

REGULATION FOR TRAINING AND STAGE

Article 1 – Contents and area of application

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

Article 2 – Training and Stage Commission

- [1] The **Training and Stage Commission** is designated by the Department of Veterinary Medicine and Animal Production (DMVPA).
- [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 training and stage locations with valid agreements and to promote and propose agreements with new locations;
 - b) to examine the training and stage applications submitted by the students, to identify the location(s) of the training and stage considering, when possible, the requests of the students;
 - c) to organize the paths and to define internal and external tutors for each student.
- [3] The Training and Stage Commission has decisional functions regarding the points b) and c) described above. In case of disputes, decisions are referred to the Didactic Coordination Commission.

Article 3 – Aim and organization of the training and 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 educational training and orientation. It disciplines the training and 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 the educational path.
- [2] The type and characteristics of the training and stage are defined by the Training and Stage Committee of the Department of Veterinary Medicine and Animal Production.
- [3] Neither training nor stage are reason for a paid employment relationship nor is it a substitute for farm labor or professional services. Remuneration is not considered. The student who carries out the training or the stage must always maintain an irreproachable behavior towards the host structure.
- [4] During the training and the stage, the student will acquire fundamental skills, such as the ability to work in a team and a practical approach to problems. At external facilities, the PLF student will use the knowledge acquired during his/her studies to understand and analyze

the main farm problems, trying to ensure their resolution through innovative and multidisciplinary approaches.

- [5] For both the training and stage period, the student must fill the educational project in triplicate, according to the attached model (**ANNEX A**).

Article 4 – Training application

- [1] The training application form, together with the educational project, has to be filled by the student according to the scheme attached to the present Regulation (**ANNEX B**). It has to be submitted to the Student Secretary of the Department of Veterinary Medicine and Animal Production following the link: https://www.mvpa-unina.org/corsi/studiare-stpa/stage_1340.xhtml?lg=gb.
- [2] The application must indicate the student's personal details, the location chosen for the training, the name of the internal tutor and the period of the training.

Article 5 – Stage application

- [1] The stage application form, together with the educational project, has to be filled by the student according to the scheme attached to the present Regulation (**ANNEX C**). It has to be submitted to the Training and Stage Committee. The latter will forward the application form to the Student Secretary of the Department of Veterinary Medicine and Animal Production following the link: https://www.mvpa-unina.org/corsi/studiare-stpa/stage_1340.xhtml?lg=gb.
- [2] The application must indicate the student's personal details, the location chosen for the training, the name of the internal tutor, the period of the stage and a list of the exams

Article 6 – Period and duration of training and stage

- [1] The training and stage can be carried out throughout the Academic Year, depending on the availability of the host structures and the request of students, with the exception of the periods in which lessons are scheduled.
- [2] Attendance at the training and stage is mandatory. A justified absence of no more than 10% of the minimum required period is allowed.

Article 7 – Venues of training and stage

- [1] The training can take place either at internal locations (such as the regional company Improsta or the University) or external ones (public or private institutions). The Stage is carried out exclusively at external sites, such as: livestock farms and non-university institutions — public or private — that have an agreement with the University for training activities. These organizations operate across the various sectors of animal production and related fields. It is also possible to establish new agreements with institutions where training

and stage activities can be carried out, subject to approval by the Training and Stage Committee, using the appropriate forms available on the University website.

- [2] The Stage can also be carried out abroad, within the framework of student mobility programs (e.g., Erasmus), or at other locations deemed suitable by the Didactic Coordination Commission, following procedures and timelines similar to those set out in this Regulation.
- [3] Relations with extra-university locations, with the exception of locations included in the mobility program, are regulated by training and orientation agreements pursuant to art. 18 of law no. 196/97 and related implementing decree no. 142 of 25/03/98, referred to in art. 27 of Presidential Decree 382 of 1980.
- [4] At the companies that have signed up to host the stage, managers will be identified, called external tutors, who will follow the student on site, verifying his/her activity in the company and endorsing their attendance in the diary booklet.
- [5] The Training and Stage Committee, in coordination with the supervisor of each hosting organization, defines the educational path of the student during the assigned period.

