

TRAINEESHIP AND STAGE REGULATIONS

Art. 1 - Contents and Scope of Application

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

Art. 2 - Traineeship and Stage Committee

[1] The Traineeship and Stage Committee is appointed by the Department of Veterinary Medicine and Animal Production.

[2] Utilizing administrative staff from the Didactic Office of the Department of Veterinary Medicine and Animal Production, it is tasked with:

- verifying the list of traineeship and stage locations with active agreements and promoting and proposing agreements with new locations;
- examining traineeship and stage applications submitted by students, identifying the location(s) for the activity, taking into account, where possible, student preferences;
- organizing the pathways and defining internal and external tutors for each student.

[3] The Traineeship and Stage Committee is granted deliberative functions by the Didactic Coordination Committee regarding points 1) and 2) above.

In case of disputes, decisions are referred to the Didactic Coordination Committee.

Art. 3 - Objective and Organization of Traineeship and Stage

This Regulation is drawn up based on the provisions of Interministerial Decree no. 142 of 25/03/98, containing the implementing rules of the principles and criteria referred to in art. 18 of Law no. 196 of June 24, 1997, on formative and orientation traineeships. 13

It governs the performance of traineeship and stage activities aimed at facilitating professional choices through direct knowledge of the world of work and realizing moments of alternation between study and work, within formative processes.

The type and modalities of conducting the traineeship and stage are defined by the Traineeship and Stage Committee of the Department of Veterinary Medicine and Animal Production.

Neither the traineeship nor the stage constitutes a paid employment relationship, nor is it a substitute for company labor or professional services.

It is not considered remuneration. The student undertaking the traineeship or stage must always maintain irreproachable conduct towards the host institution.

During the traineeship and stage period, the student will acquire fundamental skills, such as the ability to work in a team and a practical approach to problems.

At external structures, the PLF student will use the knowledge acquired during their training to understand and analyze the main business problems, striving to ensure their resolution through innovative and multidisciplinary approaches.

For both the traineeship and the stage, the student must complete the training project in triplicate, according to the attached model (STEP 3).

Art. 4 – Traineeship and Stage Application

The traineeship and stage application (ANNEX A), along with the training project, completed on the appropriate form by the student, can be submitted to the Traineeship and Stage Committee, which then forwards it to the Student Secretariat of the Department of Veterinary Medicine and Animal Production, following the instructions on the page: https://www.mvpa-unina.org/corsi/studiare-stpa/stage_1340.xhtml?lg=gb.

The application must include the student's personal details, the chosen traineeship location, the name of the internal tutor, and the period of performance.

Art. 5 - Duration and Period of Traineeship and Stage

The traineeship can be carried out throughout the entire Academic Year, depending on the availability of host structures and student requests, with the exception of periods when curricular courses are held. The stage activities can begin once the student has achieved 50 ECTS. Traineeship and stage last for 150 working hours.

Attendance at the formative traineeship and stage is mandatory.

A justified absence rate of no more than 10% of the minimum required period is permitted.

Art. 6 - Traineeship and Stage Locations

Formative traineeship locations can be either internal (Improsta regional farm or University) or external (public or private structures).

Stage locations are only external, such as: agricultural and zootechnical farms and non-university structures, public or private, affiliated with the University for traineeship activities, operating in all different sectors of animal production systems and related ones.

It is possible to establish new agreements with structures where traineeship and stage activities can be carried out, subject to approval by the Traineeship and Stage Committee, using specific forms available on the University website.

The stage can also be carried out abroad, within student mobility programs (e.g., Erasmus), or in other locations recognized as suitable by the Didactic Coordination Committee and for similar times and modalities as provided by this Regulation.

Relationships with non-university locations, with the exception of locations included in mobility programs, are governed by formative and orientation traineeship agreements ex art. 18 Law no. 196/97 and related implementing decree no. 142 of 25/03/98, referred to in art. 36 27 of D.P.R. 382 of 1980. 37

At the affiliated companies acting as stage locations, supervisors, defined as external tutors, will be identified to follow the student on-site, verifying their activity in the company and endorsing their attendance in the logbook.

The Traineeship and Stage Committee defines with the head of each structure the training path that the student must follow during their assigned period.

Art. 8 - Protection and Prevention at the Traineeship and Stage Location

Students participating in traineeship and stage activities must have complied with the procedures provided by the University regarding "Protection and Prevention in the Workplace" (safety training courses, health surveillance).

The host institution is informed of student safety training before the start of stage activities.

Art. 7 -Tutors

The external tutor is identified by the host institution as the internal supervisor of the traineeship and stage pathway.

The external tutor's tasks include: verifying student attendance at the location, endorsing the logbook provided by the Student Secretariat of the Department, and providing a synthetic judgment on the activities undertaken by the student.

The internal tutor is either a member of the traineeship and stage committee or identified by the same committee based on criteria of competence and availability among professors/researchers of the Department of Veterinary Medicine and Animal Production and among those holding an active teaching position in the Master's Degree Course in PLF.

Their task is to remotely follow the student in the traineeship and stage pathway and to maintain relations with the external tutor.

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

Art. 8 - Modalities of Traineeship and Stage Performance

The traineeship and stage cannot begin before the date of issue of a specific unique logbook by the Student Secretariat of the Department of Veterinary Medicine and Animal Production.

They are carried out in compliance with the modalities and times indicated in the preceding articles, taking into account the general program agreed upon with the internal and external tutors.

