



FLORENCE
network

Florence Network

Official Guidelines and Regulations

European Cooperation in Nursing and Midwifery

in Higher Education

46 members in 21 European Countries

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Table of Abbreviations

AC:	Academic Committee
AM:	Annual Meeting
CGA:	Closing General Assembly
FLE-CO:	Florence Network Exchange Coordinator
FN:	Florence Network
FNAM:	Florence Network Annual Meeting
GA:	General Assembly
OGA:	Opening General Assembly
SB:	Student Board
VG:	Visibility Group
RG :	Research Group

Updated 20.09.2019

1. Introduction to the Florence Network guidelines and regulations handbook

This handbook is designed to make visible the guidelines and regulations that members in the network have agreed upon. Supplemental information such as an updated list of member institutions, the contact details for the Florence Network institutional representatives, known as FL-ECO and various forms can be found in the appendix. In the appendix login instructions can also be found regarding the network's official Blackboard communication platform. This platform contains links to member institutions, notes from meetings, information concerning the network's elected officials, and other documents of use for members in the network. The Florence Network maintains and supports dialogue between its members and is inclusive in all decision-making processes. Please feel free to share with the Presidency, AC and VG your comments, ideas and suggestions for discussion and potential inclusion in the annual regulations update.

The network also maintains a web page the function of which is to make visible network members and activities.

The Florence Network guidelines and regulations handbook is reviewed and updated annually by the Presidency, AC and VG. Major changes must be approved at the FL-ECOs Meeting.

If you have any questions regarding the guidelines then please don't hesitate to contact us. We look forward to cooperating with you in the Florence Network.

