the references of the authorization for the use of third-party data collection

instruments (as appendices).	
3. Temporal organization of the project: it contains an analytical indication of the project phases and its temporal organization. It can include a Gantt chart.	
4. List of references: bibliographical citations must be supported by references throughout the text, as well as sorted alphabetically and included in a list at the end of the project.	

Table 13. Example of a table of contents of a master's degree thesis project

1. Strategic presentation of the project proposal	2
2. Methodological presentation of the project	3
2.1 Study rationale	3
2.2 Research aims and question	4
2.3 Study design	5
2.4 Population and sample	6
2.5 Data collection instruments	7
2.6 Statistical analysis methods	9
2.7 Ethical aspects	10
3. Temporal organization of the project	11
3.1 Gantt chart of the project	12
4. List of references	15
Appendix 1. Data collection instrument	
Appendix 2. Authorization for the use of the data collection instrument	
Appendix 3. Participant consent form	
Appendix 4. Privacy policy on data treatment form	

Once the research project has been defined and discussed with the Supervisor, He or She will send a request to the CEUR (Regional Ethical Committee)/IRB, if necessary; to access the facilities in order to proceed with the data collection, it is necessary to receive the authorization for each Facility/Service where said collection is to be conducted. It is always necessary to attach the thesis project to the request, also when it is sent to health facilities. Data collection is not permitted without prior authorization. The obtained authorization must be also attached to the thesis at the moment of its final submission, as indicated in the forms included in these guidelines (Appendix 1). In collaboration with the Directors of Health Professions, authorization forms for the ASUFC (*Azienda Sanitaria Universitaria Friuli Centrale* – University Healthcare Company of Central Friuli) and the ASUGI (*Azienda Sanitaria Universitaria Giuliano Isontina* - University Healthcare Company of Giuliano Isontina) have been made available; if the thesis project involves other companies, it is necessary to speak to the Department Office and the Coordinator of the Master's Degree Courses.

5.3 Thesis submission

University of Trieste

In order to be admitted to the final examination, it is necessary to upload the Thesis (in PDF-A format) at least **ten days prior** to the set graduation date and within the deadlines set by the Student Office and shown on the following page: <https://www.units.it/studenti/laurearsi>

In order to allow the Master's Degree Course to prepare the necessary materials for the final examination in time, the Graduand must provide a copy of the following files, named as shown, **seven days prior** to the graduation date:

- Thesis abstract in PDF format, named: UD or TS_SURNAME_NAME_graduation date_abstract
- Thesis Presentation Slides in PowerPoint format, named: UD or TS_ SURNAME_NAME _graduation date_diapositive
- Thesis, including its frontispiece, in PDF format, named: UD or TS_SURNAME_NAME_graduation date_tesi

University of Udine

In order to be admitted to the final examination, it is necessary to submit the Thesis at least **15 days prior** to the set graduation date and within the deadlines set by the Student Office and shown on Esse3 and on the following website: <https://www.uniud.it/it/didattica/corsi/area-medica/laurea-magistrale/scienze-infermieristiche-ostetriche/corso> when clicking on “*Laurearsi*”.

The Graduand must upload on Esse3 the thesis in PDF-A format, which will be subsequently approved by electronic means on Esse3 by the Supervisor within the set deadline. The Teaching Support Office of the Department of Medical Area uploads the names of the Members of the Graduation Committee on Esse3 and proceeds to associate the Committee to the Graduands, allowing the visualization of the theses.

In order to allow the Master's Degree Course to prepare the necessary materials for the final examination in time, the Graduand must provide a copy of the following files, named as shown, and hand them to the RAFP (*Responsabile Attività Formative Professionalizzanti* - Supervisor of the Professionalizing Educational Activities) or, if absent, to the Coordinator of the Course of Study **seven days prior** to the graduation date:

- Thesis abstract in PDF format, named: UD or TS_SURNAME_NAME_graduation date_abstract
- Thesis Presentation Slides in PowerPoint format, named: UD or TS_ SURNAME_NAME _graduation date_diapositive
- Thesis, including its frontispiece, in PDF format, named: UD or TS_SURNAME_NAME_graduation date_tesi

6. Sources

These guidelines have been written by consulting and using the following sources

Università degli Studi di Trieste (2021) *Codice etico e di comportamento dell'Università degli Studi di Trieste*. Available in: <https://web.units.it/normativa/regolamenti/articolo-42009/art-15-aspetti-etici-della-ricerca> (consulted on 28th October 2022).

