

Dipartimento di Medicina Veterinaria e Produzioni Animali

**MANAGEMENT DOCUMENT OF THE MASTER DEGREE IN PRECISION
LIVESTOCK FARMING**

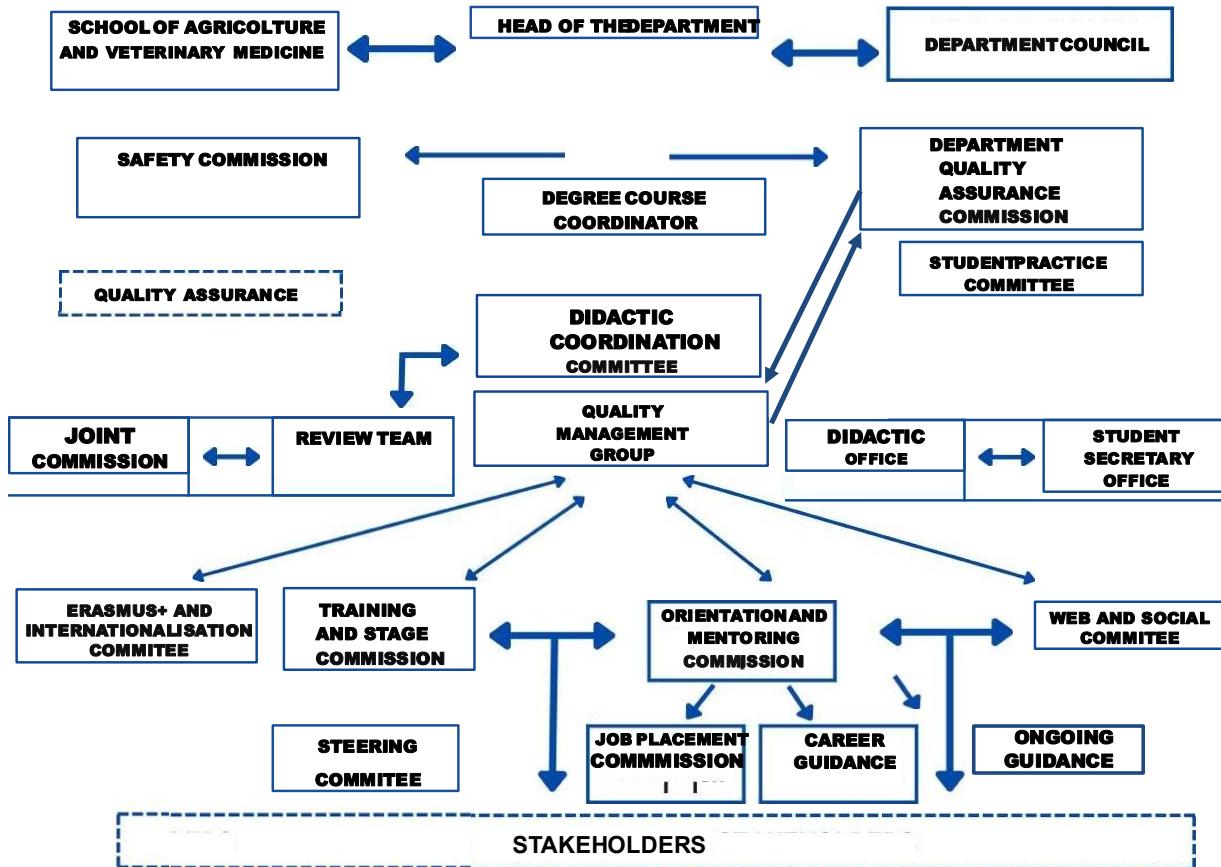
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1) MANAGEMENT BODIES OF THE DEGREE PROGRAM



COORDINATOR OF THE MASTER DEGREE PROGRAM (CMD): Elected by the Didactic Coordination Commission the term lasts three years and is renewable once. The Coordinator chairs the Didactic Coordination Commission and is responsible for the organization of the didactic activity of the Master Degree Program.