Florence Network Permanent Boards

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Midwifery student

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Newsletter Editor

Nursing student

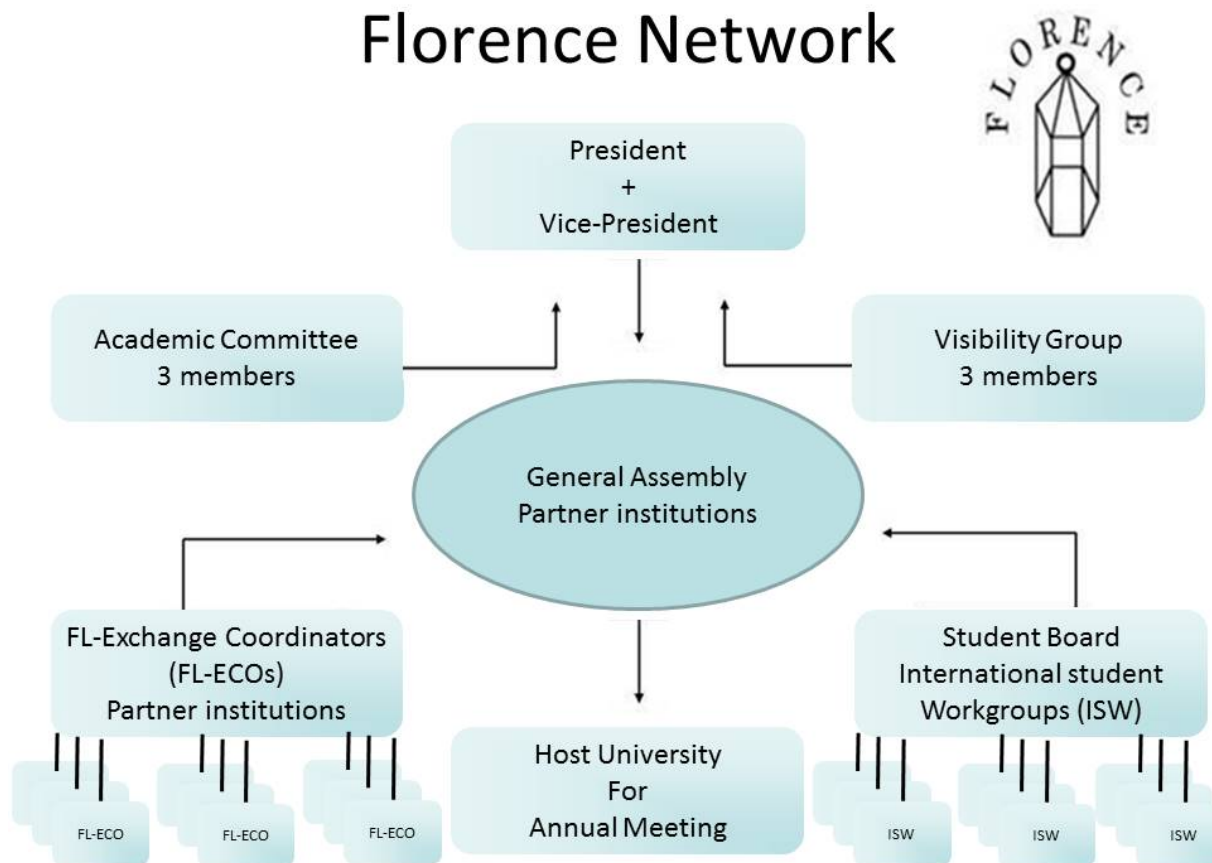
Nursing student

Savonia University of Applied Sciences

University College Copenhagen

2. Florence Network organizational structure

According to the guidelines and regulations, the organizational structure can be represented by the following diagram that describes the relationship of permanent groups of the Florence Network with the General Assembly and the Host Institution.



3. The Goals of the Florence Network^[RB3]

- To raise the profile of European Nursing and Midwifery
- To stimulate and organise the exchange of students between Florence Network members
- To stimulate and organise the exchange of lecturers between Florence Network members
- To contribute to the development of the quality of European Nursing and Midwifery curricula and education
- To identify common nursing and midwifery research interests and develop research collaboration
- To develop and organise common projects, and intensive Nursing and Midwifery programmes and/or activities within ERASMUS+ and other programmes.

4. The Roles in the Florence Network

4.1. Role of the Presidency

The Presidency consists of the President and the Vice-President. The Presidency is responsible for promoting Nursing and Midwifery practice, education and research throughout Europe and will undertake the following:

- To stimulate the discussion and the dissemination of good practices with respect to Nursing and Midwifery
- To supervise and monitor the daily functioning of the network in order to aid the achievement of the network's goals
- To coordinate the up-dating of the Florence Network Official Guidelines and Regulations
- To interact with the Academic Committee (AC), Visibility Group (VG), Student Board (SB) and other members, in order to coordinate the results and decisions of the network

- To raise the profile of the Florence Network
- To ensure that member institutions' fulfil their network obligations as stipulated in the Membership Agreement and Network Regulations
- To coordinate the planning of the AM in cooperation with the AC, VG, Host Institution and SB, and chair the network meetings
- To deal with and resolve emerging issues and challenges relevant for the functioning of the network
- To accept and present new member institutions in conjunction with the AC and VG.

4.2. Role of the Academic Committee

- To advise the Presidency concerning academic matters relating to the daily governance of the network
- To exchange ideas and discuss innovations with regard to Nursing and Midwifery curricula
- To stimulate and develop Nursing and Midwifery research within the network's partner institutions
- To participate in the updating of regulations
- To identify trends and professional research issues in order to promote discussion, and influence Nursing and Midwifery education and research in Europe.

4.3. Role of the Visibility Group

- To take responsibility for the internal network information hereunder, the evaluation of network activities, updating of member information.
- To enhance the Florence Network's visibility outside of the network
- To advise the Presidency with respect to visibility issues
- To work with the SB in order to enhance the network's visibility among students
- To maintain the website and/or Blackboard platform of the FN
- To facilitate the "helpdesk" for members who experience problems in entering the website

- To co-operate with the Presidency and the AC with respect to matters concerning the daily governance of the FN^[RB4].

4.4. Role of the Florence Network Exchange Coordinator

- To take responsibility for the communication and the dissemination of information relevant for the Florence Network Exchange Coordinators (FL-ECOs, i.e. Institutional Representatives) and for the FL-ECOs home institution
- To promote and organise student and teacher exchanges within the FN in cooperation with and the Exchange Coordinators at the home institution
- To submit data to the VG data to be used in quality assurance and the generation of statistical profiles relating to their home institution regarding FN activities
- To raise the profile of the Florence Network both within and outside of their home institution
- To guarantee the organisation, supervision and coaching of exchange students
- To submit to the Presidency applications for new member institutions to the FN
- To welcome and support new FL-ECOs into the network
- To take responsibility for updating their institutional information on Blackboard concerning the FN.