Università degli Studi di Trieste. *Linee guida per la presentazione della tesi di laurea in infermieristica*. <https://corsi.units.it/me10/laurea>

Università degli Studi di Udine (2019) *Guida per la redazione della tesi di laurea in infermieristica*. Available in: <https://www.uniud.it/it/didattica/corsi/area-medica/laurea/infermieristica/laurearsi/regolamento-esame-laurea/guida-redazione-tesi-1.pdf> (consulted on 28th October 2022).

Università degli Studi di Udine (2021) *Testo del Codice etico e di comportamento dell'Università degli Studi di Udine*. Available in: <https://www.uniud.it/it/ateneo-uniud/normativa/codice-etico-comportamento/codice-etico-e-di-comportamento-delluniversita-degli-studi-di-udine#autotoc-item-autotoc-10> (consulted on 28th October 2022).

Università degli Studi di Verona (2020) *Guida sintetica alla stesura della tesi di laurea (a cura del Corso di Laurea Magistrale in Scienze Infermieristiche e Ostetriche)*. Available in: <https://www.corsi.univr.it/documenti/VoceMenuCS/documento/documento765081.pdf> (consulted on 28th October 2022).

The contribution of students who graduated during the first session of the academic year 2022/23 at the University of Trieste.

Appendix 1. Authorization forms

In collaboration with the Health Professions Directors, the authorization forms for ASUFC, ASUGI and ASFO have been made available; as for thesis projects **involving different companies**, it is necessary to consult the Department Office and the Coordinator of the Master's Degree Course.

In order to facilitate their use, forms are made available to students in word format via e-mail.

Al Direttore/Dirigente

Al Responsabile

[di Direzione Sanitaria/SOC/altro, in relazione al
progetto di tesi]

e pc Alla Coordinatore Corso di Laurea Magistrale
in Scienze Infermieristiche ed Ostetriche

LORO SEDI

Oggetto: Tesi di laurea COGNOME NOME – CDLM interAteneo in Scienze Infermieristiche e Ostetriche

La discussione di una dissertazione scritta (tesi) nell'esame finale di laurea è una delle prove previste dall'Ordinamento didattico del Corso di Laurea Magistrale interAteneo in Scienze Infermieristiche e Ostetriche.

Il/La laureand* COGNOME NOME ha sviluppato il progetto di tesi dal titolo "...", in cui ho assunto il ruolo di Relatore/Relatrice e di cui allego il progetto. Poiché nell'ambito di tale progetto sono previste attività di raccolta dati meglio specificate di seguito, con la presente sono a chiedere l'autorizzazione affinché l* student* possa accedere alla INDICARE STRUTTURA. Tali attività verranno svolte in orari che saranno concordati direttamente dall* student* con i responsabili ed effettuate nel rispetto della normativa su privacy e consenso informato.

A tal fine, preciso che durante la permanenza presso le strutture dell'Ente, il/la tirocinante, in ordine all'assicurazione contro gli infortuni sul lavoro, è coperto/a dall'assicurazione obbligatoria prevista dall'art. 4, punto 5, del T.U. approvato con D.P.R. 30.06.1965, n. 1124. Inoltre, l'Università integra la copertura assicurativa dei tirocinanti contro gli infortuni sul lavoro e per la Responsabilità Civile con polizze stipulate per la generalità degli studenti.

Per ogni contatto con il/la Laureando/a, si fornisce il suo e-mail: ...

Si ringrazia anticipatamente per la collaborazione e si porgono distinti saluti.

IL RELATORE/LA RELATRICE

Allegato:

- (1) progetto tesi
- (2) scheda riassuntiva delle attività di cui si chiede l'autorizzazione, con spazi per apporre la firma autorizzativa.