Article 8 – Protection and prevention in the training and stage venue

- [1] Students participating in training and stage activities must comply with the University's procedures regarding "Health and Safety in the Workplace" (including safety training courses and health surveillance).
- [2] The host organization is informed about the students' safety training prior to the start of the stage activities.

Article 9 – Tutors

- [1] The **external tutor** is designated by the host institution as the internal supervisor responsible for overseeing the student's training and stage. The tutor's responsibilities include monitoring the student's on-site attendance, validating the activity logbook issued by the Department's Student Office, and providing a concise assessment of the student's performance and activities undertaken during the placement.
- [2] The **internal tutor** is either a member of the Training and Stage Committee or appointed by the Committee based on expertise and availability among the faculty and researchers of the Department of Veterinary Medicine and Animal Production, as well as those holding active teaching positions in the Master's Degree Program in PLF. The internal tutor's role is to remotely oversee the student's training and stage progress and to maintain communication with the external tutor.
- [3] An additional responsibility of the internal tutor is to countersign the activity logbook and provide an overall evaluation of the student's activities, taking into account the assessment provided by the external tutor.

Article 10 – Modalities of the Training and of the Stage

- [1] The training and stage may not commence prior to the issuance of the official, unique activity logbook by the Student Office of the Department of Veterinary Medicine and Animal Production.
- [2] These activities must be carried out in compliance with the procedures and timelines outlined in the preceding articles, taking into account the general program agreed upon with both the internal and external tutors.
- [3] During the training and stage, the student is required to record the activities performed in the activity logbook, which must be countersigned by the external tutor for the purpose of certifying attendance and the activities undertaken.

Article 11 – Evaluation of Training and Stage

- [1] Both the internal and external tutors will provide a suitability assessment (Art. 12, paragraph 2, letter d) of DM 270/2004) for both the training and the stage, along with an evaluation according to the following grading scale: insufficient, sufficient, good, excellent.
- [2] The final evaluation will be recorded in the activity logbook. In case of a negative assessment, the student will be summoned for an interview; if the negative evaluation is confirmed, the student will not be allowed to sit for the graduation exam and must repeat all or part of the internship and/or work placement, as determined by the Didactic Coordination Committee.
- [3] In the event of a positive evaluation, the logbook will be countersigned by the Coordinator of the Master's Degree Program in Precision Livestock Farming and approved by the Didactic Coordination Committee at the earliest available meeting.
- [4] The student must submit the activity logbook to the Student Office of the Department of Veterinary Medicine and Animal Production within 30 days of the completion of the internship and work placement.
- [5] At the end of the training and stage period, all students will be asked to complete a questionnaire evaluating the host organization. Locations receiving multiple insufficient evaluations will be reviewed by the Training and Stage Committee to consider revising their training programs or excluding them from activities in the following academic year

Article 12 – Recognition of job activity

- [1] If students are engaged in a job (with a regular contract) that is consistent with their degree program, they may request recognition of this activity in place of the training and/or stage.
- [2] The recognition request can be submitted at any time during the Academic Year in which the training and stage is scheduled, although necessary requirements have been met (e.g., number of exams passed and prerequisite exams) specified in the program regulations. It is not necessary to hold a valid health fitness certificate from the University or to have

completed the university's occupational safety course, as the work contract requirements will apply.

- [3] The maximum number of credits that can be recognized corresponds to the number of credits required for the training and stage of the degree course in Precision Livestock Farming.
- [4] Activities (and corresponding hours) carried out starting from the date the training and stage requirements were met can be recognized, as outlined in the course regulations.
- [5] To request recognition, it is necessary to send the following documents via email to the Training and Stage Committee (attachments available in the designated section):
 - ✓ Credit recognition request form for work activities;
 - ✓ Certification of work performed, issued by the employer or legal representative;;
 - ✓ relazione descrittiva dell'attività svolta.
- [6] The Training and stage Committee will evaluate the request based on the hours worked, the declared activities, and the employer's report, and will decide how many CFU (educational credits – ECTS) can be recognized. The decision will be ratified by the Didactic Coordination Commission (same procedure as ECTS recognition for exams).
- [7] The result and the update of academic record will be communicated by the Student Office.