4.5. Role of the Student Board

The student board (SB) is composed of five elected members, hereunder a President and Vice-President and 3 additional board members. SB members are elected by the students present at the SB Annual Meeting and there is one student vote per institution. A student that is elected to a position must be able to attend the next FNAM. Before applying to and/or accepting a position the student should receive clearance from his/her home institution.

The SB has the following responsibilities:

- In cooperation with the FN Permanent Groups and the Host Institution, to prepare and organise the student program for the FNAM
- To help in the practical organisation of the FNAM
- To co-operate with the Permanent Groups with respect to student affairs
- To promote the visibility of the Network among students
- To make public the conclusions and minutes of their meetings
- To encourage student exchanges between the Network Institutions.

4.6. Role of the Host Institution/Institutions

Every year a Member Institution takes the responsibility for the organisation of the Annual Meeting (AM). The hosting of the AM should be discussed and announced at the General Assembly at least one year prior to the coming AM. When more than one institution is interested in hosting the AM, the Permanent Groups is responsible for the final decision regarding the choice of host institution. However, when institutions are in close proximity to each other, it is possible for more than one institution to co-host a Florence Network Annual Meeting (FNAM). In cooperation with the Permanent Groups and the SB, the Host Institution/Institutions assume responsibility for the agenda, organisation, administration, programme, and the minutes of the AM.

5. Decision Making in the Florence Network

5.1. General Assembly

The General Assembly (GA) is the main representative organ of the FN. Final decisions on important questions, such as those concerning regulations, the strategy plan, admission or exclusion of new members and electing permanent boards, both from the FL-ECOs meeting and the SB meeting, are presented at the GA.

5.1.1. Opening General Assembly

The first day of the FNAM, before the FL-ECOs Meeting, a short Opening General Assembly (OGA) takes place for the Presidency to inform all the participants of the following:

- New members and institutions applying for FN membership
- Positions open for election and candidates' names that have been submitted.

5.1.2. Closing General Assembly

The Closing General Assembly (CGA) is the last governing event of the AM and occurs before the Closing Ceremony. It is open to all the participants and has the following agenda:

- Presentation of election results where newly elected officials briefly present themselves
- Briefing of discussions and results from FL-ECOs, students, and other groups meetings
- Presentation of changes in the regulations
- Presentation of the results regarding approval of new members to the network
- Presentation of institutional host for coming FNAM
- Participants are also free to comment upon issues relevant for the network.

5.2. FL-ECO Meetings at the Florence Network Annual Meeting

At the FNAM, the FL-ECOs discuss and vote on the topics/candidates to be presented to the FN during the CGA.

The FL-ECO meetings at the FNAM are chaired by the Presidency. Only FL-ECOs have the right to participate and vote at FL-ECO meetings. There is only one FL-ECO per institution. An institution offering both the nursing and midwifery educations can have two representatives at the FL-ECO meeting but only one may vote representing their institution. If a FL-ECO cannot participate to the FL-ECO meeting, he/she can delegate their votes to a FL-ECO from another institution. In order to delegate this role to another FL-ECO one must submit a written statement in advance confirming this agreement to the FN Presidency.

More specifically the FL-ECOs:

- Discuss and vote on the proposed changes to the Regulations, Membership Agreement and other documents under consideration, as presented by the Presidency, AC, VG and SB
- Vote upon the election of the Vice-President, members of the AC and the VG
- Discuss and promote the vision, mission, and objectives of the FN
- Discuss and approve the strategy for achieving the network goals.

5.3. Students' Meetings at the Florence Network Annual Meeting

During the FNAM the students have specific meetings chaired by the SB. The goals of the meetings are to:

- Provide an atmosphere that allows all the participants to know each other and share information, perspectives and characteristics of their Country

- Promote involvement amongst the participating students
- Share information and opinions about nursing and midwifery educations
- Discuss nursing and midwifery professional issues taking into consideration the context, particularities and specifics of their Countries
- Promote exposure to different cultures.