Udine/Trieste, XX, XXX, 2022

Il/la sottoscritt* _____ laureand* del Corso di Laurea
 Magistrale interAteneo in Scienze Infermieristiche e Ostetriche, iscritt* presso l'Università degli Studi di ☐
 Udine ☐ Trieste
 Matricola n. _____
 Tel. _____
 email _____ sta elaborando la tesi dal
 titolo _____

 Relatore: _____ Correlatore:

CHIEDE

di poter effettuare la sottoindicata attività finalizzata alla tesi (si allega progetto di tesi)

A) STAGE, in presenza per raccolta dati tramite OSSERVAZIONE (il modello osservazione con modulo di consenso è allegato al progetto di tesi)		dal g/m/a	dal g/m/a
<input type="checkbox"/> agli assistiti			
<input type="checkbox"/> agli operatori di profilo	<input type="checkbox"/> Infermiere/ostetrica	<input type="checkbox"/> altro (specificare)	
	<input type="checkbox"/> Medico	<input type="checkbox"/> altro (specificare)	
Presso SOC/SOS/Clinica:			

B) Raccolta dati tramite INTERVISTA e/o QUESTIONARIO (il modello intervista/questionario con modulo di consenso è allegato al progetto di tesi)		dal g/m/a	al g/m/a
<input type="checkbox"/> agli assistiti			
<input type="checkbox"/> agli operatori di profilo	<input type="checkbox"/> Infermiere/ostetrica	<input type="checkbox"/> altro (specificare)	
	<input type="checkbox"/> Medico	<input type="checkbox"/> altro (specificare)	
Presso SOC/SOS/Clinica:			

C) Raccolta dati tramite CONSULTAZIONE DI DOCUMENTAZIONE (la griglia o lo strumento di raccolta dati che sarà usata/o per consultare la documentazione è allegata/o al progetto di tesi)		dal g/m/a	al g/m/a
Presso SOC/SOS/Clinica:			
Specificare tipologia di documentazione che si chiede di consultare:			

FIRMA RELATORE/RELATRICE	FIRMA LAUREANDO/LAUREANDA
Data	Data

SI AUTORIZZA	SI AUTORIZZA
FIRMA RESPONSABILE Medico*	FIRMA RESPONSABILE Infermieristico/ostetrico*
SOC/SOS/Clinica:	SOC/SOS/Clinica:
Data	Data
SI AUTORIZZA	
FIRMA DIRIGENTE Direzione Professioni Sanitarie	
Data	

*può essere raccolta solo una autorizzazione, in accordo ai livelli di responsabilità identificati ed alle finalità della tesi.

Procedura e Note

A. II/La Laureand*

1. Inserisce le informazioni di pertinenza richieste dal presente modulo (da redigersi in **due** originali: uno per lo studente ed uno per la segreteria del CDLM) e firma per responsabilità di quanto riportato e per la richiesta di autorizzazione. Di norma predispone una richiesta per ogni Unità Operativa interessata quando l'azienda di afferenza è la stessa.

2. Acquisisce inizialmente l'autorizzazione del Relatore aiutandolo/a a predisporre anche la lettera di accompagnamento all'istanza di autorizzazione consultando la Segreteria del Dipartimento di afferenza per acquisire l'eventuale numero di protocollo.

3. Procede quindi di persona a raggiungere gli interessati identificati nella lettera di accompagnamento e nel progetto, per acquisire le autorizzazioni ad effettuare le attività finalizzate alla elaborazione della tesi incaricandosi di informare e fornire, se richiesto, ulteriore documentazione oltre al progetto e i tesi.

4. Dopo aver ottenuto tutte le autorizzazioni,

- *per ASUFC*: porta il modulo (allegato qui sopra) compilato in tutte le sue parti presso la Segreteria della Direzione delle Professioni Sanitarie (DPS - Padiglione n. 1 - 3° piano Azienda Sanitaria Universitaria Friuli Centrale – dal lunedì al venerdì dalle ore 9.00 alle ore 13.00) per:

-verifica di corretta compilazione del modulo;

-compilazione della “Liberatoria per la pubblicazione della tesi di laurea” (allegata qui sotto) richiesta dall'ASUFC, in cui si impegna a prestare/negare il suo consenso per la pubblicazione nella rete intranet aziendale della tesi di laurea. Il titolare del trattamento dei dati è l'Ufficio Relazioni con il Pubblico della stessa Azienda.

