

Dipartimento di Medicina Veterinaria e Produzioni Animali

Commissione di Coordinamento Didattico
Corso di Laurea in Precision Livestock Farming

REGULATION FOR STAGE

Article 1 – Contents and area of application

- [1] This Regulation governs the procedures for carrying out the mandatory stage for obtaining the Master's Degree in Precision Livestock Farming (PLF).

Article 2 – Aim and organization of the stage

- [1] This Regulation is drawn up in compliance with the Interministerial Decree no. 142 of 25/03/98, containing the rules for implementing the principles and criteria referred to in Article 18 of the Law of 24 June 1997, no.196, on training stages and orientation. It disciplines the stage activities which have the purpose of facilitating professional choices through a direct knowledge of the job and of creating moments of alternation between study and work, in the context of training processes.
- [2] The type and characteristics of the stage are defined by the Training and Stage Committee set up for this purpose within the didactic Committee of Precision Livestock Farming of the Department.
- [3] The stage is not a reason for a paid employment relationship nor is it a substitute for farm labor or professional services. Any free hospitality offered to the student is not considered remuneration. The student who carries out the stage must always maintain an irreproachable behavior towards the host structure

Article 3 – Stage application

- [1] The application form, filled by the student according to the scheme attached to the present Regulation (**Annex A**), can be submitted to the Student Secretary of the Department of Veterinary Medicine and Animal Production starting from the enrollment in the 2nd year and in any case after that the student will have gained at least 50 European Credit Transfer and Accumulation System (ECTS).
- [2] In the application the student needs to indicate the examinations and the preferential disciplinary areas among those indicated.
- [3] The application forms are sent to the Training and Stage Committee (see below) by the Student Secretary of the Department of Veterinary Medicine and Animal Production to define the programs.

Article 4 – Period and duration of the stage

- [1] The stage can be carried out in different periods of the year, during the entire Academic Year depending on the availability of the host structures and the request of students.

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- [2] Attendance is mandatory for a minimum of 225 hours to acquire the 9 ECTS required by the didactic organization of PLF.
- [3] Absence for no more than 10% of the minimum period is justified.

Article 5 – Venues of the stage

- [1] The locations of the stage are: livestock-farm and public or private extra-university structures, which signed an official agreement with the University for training and stage activities, which operate in different sectors of animal production systems and in those connected to them.
- [2] The stage can also be carried out abroad, as part of student mobility programs (e.g. Erasmus), or in other locations recognized as suitable by the Committee for Didactic Coordination and for time and methods similar to those provided for in this Regulation.
- [3] Relations with non-university locations, with the exception of locations included in the mobility program, are governed by training and orientation stage agreements in compliance with Article 18 of Law No. 196/97 and related implementing decree No. 142 of 25/19 03/98, pursuant to art. 27 of the D.P.R. 382 of 1980.
- [4] In each agreement farm where the stage is carried out, a manager, called ***external tutor***, will be identified. The tutor will monitor the students on site, verifying their activities in the farm, and verifying their presence in the booklet-diary.
- [5] The Training and Stage Committee defines with the tutor of each structure the training of each student during the assigned period.

Article 6 – Protection and prevention in the stage venue

- [1] Students participating in stage activities must have complied with the procedures provided by the University regarding "***Protection and Prevention in the workplace***" (Safety training courses, health surveillance, etc.).
- [2] The host structure is informed of the training of students in terms of safety before the start of stage activities.

Article 7 – Tutors

- [1] The ***external tutor*** is identified by the host structure as the internal manager of the stage path. The roles of the external tutor are: to verify the presence of the student on site, to validate the diary book provided by the Student Secretariat of the Department to provide a concise judgment on the activities carried out by the student.
- [2] The ***internal tutor*** is internal to the Training and Stage Committee or identified by the same Committee on the basis of a criterion of competence and availability among the

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professors / researchers in the Master Degree Course in PLF. His/her role is to monitor the student during the stage path and to maintain relations with the external tutor.

- [3] A further task of the internal tutor is to countersign the diary booklet and provide an overall judgment on the student's activities, also taking into account the judgment formulated by the external tutor.