DIDACTIC COORDINATION COMMISSION (DCC): Chaired by the Coordinator of the Master Degree Program, this commission includes all internal and external faculty members involved in the didactic activity within the program. Meetings are organized periodically to assess didactic organization (course schedules, exam calendars, graduation sessions, stage, internship, etc.), to discuss ordinary issues (student matters, analysis of student evaluation results, approval of RAR), and handle extraordinary teaching-related issues (student requests, regulation changes).

JOINT COMMISSION OF TEACHERS AND STUDENTS (CPDS): This Commission comprises an equal number of teachers and students. This Commission interacts with central bodies (University Quality Board) to evaluate the quality of the degree program. It meets periodically to assess ordinary teaching management, annual and cyclical review reports, and handle extraordinary conditions.

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DIDACTIC OFFICE: Chaired by the didactic manager and composed by technical-administrative staff, it performs coordination functions, ensures the correct execution of evaluation tests, particularly the internal evaluation test by students, and handles their processing. It manages also the training and stage activities of the students and organizes the Graduation Committees.

TRAINING AND STAGE COMMISSION: The commission is responsible for organizing the internship path (Training and Stage), selecting external tutors and companies, and developing evaluation tests discussed within the Didactic Coordination Commission.

ERASMUS+ AND INTERNATIONALIZATION COMMISSION: The Commission is composed by teachers of the Department. It is responsible for agreements with foreign universities. It promotes agreements with European and non-European Faculties to increase student outgoing mobility and foreign student incoming mobility. The commission drafts learning agreements for incoming and outgoing students, establishes program equivalencies with the collaboration of the degree program teachers, and validates exams taken abroad.

REVIEW GROUP (GRIE): It is composed by the Coordinator of the Master Degree Program, the responsible for Quality Assurance, other teachers of the Master Degree Program, two students and one administrative figure. It drafts annual and cyclical reviews, constantly monitors and manages the quality of the Master Degree Program by identifying critical issues in student entry and exit processes and implements corrective actions.

QUALITY MANAGEMENT GROUP (QMG): It is composed by the responsible for Quality Assurance, the Coordinator of the Master Degree, two teachers of the Course and two students. It is responsible for the management of the didactic activity of the Master Degree Program (course details monitoring, review of the teaching programs, etc.).

STUDENT SECRETARIAT Chaired by the Chief Office and composed of several units of technical-administrative staff.

ORIENTATION AND TUTORING COMMISSION: This Commission is responsible for organizing incoming and outgoing orientation activities and ongoing tutoring activities.

STUDENT AFFAIRS COMMISSION: It evaluates requests from foreign and Italian students, exam validations, assessment of initial knowledge and prerequisites and student transfers between universities. It is also responsible for the ranking calculation of Extra-EU and EU students.

WEB AND SOCIAL COMMISSION: The aim of the Commission is to spread the information of the CdS on the social media, reaching as audience as possible around the world and improving the number of students applying for it.

STEERING COMMITTEE (Department Director, President of the School of Agrarian and Veterinarian, Degree Coordinators of the Department, PhD representative, Reference

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professors (for each degree), students representatives, several Stakeholders. It is organized in sub-committee (one for each Degree Course). It is responsible for annually redefining training demand based on labor and territorial needs and adapting the educational objectives of the degree programs to align expected learning outcomes with the training demand.

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2) MANAGEMENT PROCESSES

Identification of training demand

- Identification of stakeholders: External stakeholders include Professional Agronomy Orders in Campania, farmers associations, freelance professionals involved in internships as external tutors, companies partnered with the Department.
- Consultations with stakeholders: The degree program coordinator organizes consultations with the aforementioned parties through scheduled meetings every academic year.

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3) DEFINITION OF EDUCATIONAL OBJECTIVES AND EXPECTED LEARNING OUTCOMES

Definition of educational objectives and expected learning outcomes are defined in the DIDACTIC REGULATIONS OF THE DEGREE PROGRAM.

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4) DESIGN OF THE TRAINING PROCESS

4.1. Admission requirements

Admission requirements in the Master Degree in Precision Livestock Farming are defined in the DIDACTIC REGULATIONS OF THE DEGREE PROGRAM.