- *per ASUGI*: porta il modulo (allegato qui sopra) compilato in tutte le sue parti presso la Segreteria della Direzione delle Professioni Sanitarie Area Giuliana (DPS – Ospedale di Cattinara, Strada di Fiume n.447 – Palazzina ex Direzione Generale 1° piano, Azienda Sanitaria Universitaria Giuliano Isontina, dal lunedì al venerdì dalle ore 9.00 alle ore 13.00) per:

-verifica di corretta compilazione del modulo;

-compilazione della “Liberatoria per la pubblicazione della tesi di laurea” (allegata qui sotto) richiesta dall'ASUGI, in cui si impegna a prestare/negare il suo consenso per la pubblicazione nella rete intranet aziendale della tesi di laurea. Il titolare del trattamento dei dati è l'Ufficio Relazioni con il Pubblico della stessa Azienda.

- *per ASUGI*: porta il modulo (allegato qui sopra) compilato in tutte le sue parti presso la Segreteria della Direzione delle Professioni Sanitarie Area Isontina (Direzione Generale – Parco Basaglia via V. Veneto 174 , 34170 Gorizia 1° piano palazzina A, Azienda Sanitaria Universitaria Giuliano Isontina, dal lunedì al venerdì dalle ore 9.00 alle ore 13.00) per:

-verifica di corretta compilazione del modulo;

-compilazione della “Liberatoria per la pubblicazione della tesi di laurea” (allegata qui sotto) richiesta dall'ASUGI, in cui si impegna a prestare/negare il suo consenso per la pubblicazione nella rete intranet aziendale della tesi di laurea. Il titolare del trattamento dei dati è l'Ufficio Relazioni con il Pubblico della stessa Azienda.

5. Il laureand* iscritto/a presso la sede di Udine deposita **un originale** del presente modulo, completo delle autorizzazioni, presso gli uffici del Servizio Supporto alla Didattica – via Colugna n. 50 – 2° piano – Udine - negli orari di ricevimento studenti.

6. Il laureand* iscritto/a presso la sede di Trieste deposita **un originale** del presente modulo, completo delle autorizzazioni, presso la Segreteria del CDLM in Scienze Infermieristiche ed Ostetriche – Ospedale di Cattinara - Strada di Fiume n. 447 - Trieste – negli orari di ricevimento studenti.

7. Il laureand* invia una copia del documento completo delle autorizzazioni (lettera+ form firmato + progetto) alla Coordinatrice e ne conserva una copia per allegarlo alla tesi.

8. Non saranno autorizzate procedure di raccolta dati in assenza del percorso autorizzativo descritto.

B. L'Ufficio della Direzione Professioni Sanitarie e la Segreteria del Corso di Laurea Magistrale

conservano rispettivamente copia e originale del presente documento di autorizzazione, come da reciproci accordi.

L'attività richiesta sarà svolta in orari che saranno concordati direttamente con i Responsabili della Struttura, effettuata nel rispetto della normativa su privacy e del consenso informato ove previsto.

LIBERATORIA PER LA PUBBLICAZIONE DELLA TESI DI LAUREA

Il/La sottoscritt* _____

nat* a _____

residente in via/piazza _____

città _____ C.A.P. _____

in qualità di laureand* del Corso di Laurea Magistrale Interateneo in Scienze Infermieristiche e Ostetriche,

(anno accademico _____)

- ☐ presta il suo consenso
- ☐ nega il suo consenso

a pubblicare all'interno della rete Intranet la tesi di laurea allo scopo di mettere a disposizione dell'Azienda _____ (indicare la denominazione dell'azienda) i risultati degli studi effettuati all'interno delle strutture dell'Azienda stessa.

Il materiale raccolto sarà disponibile per la sola consultazione e non sarà possibile scaricarlo o copiarlo in formato digitale.

Il titolare del trattamento dei dati è l'Ufficio Relazioni con il Pubblico dell'Azienda _____ (indicare la denominazione dell'azienda).

Data: _____

Firma: _____

I dati personali sono raccolti e trattati nel pieno rispetto del D.Lgs. 196/03.