6. Regulations of the Florence Network

6.1. GOALS

Article 1 The FN is a European Higher Education co-operation in Nursing and Midwifery with educational, scientific and pedagogical aims. The FN guarantees to respect the different ideologies, strategies and visions existing within Nursing and Midwifery education across Europe. The network also strives to identify commonalities and enable convergences as required by European educational treaties.

Article 2 The objective of the FN is to develop and improve the quality of European higher education in nursing and midwifery by means of international co-operation in the field of education, scientific research and development. In this way the Network aspires to improve the image of the Nursing and Midwifery professions and to improve the quality of European health care.

6.2. MEMBERSHIP

Article 3 The FN holds persons legally and professionally accountable according to the laws, professional regulatory bodies and customs of their country of origin. If a member institution wishes to resign from the Network, the Director/Dean of the School and the FL-ECO Exchange Coordinator are required to offer the resignation, in writing,

to the Presidency of the Network. The Presidency will then terminate the Membership Agreement with immediate effect.

Article 4 The admission of new members is subject to the following conditions:

Principles and Structures for Accepting New Institutions as Members of the Florence Network

- The Network will admit a maximum of three institutions from each Country
- Applications for membership may be made by institutions within Countries that are Bologna declaration signatories
- The new institutions will be required to agree with the Regulations of the Network and to sign the Membership Agreement. The Membership Agreement should be signed by the Director/Dean of the Member Institution and the FL-ECO.
- Starting in 2015, FN members will be required to re-sign The Membership Agreement every 5 years. The Membership Agreement should be signed by the Director/Dean of the Member Institution and by the FL-ECO. In order to facilitate the administration of the resigning of agreements they will be sent out to all members at the same time.
- The VG is responsible for the coordination of this activity and will email the document to the FL-ECOs. Documents should be signed, scanned and returned as an attachment, as instructed in the email.
- When reviewing new applications for membership it is important to try to encourage that at least one member from each country offers the midwifery education.

Application Procedures

- Applications for membership to the network should be submitted to the Presidency. Potential new members should submit two references and must be accredited to offer bachelor level programs in nursing and/or midwifery.
- The AC will publish annually on Blackboard and on other relevant media, the FN strategy, the procedures and timetable for the admission of new members.
- The AC, VG and Presidency will make the final decision regarding the admittance of new members. If a vote is required it will be decided by a simple majority. Upon acceptance,

the President completes the formal application procedure by sending the new institution the Membership Agreement for signing.

- The Membership Agreement when returned and signed by the Director/Dean and, the FL-ECO of the new member institution is signed by the President. This process confirms the admittance of the institution to the network. A copy of the signed agreement will then be returned to the institution.

Article 5 Members may be excluded from the network under the following criteria:

- If they do not comply with the regulations/goals of the network
- If they do not facilitate student/teacher exchanges or other established network activities
- If they are not present at the FNAM on three consecutive occasions
- The AC, VG and the Presidency must put forward the decision to exclude a member. A simple majority of the FL-ECOs present at the FNAM must then approve the motion for exclusion

The General Assembly will be informed of the exclusion of members who fail to meet the requirements of the Network. Following exclusion, the President will inform the Director/Dean and FL-ECO at the Institution no later than one month after the decision (see form in the Appendix 4).

6.3. RESPONSIBILITIES OF MEMBERS IN ACHIEVING OF FLORENCE NETWORK GOALS

Article 6 The FN Member Institutions are responsible for the fulfilling of the objectives of the FN. The FL-ECOs facilitate this process. Member institutions are required to promote the objectives of the Network. Therefore, they accept responsibility for the following:

- **Quality:** contribute to the quality of education by maintaining international contacts, being aware of international developments in the field of Nursing and Midwifery, and being active in international fora regarding the development of the Nursing profession, Nursing education, and Nursing research
- **Development of the Nursing and Midwifery profession:** contribute to the development of the Nursing and Midwifery professions and educations, and raise and make visible the profile of Nursing and Midwifery within Europe
- **Internal respect:** all members will be considered equal in the network, Institutional identity will be respected and each member will be accepted with their specific vision, background and experience in Nursing/Midwifery with respect to the profession, education, and research.
- **Professional development:** to constructively promote and share professional knowledge, and to enhance the awareness of qualifications obtained in a European context, in order to contribute to the development of the Nursing/Midwifery professions in Europe
- **Personal development:** contribute to the personal development of students and teachers. Participation in a European forum stimulates personal development of students and teachers. Cultural horizons will be broadened and a greater sense of commonality fostered through the experience of theoretical and clinical exchanges in Europe.