4.2. Definition and description of the training path

- ✓ **Definition and description of the training path** in the Master Degree in Precision Livestock Farming are defined in the DIDACTIC REGULATIONS OF THE DEGREE PROGRAM.
- ✓ The **curriculum** is the same for all students with the only variation of two optional courses (electives) and it is defined in the DIDACTIC REGULATIONS OF THE DEGREE PROGRAM.
- ✓ **Elective disciplines** are proposed each year to the DCC and an open day is organized with the students to show frontal and practical teaching activities, the aims and objectives of each course. At the end of the second semester of the first year (within June, 30th) the students have the chance to choose two different electives. The two electives with the highest number of preferences are activated. If an elective is not chosen by the students for more than 5 years, it is deleted and a proposal for a new one is made.
- ✓ **Tutoring** activities are managed by the Orientation and Tutoring Commission
- ✓ **Training and Stage** activities are managed by the Training and Stage Commission of the Department, in compliance with the "*Regulation for Training and Stage*" of the Didactic Coordination Commission in Precision Livestock Farming.
- ✓ **Internationalization** is managed by the Erasmus+ and Internationalization Commission of the Department
- ✓ **Exams** are managed by the Training Commission of the Department, in compliance with the "*Guidelines for exams management*" of the Didactic Coordination Commission in Precision Livestock Farming
- ✓ **Final exam** represents the completion of the Master's Degree course. The Master Degree thesis has to be prepared in compliance with the "*Regulation of the Master Degree Thesis*" in Precision Livestock Farming.

4.3. Open Badge

- ✓ After the completion of the Master Degree, the **Open Badge** certification is released, to certify the competences and the skills of the Manager in Precision Livestock Farming.
- ✓ After the final exam, the reports of the Degree exams are signed by all members present and sent to both the Coordinator of the Master Degree and the Didactic Office of the Department of Veterinary Medicine and Animal Production by the President of the Committee.
- ✓ The Didactic Office will forward the certification to the "CINECA" for open Badge release.

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5) TEACHING RESOURCES

5.1. Study Manifesto

- ✓ Every year starting from the month of February, the educational planning is carried out and the “**study manifesto**” is produced.
- ✓ The Didactic Coordination Commission of the CdS approves the study manifesto, which reports the courses and their division into modules, the subdivision of the hours of frontal and practical teaching, and the attribution of each course to each teacher. In a first phase, the process involves the direct assignment of courses to professors and researchers; any course that will not be assigned in this phase, will be announced for free or paid substitution reserved for staff within the Department of Veterinary Medicine and Animal Production.
- ✓ If there are still vacant teachings, a call is prepared by the administrative didactic office of the Department of Veterinary Medicine and Animal Production for internal staff belongs to other Departments. Finally, a paid notice is published for staff external to the University.
- ✓ The teaching program and the study manifesto are ratified by the Department Council and published on the Department website.

5.2. Courses Program (*Schede di insegnamento*)

- ✓ Every year each teacher is responsible for filling the Course Program in each field and upload it on his/her website.
- ✓ The QMG, within the deadline fixed by of the Presidio di Qualità di Ateneo (PQA), monitors the consistency of the programs with the training objectives of the Master Degree Course and authorizes the consolidation of the Course Program.
- ✓ The Coordinator of the Master Degree is responsible for the percentage of Course Programs consolidated.

5.3. Teaching material

- ✓ Particular attention is paid to the quality, accessibility, and continuous updating of teaching materials, in line with scientific and technological advances in the field.
- ✓ The creation of teaching materials is the responsibility of the course teacher, who develop original content aligned with the specific learning objectives. These materials include lecture slides, handouts, scientific articles, databases, specialist software, demonstration videos, and real-world datasets for applied analysis. The use of interactive digital tools (e.g., simulations, GIS platforms, programming environments, IoT systems) is encouraged to enhance practical and interdisciplinary learning.
- ✓ Adaptation and updating of teaching materials are carried out annually, based on student feedback and the recommendations of the Didactic Coordination Commission.
- ✓ Each teacher is required to ensure that the materials are consistent with the expected learning outcomes and reflect current scientific, technical, and regulatory developments in the field of precision livestock farming. Collaboration with research institutions and industry partners is promoted to integrate updated materials and real case studies.