Article 8 – Training and Stage Committee

- [1] The Training and Stage Committee is designated by the Committee for Didactic Coordination.
- [2] The administrative personnel of the didactic Office of the Department of Veterinary Medicine and Animal Production plays the roles:
- a) to check the list of stage locations with valid agreements and to promote and propose agreements with new locations;
 - b) to examine the stage applications submitted by the students, identify the location(s) of the stage considering, when possible, the requests of the students;
 - c) to organize the stage and define the internal and external tutors for each student.
- [3] The Training and Stage Committee, in its components of teachers and researchers, has decisional functions regarding points b) and c) described above. In case of disputes, decisions are referred to the Committee for Didactic Coordination.

Article 9 – Modalities of Stage

- [1] The stage can not begin before the date indicated by the Student Secretary of the Department of Veterinary Medicine and Animal Production on the booklet-diary.
- [2] The stage is carried out in accordance with the procedures and times indicated in the preceding articles, taking into account the program agreed with both internal and external tutor.
- [3] During the stage the student is required to annotate the activities carried out on the booklet-diary that must be countersigned by the external tutor, who has to attest the presence and carrying out of the activities.

Article 10 – Evaluation of stage

- [1] The student must deliver the booklet-diary to the Student Secretary of the Department of Veterinary Medicine and Animal Production, within 30 days from the end of the Stage period
- [2] The final judgment is recorded in the booklet-diary. In case of a negative judgment the student will be called for an interview: if such negative judgment is confirmed, the student

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will not be able to access the final exam of Degree, but will have to repeat whole or in part the stage, in compliance with that deliberated from the Committee for Didactic Coordination.

- [3] All students at the end of the stage period will be asked to fill in a questionnaire for the evaluation of the host structure. The locations that are judged to be insufficient in more than one evaluation will be subject to verification by the Training and Stage Committee in order to evaluate the possibility of reviewing their training paths or excluding them from the activities of the following year.

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ANNEX A – Stage application form

**To the Magnificent Rector
of the University of Naples
“Federico II”**

Subject: Application for Stage

(Oggetto: domanda per assegnazione della Tesi di Laurea)

The undersigned _____ born in _____ (____)
(il sottoscritto) (nato a)

on the ____/____/____ and resident in _____ (____)
(il) (residente in)

address _____ CAP _____
(in via) (Postal code)

Phone _____ Mobile _____ e-mail _____
(tel) (cel)

Student id N° P36/_____ enrolled in the academic year _____ at the _____ year,
(matricola) (iscritto all'A.A.) (per il) (anno)

of the Master Degree in **Precision Livestock Farming (PLF)**,
(del Corso di Laurea Magistrale in **Precision Livestock Farming**)

REQUESTS
(RICHIEDE)

to carry out the stage required by the Master Degree Course in PLF **PREFERABLY** in
(di svolgere lo stage previsto dal Regolamento didattico del Corso di Studi Magistrale in PLF **PREFERIBILMENTE** nelle)
the following disciplinary areas and structures:
(seguenti aree disciplinari e strutture:)

☐ Livestock farm _____
(Azienda zootecnica)

☐ Agricultural farm _____
(Azienda agricola)

☐ Feed industry _____
(Mangimificio)

☐ Food industry _____
(Industria alimentare)

☐ _____
(Altro/Other)

☐ _____
(Altro/Other)

Place,
(Luogo)

Date
(Data)

Signature
(Firma)

Informativa ai sensi dell'art. 13 del Regolamento (UE) 679/2016 recante norme sul trattamento dei dati personali.

I dati raccolti con il presente modulo sono trattati ai fini del procedimento per il quale vengono rilasciati e verranno utilizzati esclusivamente per tale scopo e comunque, nell'ambito delle attività istituzionali dell'Università degli Studi di Napoli Federico II. All'interessato competono i diritti di cui agli artt. 15-22 del Regolamento UE.

Titolare del trattamento è l'Università, nelle persone del Rettore e del Direttore Generale, in relazione alle specifiche competenze. Per contattare il Titolare potrà inviarsi una email al seguente indirizzo: ateneo@pec.unina.it; oppure al Responsabile della Protezione dei Dati: rpd@unina.it; PEC: rpd@pec.unina.it.

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