Article 7 The GA meets under the chairmanship of the Presidency, at the annual conference. An agenda will be circulated to all Members at least 30 days prior to the FNAM.

An exceptional General Assembly may be convened by the request of at least one third of the FL-ECOs attending the FNAM.

- Article 8** Every Florence Member institution is allowed to be represented by another institution by means of a written mandate after informing the Presidency.
- Article 9** The decisions from the voting at FL-ECO Meetings are presented at the GA. Decisions from voting at FL-ECO Meetings are only legitimate if more than half of the Member Institutions are present and vote.
- Article 10** Decisions at FL-ECO meetings are made by a simple majority of the Member Institutions represented. Normally, decisions can be approved if at least 50% of the member institutions cast their vote. However, changes to the Network Regulations are only valid if two thirds of the Member Institutions approve the proposal.
- Article 11** If at the FL-ECO meetings a decision cannot be approved due to too few participants or a tied vote, the decision can be voted upon at the GA. The GA will have the authority to legitimise final decisions regarding propositions, though with an exception of changes to regulations, irrespective of the number of Member Institutions present. The rules concerning one vote per institution and with respect to voting mandates are applicable here.
- Article 12** Decisions presented at the GA will be conveyed to all Member Institutions. Decisions at the FL-ECO meetings cannot be made on items which are not included on the agenda unless a simple majority of the FL-ECOs present agree to have the item added to the agenda for discussion and subsequent decision.
- Article 13** All reports and records concerning decisions taken at the FNAM are kept under the supervision of the Presidency. Notes from the FNAM must be sent to all Member Institutions no later than one month after the FNAM.

6.4. DISSOLUTION OF THE FLORENCE NETWORK

Article 14 Proposals to dissolve the FN must emanate from the President or from a minimum of five Members. At least two thirds of the FLE-ECOs must vote on the proposal and the decision can only be approved with two thirds of the FL-ECOS voting.

Article 15 If the network is dissolved it is the GA that will determine the manner in which this should be done.

6.5. MANAGEMENT AND PERMANENT GROUPS

Article 16 The network is managed by the Presidency (President and Vice-President), assisted by the AC and the VG.

Article 17 There are three permanently established groups within the Network: the AC, the VG and the SB. These groups will meet in presence at least twice per year (see article 21), but can also be asked to meet at the special request of the Presidency. If a Member of one of these groups cannot attend a meeting they should orientate themselves with respect to the discussions that occurred so that they can contribute with their perspectives to the issues at hand. Videoconference meetings in order to pursue the management duties within the FN are also to be expected.

Reports from the official meetings held by the Permanent Groups should be available for Member Institutions on the Blackboard.

Article 18 The President and Vice-President of the FN are elected by simple majority under the following conditions:

- There will be one President and one Vice-President. The President serves in office for a period of two years.
- The Vice-President is elected for a two year period. Thereafter, he/she assumes the role of President and a new Vice-President is elected.

- The President and Vice President may be dismissed by a simple majority of the FL-ECOs present at the AM.

Article 19 The AC consists of three members, elected among the FL-ECOs for a period of three years, together with the Presidency. Members of the AC are elected by simple majority and may be re-elected for one additional term.

Article 20 The VG consists of three members, elected by simple majority among the FL-ECOs for a period of three years. Members of the VG may be re-elected for one additional term.

Article 21 The SB consists of five members, elected by simple majority among the students present in the AM for a period of two years.

Article 22 FL-ECOs elected to the FN Permanent Groups must actively participate in the administrative and coordinating functions of the network. If there are problems concerning a FL-ECO's participation, the issue should be raised by the FN management and exclusion can be an option. It is important when assuming a FN management position that the FL-ECO's home institution is willing to support his/her participation in the network. The FN does not cover elected officials expenses in conjunction with their network duties. It is the responsibility of a FL-ECO running for election to advise the home institution and receive their approval before accepting a FN post. It is expected that FL-ECOs participate in at least 50% of the face to face and online meetings. An additional 2 weeks of hours working for the network work should also be expected. The decision for exclusion from a FN Permanent Group rests upon the other Permanent Group members.