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- ✓ To ensure accessibility, teaching materials are uploaded to the personal official website of each teacher and/or on digital platforms (e.g., Moodle, Microsoft Teams). It has to be available for the students at the beginning of the course. Inclusive practices are adopted (e.g., use of clear language, alternative formats for students with specific learning disabilities). Preservation of teaching materials is managed through the university official website of each teacher, which ensures long-term archiving, traceability, and controlled access. These procedures ensure continuity of teaching, timely content updates, and full accessibility for all students, supporting high-quality learning aligned with the evolving needs of the Precision Livestock Farming sector.
- ✓ The QMG Group of the Master Degree in Precision Livestock Farming is in charge for the control of the documents.

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6) VENUE

The Master's Degree in Precision Livestock Farming take place at the Regional Improsta farm (S.S. 18 km 79,800, Eboli 84025), in a residential form. A brief description of the Improsta farm can be found at:

<https://www.craa.it/>

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7) MANAGEMENT OF THE TRAINING PROCESS

7.1) Lessons schedule – The course timetable for the first and second semesters is prepared by the Course Coordinator with the collaboration of the management group, before the start of the courses (usually in July-September for the first semester and in January-February for the second semester). They are approved by the Didactic Coordination Commission (CCD).

7.2) Exam schedule - It is prepared by the Coordinator of the Course with the collaboration of the management group, within the start of the start of new academic year (usually in March) and includes four exam sessions:

- ✓ Extraordinary session (January-March): during which 3 appeals 15 are scheduled.
- ✓ Summer session (May-September): during which 5 appeals are scheduled.
- ✓ Autumn session (September-December): during which 3 appeals are scheduled.
- ✓ Winter session (January-March): during which 3 appeals 15 days apart are scheduled.

Appeals are available every month with the exception of April and August.

Students enrolled in the second year of the Master Degree, after the end of the courses of the second semester, can take exams in all scheduled sessions.

7.3) Final exam sessions schedule - It is prepared by the Coordinator of the Course with the collaboration of the management group, in the month of March and includes exam sessions divided into 3 sessions:

- ✓ Extraordinary session: January-March
- ✓ Summer session: May-July months
- ✓ Winter session: September-November months

7.4) Incoming orientation

It is managed by the Orientation and Tutoring Commission together with the Coordinator of the Master Degree and the Joint Commission of teachers and Students. It aims to introduce the program's distinctive features, including its interdisciplinary approach to animal husbandry, digital technologies, and sustainability. The main tools for incoming orientation and tutoring are represented by Open days and Welcome days for first year students. During these events, the presence of stakeholders is mandatory.

7.5) Ongoing tutoring

The Orientation and Tutoring commission also deals with ongoing orientation, providing all the information so that the student can choose and build his own curriculum firsthand and assigning each student a guide teacher (tutor) who will follow him throughout the course. Ongoing orientation is aimed both at students in difficulty, with support interventions (or orientation towards other courses), and at excellent students, to offer them the possibility of further enriching their educational path (internships abroad, Erasmus grants).

7.6) Assistance for external training periods (Training and Stages)

Training and Stage allow students to integrate theoretical training with practical experience, fostering the development of autonomy, judgment, and entry into the world of work. In

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particular, the internship represents a first concrete contact with the professional environment. Students will apply the knowledge acquired during their studies at Improsta, the laboratories of the University of Naples Federico II, and various farms and institutional organizations affiliated with the University. During the training and Stage, they will develop key skills such as teamwork and a practical approach to problem solving, using innovative and multidisciplinary approaches. Finally, the experiences gained will also be essential for writing the thesis, which will include a detailed report of the activities carried out in this period. For, aimed at studying topics of particular interest or acquiring further manual skills in specific fields of precision livestock farming and also for the preparation of the degree thesis, at affiliated companies present in the area. The students are assisted by their tutor teacher or by the degree thesis supervisor.