Annex A – Educational project



UNIVERSITY OF NAPLES FEDERICO II

Project for the implementation of practical teaching activities within the Degree Program of the Department of Veterinary Medicine and Animal Production, pursuant to the Agreement signed on date _____ between the University of Naples Federico II and _____

TRAINEE STUDENT

Name e Surname _____ Student Id _____

email _____ @ _____

ACADEMIC CONDITION OF THE TRAINEE STUDENT

STUDENT ⁽¹⁾ enrolled for the academic year _____ / _____ at _____ year
of the Master Degree in **Precision Livestock Farming**

Dipartimento di Medicina Veterinaria e Produzioni Animali

SOGGETTO OSPITANTE

Ragione sociale

Indirizzo della Sede Legale

Indirizzo della sede di svolgimento del tirocinio (**solo se diverso da quello della sede legale**)

email _____ @ _____

TUTORS

TUTOR AZIENDALE (Esterno)

Nome e Cognome

email _____@_____

TUTOR DELL'UNIVERSITÀ (Interno)

Nome e Cognome

Email _____@_____

¹ **Studenti:** dei corsi di Studi, dei dottorati di ricerca, dei master, delle scuole di specializzazione.

ATTIVITÀ DI TIROCINIO

OBIETTIVI E MODALITÀ DI SVOLGIMENTO DEL TIROCINIO:

Durata del tirocinio: dal _____ al _____ ore _____
(gg/mm/aaaa) (gg/mm/aaaa)

Numero Crediti Formativi previsti per l'attività di tirocinio _____

FACILITAZIONI PREVISTE:

POLIZZE ASSICURATIVE

TRAINEE STUDENT

Name and Surname _____ Student ID number _____

email _____@_____

ACADEMIC CONDITION OF THE TRAINEE STUDENT

STUDENT ⁽¹⁾ enrolled for the academic year _____/_____ at _____ year

of the Master Degree in **Precision Livestock Farming** of the **Department of Veterinary**

Medicine and Animal Production

HOST STRUCTURE

Company name

Address

Address of the training or stage location (only if different from the registered office address)

email _____@_____

TUTORS

EXTERNAL TUTOR

Name e Surname

email _____@_____

INTERNAL TUTOR

Name e Surname

Email _____@_____

ATTIVITÀ DI TIROCINIO

OBIETTIVI E MODALITÀ DI SVOLGIMENTO DEL TIROCINIO:

Durata del tirocinio: dal _____ al _____ ore _____
(gg/mm/aaaa) (gg/mm/aaaa)

Numero Crediti Formativi previsti per l'attività di tirocinio _____

FACILITAZIONI PREVISTE:

POLIZZE ASSICURATIVE

Infortuni sul lavoro INAIL Gestione per conto T.U. n. 1124/1965

Polizza di Assicurazione Infortuni UnipolSAI Assicurazioni S.P.A n. 77.174795019

Polizza di Assicurazione RCT – RCO UnipolSAI Assicurazioni S.P.A n. 65.174794917

OBBLIGHI DEL TIROCINANTE:

- 1) Seguire le indicazioni dei tutori e fare riferimento ad essi per qualsiasi esigenza di tipo organizzativo od altre

- evenienze;
- 2) rispettare le norme in materia di igiene, sicurezza e salute sui luoghi di lavoro, nonché le misure di prevenzione e di emergenza adottate dal soggetto ospitante e tutto quanto prescritto dal Soggetto Ospitante o dal Soggetto Promotore ai sensi dell'art. 3 della Convenzione in attuazione del D. Lgs n. 81/2008;
 - 3) mantenere la necessaria riservatezza per quanto attiene ai dati, informazioni o conoscenze in merito a processi produttivi e prodotti, acquisiti durante lo svolgimento dell'attività didattica pratica. L'obbligo di riservatezza si protrae oltre la durata del tirocinio.