Article 23 Students from each Higher Education Institution will be invited to participate in the FNAM. The students participating in the AM are selected by the FL-ECOs in accordance with the Member Institution. Institutions where both the nursing and midwifery educations are represented in the FN should aim at sending a representative from both of these educations to the FNAM.

6.5. ANNUAL MEETING

- Article 24** The planning of the FNAM is done in cooperation with the Network Permanent Groups, representatives from the Host Institution/Institutions, the FL-ECO from the host institution and representatives from the SB.
- Article 25** The AC must notify the Members at least one month prior to the date of the FNAM which proposals will be discussed at the AM.
- Article 26** Normally, each lecturer present at the FNAM is invited to bring one student for free. That includes the student's participation at the AM, as well as accommodation and breakfast. Additional students are able to participate but their institution will be required to pay a specified fee.
- Article 27** The financing of the FNAM is managed by the Host Institution/Institutions. Costs are covered by the FNAM registration fees. The network cannot be held responsible for the covering of an eventual deficit.

Appendix 1

Membership Agreement

I _____ (Print Name) Director or Dean of
_____ (Name and address of the Higher
Education Institution in question) hereby declare that I will abide with the Florence Network Official
Guidelines and Regulations and to co-operate with the existing Members to fulfil the aims of the Network
as stipulated in the Official Florence Network Guidelines and Regulations.

On behalf of this institution, I have appointed the following as Florence Network FL-ECO to be the official
Florence Network contact person:

Director/Dean Signature

Florence Network FL-ECOs Signature

Florence Network President's Signature

Date and Place of Signature

Appendix 2

Letter for Elections

Date _____

Dear Florence Members,

I would like to inform you that there are positions vacant within the Florence Network.

I am requesting nominations for possible candidates for the following:

- Academic Committee: applicable/not applicable ____ number of vacancies ____
- Visibility Group: applicable/not applicable ____ number of vacancies ____
- Vice-President: applicable/not applicable ____

I would therefore like to initiate the procedure for the Election.

I am looking for possible candidates for the above positions as signified.

Candidate's proposal can be made directly by a member, who is interested in a position or by nomination from another member, forwarded to me via e-mail.

Prior to accepting nominations, I will verify that there is interest by the member to hold the position.

Please, forward nominations before ___/___/___ (date).

Kind regards,

The Florence Network President

Appendix 3

Procedure for Elections

The purpose of this *procedure* is to permit that the election proceeds as smoothly as possible in order to permit the presentation of the candidates nominated before the election and that the positions are filled without creating difficulties.

1. The **President**, in accordance with the Academic Committee, will forward the **Letter of Election** (see Appendix 2) to the members of the Florence Network requesting nominations with the **second invitation to the Annual Meeting**.
2. **Nomination** will be accepted up until **2 weeks prior the Annual Meeting**
3. Via e-mail the President accepts nominations directly from a member who is interested in being a candidate or via a nomination from another member.
4. The President or the Vice president will verify the interest and/or the consent to be an official candidate prior to the Annual Meeting
5. In the case that **no nominations** are received, the President will contact the Vice-President the Academic Committee and the Visibility Group to identify possible candidates.
6. One week prior of the Annual Meeting the President will send the list of the candidates to the FL-ECOs.

Appendix 4

Exclusion Letter Form

Dean/Director

ECO

Institution's Name

Address

Place and date

Dear Dean, Dear FL-eco,

As President of the Florence Network for Nursing and Midwifery I have to announce you that, according to the regulations, during last annual meeting in _____, the Board decided to exclude your School as a member of the Florence Network because your Institution did not comply with the following criteria _____, under the Article 4 of the regulations.

Nevertheless we wish you a lot of success with your nursing/midwifery education.