To attend companies, students, in compliance with Legislative Decree 81/2008, must be in possession of suitability for the specific job which is issued to them after a medical examination by the Institute of Occupational Medicine, organized in agreement with the Office of Health Surveillance and Document Management of the Federico II University, as well as in possession of a training certificate on safety at work which is issued to them by a representative of the Safety Planning Support Office, at the end of a specific course lasting 16 hours. The certificate is issued after passing a final test.

7.7) Job placement support

The Orientation and Tutoring commission, together with the Coordinator, also carry out job placement support. The activities can be identified in Career days and meetings with Stakeholders.

It is implemented by the Coordinator of the Course and supported by the teachers of the professional sectors of the Internship Commission. Important moments are represented:

- by scheduled meetings between students and representatives of the business world who illustrate the various working realities of the profession, indicating both the positive aspects (adequacy, satisfaction) and negative aspects (market saturation, inadequate remuneration).
- from the orientation day for the II year Professionalising Modules, established in 2020, in which the Coordinator Teachers of the Modules illustrate not only the teaching organization but above all the employment opportunities relating to that sector of the Profession.
- From the internship and stage which represents, as already mentioned, the student's constant contact with the various realities of the working world.

Students can carry out internship periods, also for the preparation of their degree thesis, at affiliated companies in the area.

7.8) Student evaluation questionnaire feedback

At the end of each semester, students complete the evaluation questionnaire provided by the University. In addition to the University questionnaire, a more specific internal questionnaire proposed by the students themselves and developed by the joint commission is also administered, which among other things evaluates in a more incisive way the effectiveness and quality of the practical teaching provided. In addition to this, a specific questionnaire is also administered to evaluate the internship and stage period. The opinions of the students expressed in the evaluation questionnaires are processed by the joint commission and discussed in CCD. The finding of any low evaluations of an external tutor or of a structure involved in the internship, for a period of three consecutive years, entails the exclusion of these

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from the supplementary teaching contract and from the internship itself. The finding of insufficient evaluations of teachers are managed by the Director of the Department and the coordinator by calling the individual teachers involved for a careful evaluation and may lead to exclusion from the awarding of any paid teaching contracts.

7.9) Data collection on student entry, progression and exit from the degree program

The data are provided annually by the University's Quality Assurance through the ANVUR form and the so-called "Graduation Course in figures" which reports for each academic year the data relating to the cohort of students enrolled (origin of the students, type of secondary school diploma), the progression of those enrolled from the first to the second year of the course, the number of ongoing and non-current graduate students. The data is analyzed by the interested commissions and discussed in the Educational Coordination Commission. On the basis of them, proposals and corrections are made in order to improve the training offer.

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8) FURTHER PROVISIONS

8.1 Management of Students with Specific Needs:

- ✓ In accordance with the principles of inclusion, equity, and equal opportunity, the Master Degree in PLF adopts the following regulations to support the academic participation of students with specific personal, professional, or health-related needs.
- ✓ These provisions apply in particular to the following categories of students
 - Working students;
 - Students with dependent children;
 - Student athletes, including participants in the "Atleta Federiciano" programme;
 - International students awaiting visa issuance;
 - Students with chronic or temporary medical conditions;
 - Pregnant students;
 - Students in other verifiable situations of personal difficulty.
- ✓ To ensure the right to education, blended learning in access and online and access to recorded lectures can be offered, particularly for international students awaiting visas and for students with work, family, or sports commitments- Furthermore, in cases where participation in practical activities is hindered by medical conditions or pregnancy, individual accommodations are assessed and granted on a case-by-case basis.
- ✓ The Examination Management Regulations provide for flexible assessment methods tailored to the specific needs of the aforementioned student groups, ensuring fairness in the learning evaluation process, as specified in the "*Regulation for exams management*" of the CdS.
- ✓ The Degree Programme actively supports the awareness-raising initiatives regularly promoted by SINAPSI, facilitated by the presence of a designated Advisor.