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. Titolare del trattamento è l'Università, nelle persone del Rettore e del Direttore Generale, in relazione alle specifiche competenze. Esclusivamente per problematiche inerenti ad un trattamento non conforme ai propri dati personali, è possibile contattare il Titolare inviando una email al seguente indirizzo: ateneo@pec.unina.it; oppure al Responsabile della Protezione dei Dati: rpdp@unina.it; PEC: rpdp@pec.unina.it. Per qualsiasi altra istanza relativa al procedimento in questione deve essere contattato invece l'Ufficio Tirocini Studenti: tirocini.studenti@unina.it; PEC tirocini.studenti@pec.unina.it

Agli interessati competono i diritti di cui agli artt. 15-22 del Regolamento UE.

Le informazioni complete, relative al trattamento dei dati personali raccolti, sono riportate sul sito dell'Ateneo: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>.

TRASFERIMENTO VERSO PAESI EXTRA UE: Il trasferimento dei dati personali raccolti per il perseguimento delle attività di tirocinio curriculare verrà effettuato nei confronti del Paese extra UE ove nei suoi confronti sia stata adottata una decisione di adeguatezza di cui agli artt. 44 e 45 Regolamento UE 2016/679. Ove non sussista tale decisione di adeguatezza, il trasferimento dei dati personali verso un Paese extra UE sarà effettuato in base alle disposizioni previste dall'art. 46 e ss. del Regolamento UE 2016/679.

N.B. “L'attività di tirocinio, svolta in presenza presso terzi, potrà avvenire adottando le seguenti misure:

- Valutazione delle condizioni di diffusione del contagio nell'area ove deve essere svolta l'attività;
- Coordinamento con il soggetto ospitante per verificare le misure di prevenzione e protezione anti-COVID ivi adottate.”

Lì

Firma del **Tirocinante** per presa Visione ed Accettazione _____

Firma e Timbro per l'**Università** ⁽²⁾ _____

Firma e Timbro per il **Soggetto ospitante** ⁽³⁾ _____

² Firma del **Direttore** di Dipartimento, del **Coordinatore** del Consiglio del Corso di Studi o del **docente referente** per i tirocini designato dal Corso di Studi.

³ Firma del **rappresentante legale** o di chi ne ha la delega.

ALLEGATO B – Domanda di tirocinio

**Al Magnifico Rettore
dell'Università degli Studi
di Napoli "Federico II"**

Oggetto: Domanda di svolgimento attività di tirocinio

Il/La sottoscritto/a _____
nato/a a _____ (_____) Il _____
e residente a _____ (_____) _____
in via _____ CAP _____
Tel _____ Cell _____
e.mail _____

Iscritto/a al Corso di Laurea in **Precision Livestock Farming** (matricola P36/_____) per
l'a.a. _____ al _____ anno,

CHIEDE

di svolgere il tirocinio previsto dal Regolamento didattico del Corso di Studi Magistrale in
PLF presso:

☐ Sede Interna

☐ Sede Esterna

Ed in particolare presso: _____

Tutor interno: Prof. _____

Periodo di attività: dal _____ al _____

_____, _____
Luogo, Data

Dr. _____

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.

Le informazioni complete relative al trattamento dei dati personali raccolti, sono riportate sul sito dell'Ateneo: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>

ALLEGATO C – Domanda di stage

**Al Magnifico Rettore
dell'Università degli Studi
di Napoli "Federico II"**

Oggetto: Domanda di svolgimento attività di stage

Il/La sottoscritto/a _____
nato/a a _____ (_____) Il _____
e residente a _____ (_____) _____
in via _____ CAP _____
Tel _____ Cell _____
e.mail _____
Iscritto/a al Corso di Laurea in **Precision Livestock Farming** (matricola P36/_____) per
l'a.a. _____ al _____ anno,

DICHIARA

di aver sostenuto n. ____ esami in totale e di aver conseguito n. ____ crediti formativi

CHIEDE

di poter partecipare allo stage previsto al **II anno di corso** per n. ____ CFU presso:

Tutor interno: Prof. _____

Periodo di attività: dal _____ al _____

_____, _____
Luogo, Data

Dr. _____

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.

Le informazioni complete relative al trattamento dei dati personali raccolti, sono riportate sul sito dell'Ateneo: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>