Yours sincerely,

The Florence Network President

Appendix 5

Member Institutions in the Florence Network and FL-ECO Nursing/Midwifery^[RB5]

1. AUSTRIA

1. Health University of Applied Sciences Tyrol
Nursing: Martina König-Bachmann, martina.koenig-bachmann@fhg-tirol.ac.at

2. BELGIUM

2. Odisee University College Aalst, Brussel, Sint-Niklaas
Nursing: Sanne Cleymans, Sanne.cleymans@odisee.be
Midwifery: Chris van der Aa chris.vanderaa@odisee.be , + 32 485 433 969
3. University College Leuven Limburg
Nursing: Ann Deschamps /Heidi Cosyns, Internationalnursing.leuven@ucll.be , +32 16 375 200
Midwifery: Sylvie de Waele, Sylvie.dewaele@ucll.be
4. Thomas More University College
Nursing: Ria Bruijn, ria.bruijn@thomasmore.be , +32 (0) 486 94 34 41
Midwifery: Irina Coomans, irina.coomans@thomasmore.be

3. BOSNIA HERZEGOVINA

5. University of Zenica
Nursing: Mirza Oruč, mirza.oruc@gmail.com

4. CZECH REPUBLIC

6. Masaryk University; Brno
Nursing: Simona Saibertova, saibert@med.muni.cz , +420723149359

7. Ostrava University

Nursing : Darja Jarosova, Darja.Jarosova@osu.cz , +420775761558

Midwifery: Bohdana Dusova, Bohdana.dusova@osu.cz , +420736724162

5. DENMARK

8. University College Lillebaelt ; Odense

Nursing: Mette Bro Jansen, mmbj@ucl.dk , +45 30 528 459

9. Metropolitan University College; Copenhagen

Nursing: Lisbeth Vinberg Engel, lien@phmetropol.dk , +45 51632459

10. University College Absalon

Nursing: Hélène Kelly, hke@pha.dk , +45 72 82 747

6. ENGLAND

11. Coventry University College

Nursing: Richard Luck, Richard.luck@coventry.ac.uk , 02476 79 58 89

Midwifery: Colette Clay, Hsx317@coventry.ac.uk

12. University of Northampton

Nursing: Donna Bray, donna.bray@northampton.ac.uk , + 07736022319

Midwifery: John Pendleton, john.pendleton@northampton.ac.uk

13. University of Huddersfield

Nursing: Christine Mantzouka, C.Mantzouka@hud.ac.uk

7. FINLAND

14. Savonia University of Applied Sciences; Iisalmi

Nursing: Merja Jokelainen, merja.jokelainen@savonia.fi

Midwifery: Päivi Hoffren, Paivi.hoffren@savonia.fi

15. Lahti University of Applied Science

Nursing: Eveliina Kivinen, eveliina.kivinen@lamk.fi +358 503843921

16. Lapland University of Applied Sciences

Nursing: Sirkka Havela, Sirkka.havela@lapinamk.fi , 358(0)207 986 370

Midwifery: Paula Yliniemi, Paula.yliniemi@lapinamk.fi ,

8. GERMANY

17. Evangelische Hochschule Nursing: Berlin

Nursing: Anne Gehling, gehling@eh-berlin.de , 030 | 845 82 239

Midwifery: Melita, Grieshop, grieshop@eh-berlin.de

18. University of Applied Sciences: Frankfurt am Main

Nursing: Ulrike Schulze, uschulze@fb4.fra-uas.de , +496 915 332 845

19. Ostfalia Hochschule für angewandte Wissenschaften: Wolfsburg

Nursing: Martina Hasseler, m.hasseler@ostfalia.de , +49 5361 8922 23170

9. GREECE

20. University of Ioannina

Nursing: Stefanos Mantzoukas, smantzoukas@uoi.gr , +306 937 605 047

21. Technological Educational Institute of Thessaly

Nursing: Maria Malliarou, mmalliarou@gmail.com

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24. Humanitas University

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11. LATVIA

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30. Oslomet

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14. PORTUGAL

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35. Comenius University: Bratislava

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17. SLOVENIA

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18. SPAIN

37. Facultat d'Infermeria Universitat de Girona

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39. Escuela Universitaria de Enfermería de Vitoria-Gasteiz
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20. SWITZERLAND

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45. St Gallen University of Applied Sciences
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21. TURKEY