During the traineeship and stage, the student must record the activity carried out in the logbook, which must be countersigned by the external tutor for the purpose of certifying attendance and activities performed.

Art. 9 - Evaluation of Formative Traineeship and Stage

Both the internal and external tutors will provide a judgment of suitability (Art. 12, c. 2, letter d) of DM 270/2004) for both the traineeship and the stage and an evaluation according to the following graded scale: insufficient, sufficient, good, excellent.

The final judgment is transcribed in the logbook. In case of a negative judgment, the student will be called for an interview: if this negative judgment is confirmed, the student will not be able to access the Degree examination but will have to repeat all or part of the traineeship and/or stage, as decided by the Didactic Coordination Committee.

In case of a positive judgment, the logbook is countersigned by the Coordinator of the PLF Degree Course and approved by the Didactic Coordination Committee at the first useful session. The student must deliver the logbook to the Student Secretariat of the Department of Veterinary Medicine and Animal Production within 30 days from the end of the traineeship and stage.

All students at the end of the traineeship and stage period will be asked to complete a questionnaire for the evaluation of the host institution.

Locations that receive an insufficient judgment in multiple evaluations will be subject to verification by the Traineeship and Stage Committee to assess the possibility of reviewing their training pathways or excluding them from activities for the following year.⁵⁹

Art. 10 - Recognition of Work Activity

If a work activity (with a regular contract), consistent with the training pathway, is carried out, it is possible to request its recognition in substitution of the traineeship/stage.

A request for recognition can be submitted at any time of the academic year in which the traineeship/stage is foreseen, provided that the necessary requirements (e.g., number of exams and prerequisite exams) according to the respective regulation for making the request have been met.

It is not necessary to be in possession of a valid health suitability certificate issued by the University and a Workplace Safety Course, as those provided by the existing employment contract are valid.

The maximum number of recognizable credits is equal to those required for the traineeship/stage activity foreseen by the PLF Degree Course.

Activities (and corresponding hours) carried out from the day of obtaining the necessary requirements for requesting the traineeship/stage indicated in the PLF Degree Course Regulation can be recognized.

To request recognition, it is necessary to submit the following documentation via email to the Traineeship and Stage Committee:

- application for recognition of credits for work activities;
- certificate of activity carried out issued by the employer or their representative;
- descriptive report of the activity carried out.

The recognition request is evaluated by the Traineeship and Stage Committee, which will establish, based on the hours worked and the declared activities and the employer's report (or their legal representative), how many CFU can be recognized and ratified by the Didactic Coordination Council.

The outcome of the evaluation and the career update are communicated by the Student Secretariat.

ANNEX A

FOR THE ATTENTION OF TRAINSHEEP AND STAGE COMISSION

ALL'ATTENZIONE DELLA COMMISSIONE
TIROCINIO E STAGE

Subject: Request for Traineeship and Stage

(Oggetto: richiesta tirocinio corso di laurea in Precision Livestock Farming)

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

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

address _____ CAP _____
(in via)

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)

VIEWED TRIANING GUIDELINES

(PRESA VISIONE DEL REGOLAMENTO DI TIROCINIO)

as well as the locations proposed by the Department (<http://www.mvpa-unina.org/>)
(nonché delle sedi proposte dal Dipartimento, consultabili sul sito)

REQUESTS

(CHIEDE)

To apply at the traineeship provided for the 2nd year for nr _____ CFU;
(di poter partecipare al tirocinio formativo previsto al II anno di corso per n. CFU)

DECLARES

(DICHIARA)

that have undergone a total of _____ exams, in addition to each mandatory exam, as
established by the Training guidelines;
(di aver sostenuto N° _____ esami in totale e tutti gli esami considerati propedeutici dal Regolamento di Tirocinio
pratico)

Locations identified _____ (internal)
(sedi individuate) (interna)

_____ (external)
(esterna)

Internal tutor: Professor _____
(tutor interno)

Period of activity: From _____ to _____ (reserved to the tutor)
(periodo di attività) (dal) (al) (riservato al tutor)

_____, _____ Place Date
(Sede) (Data)

Signature
(Firma)

Tutor's signature
(Firma del tutor)

The application form can be attached to: triunfo@unina.it
(Il modulo può essere inviato via e-mail all'indirizzo: triunfo@unina.it)

This info is given in observance to the art. 13 of EU 679/2016 Ruling upon treatment of personal and sensitive data.

Data collected with this form are processed for the procedure purposes for which they are released and will be used exclusively for this purpose and in any case within the institutional activities of the University of Naples "Federico II". The data controller is the University, in the persons of the Rector and the General Manager, in relation to specific skills. If there are problems relating to a processing that does not comply with your personal data, you can contact the Data Controller by sending an email to the following address: ateneo@pec.unina.it; or to the Data Protection Officer: rpd@unina.it; PEC: rpd@pec.unina.it. For any other request relating to the procedure in question, the administrative secretariat [\[triunfo@unina.it\]](mailto:triunfo@unina.it) must be contacted.

The interested parties have the rights referred to in art. 15-22 of the EU Regulation. Complete information, relating to the processing of personal data collected, is shown on the University website: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>.

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: rpd@unina.it; PEC: rpd@pec.unina.it. Per qualsiasi altra istanza relativa al procedimento in questione deve essere contattato invece la segreteria amministrativa [\[triunfo@unina.it\]](mailto:triunfo@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>.