

Dipartimento di Medicina Veterinaria e Produzioni Animali

REGULATIONS FOR TUTORING

The Tutoring service for students has been established at the Department of Veterinary Medicine and Animal Production (DMVPA), as required by the D.R. n. 4135 of 10/11/2003. The times, methods of participation, as well as the purposes of the tutoring are reported in the specific Department regulation (which is reported here), and are valid for all the courses of study (CdS) active at the aforementioned Department.

Article 1

- [1] The tutoring service was established in order to welcome and support students enrolled in all DMVPA courses, with the aim of reducing dropout rates, preventing dropout and delay in studies and promoting fruitful and active participation in university life in all its forms.
- [2] The tutoring service is closely linked to the orientation activities, with which it pursues common objectives, and is supported in its activities by the Department's Orientation and Tutoring Commission, made up of 4 teachers and 2 students, in collaboration with the Student Teachers Joint Commission and the Teaching Coordination Commission of the Courses active at the DMVPA.

Article 2

- [1] Tutoring activities are among the institutional tasks of professors and researchers, as an integral part of the teaching commitment required by current legislation. The Director of the Department is exempt from these activities.

Article 3

- [1] At the beginning of the 1st year, students identify a tutor teacher among those listed in the dedicated section of the Department website (<https://www.mvpa-unina.org/orientation/tutorato.xhtml>) and forward a request for assignment to Orientation and Tutoring Commission.
- [2] Students can also request that the tutor teacher be identified by the Commission.
- [3] The assignments, published on the Department website (www.mvpa.unina.it), will remain valid until graduation.

Article 4

- [1] Any change of tutor teacher by the student must be made, via written request stating the reasons, to the competent Commission, which will decide on the matter, in compliance with the rules set out in these Regulations.

Article 5

- [1] It is the student's responsibility to introduce himself to the designated tutor teacher, in order to begin the tutoring activity which will last for the entire duration of his career.
- [2] The Orientation and Tutoring Commission has the obligation to ensure that the student presents himself to the teacher, and that the teachers respect the office hours for tutoring.
- [3] It is the tutor teacher's duty to inform the Orientation and Tutoring Commission of any failure to present the student(s) assigned to him/her.

Article 6

- [1] The duties of the tutor teacher towards the students are expressly specified by the D.R. n. 4135 of 10/11/2003 Tutoring Regulations of the Federico II University. In particular, the tutor guides the students in:
 - a) choosing the study plan;

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- b) development of a study method;
- c) choosing the degree thesis;
- d) meeting with other teachers to fill the gaps that emerged in exam preparation;

[2] Annually, each tutor must send the Orientation and Tutoring Commission of the DMVPA an evaluation of the activity carried out for each student according to the model in Attachment 1.

Article 7

The tutor will indicate, by appointment, the location, day and time in which he intends to carry out the tasks for the students entrusted to him.

Article 8

These Department Tutoring Regulations are approved by the joint teaching and student commission, by the Teaching Coordination Councils and by the Department Council.