46. Ege University
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Appendix 6

Hosts of the Florence Network Annual Meeting

- 1995** Start of Florence Network - Groningen - **Netherlands**
- 1996** Copenhagen, Oslo, Stockholm
- 1997** KaHo St Lieven, Aalst, **Belgium**
- 1998** Bremen, **Germany**
- 1999** Rovaniemi, **Finland**
- 2000** Prague, **Czech Republic**
- 2001** Lahti, **Finland**
- 2002** Edinburgh, **Scotland**
- 2003** Porsgrunn, **Norway**
- 2004** Udine, **Italy**
- 2005** Leuven, **Belgium**
- 2006** Napier University, Edinburgh, **Scotland**
- 2007** Halmstad University, Varberg, **Sweden**
- 2008** Masaryk University, Brno, **Czech Republic**
- 2009** The Hague University, The Hague, **Netherlands**
- 2010** Ege University, Izmir, **Turkey**
- 2011** ESEL, Lisbon, **Portugal**

- 2012 Malmö University, **Sweden**
- 2013** Hanzehogeschool, Groningen / NHL, Leeuwarden, **Netherlands**
- 2014** Turgut Ozal University, Ankara, **Turkey**
- 2015** Metropolitan University College, Copenhagen /University College Zealand, Roskilde, **Denmark**
- 2016** University of Verona, Trento, **Italy**
- 2017** Bern University of Applied Science (FHS) and Zurich University of Applied Sciences (ZHAW) **Switzerland**
- 2018** Odisee University College, Brussels, **Belgium**
- 2019** Coventry University, Coventry, **England**
- 2020 Savonia University, Kuopio, Finland
- 2021 Ege University, Izmir, Turkey
- 2022 Centro Universitario San Rafael Nebrija, Madrid, Spain
- 2023 Ostfalia University of Applied Sciences, Wolfsburg, Germany

Appendix 7

Presidents of the Florence Network

1. Bert Van der Tuuk (1995-1997)
2. Ellen Askeland, Oslo (1997-1999)
3. Etienne Van den Stock, Aalst/St Niklaas (1999-2001)
4. Taina Anttonen, Lahti (2001-2002)
5. Cristina Tommasini, Udine (2002-2003)
6. Etienne Van den Stock, Aalst/St Niklaas (2004-2006)
7. Karin Berntsen, Telemark, Porsgrunn (2006-2008)
8. Anna Carlsson, Malmö (2009-2011)
9. Andy Gibbs, Napier, Edinburgh (2010-2012)
10. Jan Haijer, Hanzehogeschool, Groningen (2012-2014)
11. Teresa Leal, ESEL, Lisbon (2014-2016)
12. Hélène Taylor Kelly, University College Zealand (2016 -2018)
13. Susan Schärli-Lim, Zurich University of Applied Sciences (2018 -

Appendix 8

Instructions to access the Blackboard

Dear Florence members,

Please try to enter the Blackboard site of the Florence Network with your name and password.

- If you already have an account you can view the Course Site by going to <http://www.tinyurl.com/florencenetwork/> and log in with your account details.

You don't have an account?

1. The way to get enrolled is: Open the website:

https://www.coursesites.com/webapps/Bb-sites-course-creation-BBLEARN/courseHomepage.htmlx?course_id= 240535_1

2. Then choose "self-enroll in this course"

The enrollment code is... **nightingale** (use exact word)

3. Choose a name and password and don't forget it. Do write it down. I can see your name but not your password, so I can't help you with that.

4. Next time you want to get in

Write down <http://www.tinyurl.com/florencenetwork/>

Then you need to use your name and password to enter the site.

This is how it works:

https://www.coursesites.com/webapps/Bb-sites-course-creation-BBLEARN/courseHomepage.htmlx?course_id= 240535 1

Click Self-enroll

Type enrollment code: nightingale

Choose the middle option, **I need a CourseSites account**

Fill in the form. Then you will be in as a student of the Florence Network.

If you are a FL-ECO please be so kind as to send a mail to Martin Mol (m.mol@nhl.nl) so you will get authorized as a Course Builder and you can make changes and enter information about your school and yourself.

Please make yourself known in the Blackboard Course by placing information on the Course Site.

It would be nice if you would check the names of everybody, students as well.

Students or exchange coordinators that left your school can be taken out of the database if you let me know.

All the FL-ECOs are course builders so all FL-ECOs can put in information or make changes. As course builder you have all rights to place or change information.

Be careful not to change material written by others without their consent!

Everybody is responsible for their own information!

Any questions or suggestions?

Don't hesitate to ask Martin Mol (m.mol@nhl.nl)