



UNIVERSITY OF GASTRONOMIC SCIENCES

**STUDY TRIP REGULATIONS
UNDERGRADUATES**

Preliminary remarks

Study trips are a didactic activity foreseen by the undergraduates study manifesto, it requires compulsory attendance and it assigns University credits as a result of evaluation. Students are required to comply with all educational regulations, any violation can be submitted to the disciplinary commission.

The tutor accompanies the students on their trips and is responsible for representing the University of Gastronomic Sciences, hereinafter “the University”.

The student must observe these regulations and the provisions of art. 20 of Leg. Decree 81/2008 and subsequent modifications and integrations, “duties and obligations of the worker”.

Art. 1 – Passports, permits of stay and visas

Students must have a valid identity document when entering the destination countries of study trips, therefore a valid identity card and/or passport. The passport must have 6 months of validity remaining from the date of return from the study trip. Anyone who does not have a valid identity document at the time of departure for the study trip for which this document is required will be excluded from the trip.

Non-European students must engage to obtain a permit of stay issued by the Police Headquarters (*Questura*) for study reasons and must provide for the periodic renewal. The student has the duty to present himself to the appointments arranged with the Police Headquarters for the paperwork related to the issuance of the permit of stay. Anyone who does not have a valid permit of stay at the time of departure for the study trip for which this document is required will be excluded from the trip.

The University is not responsible for processing the paperwork needed for students to apply or renew their permits of stay or passports.

Students must submit the information of their identity document/s and eventual permits of stay to the tutor office within 30 days from the start of the academic year.

Students who require visas to visit the foreign countries in which a study trip takes place are notified in advance of the requirements regarding the consignment and compilation of the necessary documentation requested by authorities. It is the student's responsibility to complete the correct completion of the forms and provide all the required documents. The cost of submitting the paperwork for visa applications is borne by the University. The visa application does not guarantee the obtainment of the visa. In any case, the University is relieved of responsibilities related to geopolitical situations and international relations that impede the achievement of the necessary requirements for the granting of a visa and consequently the participation in a study trip by a student.

Students who do not fulfill the above requirements due to their own negligence and are thus unable to participate in a study trip shall not be entitled to substitute another study trip for the one missed.

Art. 2 – Vaccinations and health

Information on recommended and/or mandatory vaccinations can be found on the website of the Italian Ministry of Foreign Affairs (<http://www.viaggiare Sicuri.it/>) in the tab of the country of destination. In any case, the tutor will collect the basic information about the health situation in the country of destination and any recommended and/or mandatory vaccinations, and will communicate it to the students. It is the students' responsibility to carefully read the aforementioned information and take the necessary steps to safeguard their health.

A vaccination is considered mandatory if indicated as necessary by the competent authorities to allow access in a country. Students are requested to personally provide for mandatory vaccinations whose cost is borne by the University. The refusal by a student to undergo mandatory vaccinations entails the risk of being rejected by the competent authorities upon entering the country. Students refusing mandatory vaccinations will be asked to sign a release form which relieves the University of any liability deriving from failure to enter the country and of all consequent costs and charges, that have to be borne by the student. Furthermore the student will not be entitled to recover the lost study trip.

A vaccination is not considered mandatory if not indicated as necessary by the competent authorities to allow access in a country. The cost of any recommended vaccinations is borne by the students. The refusal by the student to undergo recommended vaccinations is a personal choice and does not entail any consequences in relation to the study trip.

At the start of each academic year, students suffering from allergies to specific vaccinations or who have physical and/or medical conditions that make it advisable for them to avoid traveling to some study trip destinations are required to notify the tutor office.

Art. 3 – Destinations of study trips

The tutor office sets the dates of the study trips and notifies the students by posting the study trip schedule on the University web portal.

Students may express preferences for only the territorial study trips, at the conditions set and announced by the tutor office. Expressing a preference does not guarantee the student's participation in the requested study trip.

In the case of critical situations and emergencies:

- geopolitical
- social
- strikes
- sanitary
- environmental
- climatic

that do not allow to carry out the study trip in safety, the University is authorized to change previously communicated destinations, and even to cancel a study trip, providing an alternative study program.

In the case of modifications in the dates and/or destinations of the study trips, the University is in no way obligated to refund the expenses that the students have previously sustained.

Art. 4 – Places, dates and times of departure and return from study trips

The place of departure and return of each study trip is Bra (CN), as it is the municipality of the University venue. It is the specific obligation of students to start and complete study trips entirely in the aforementioned place, on the dates and times indicated in the related travel programs.

In regards to territorial study trips the organizing tutor can set "meeting points", such as airports and/or railway stations closest to the aforementioned place of departure and return, as indicated in the travel program. Upon written communication within 24 hours after the publication of the program to the tutor office tutor@unisg.it students may request to be met and/or remain at the aforementioned "meeting points", and may do so only after authorization has been granted. The organization and costs of these transfers are entirely the responsibility of the student and the University is not liable in any way for accidents or damages suffered and/or caused, as the insurance policy in force does not cover independent student transfers.

During the travel organization, the University will proceed with the purchase of travel tickets for all students only for the start and end dates of the trip. Considering that for logistical reasons the departure and the return may be changed, students are requested not to make commitments in the two days before and in the two days following the dates of the study trips on the shared calendar, even after the official communication from the tutor responsible for the study trip.

Art. 5 – Attendance during the study trips

It is a student's specific obligation to take part in 100% of the study trips, in the terms established in article 4.

The student is requested to inform the tutor office tutor@unisg.it of his/her possible partial or total absence and to justify it. The justification of the absence, of any kind, documented or not, is required to explain the reasons, but in no case to assert the 100% presence at the study trip.

In the event that a student is not present at 100% of the study trip, he/she will receive additional assignments. These will be subject to evaluation, in order to get the related study credits (see article 8). The unjustified and/or unreported absence, even if only partial, will result in additional assignments and the student may be assessed negatively. In the most serious cases the student may be sent to the disciplinary commission, at the sole discretion of the tutor office.

During territorial study trips tutors will collect every day the presence of students on a signature sheet; during thematic study trips tutors will collect every day the presence of students on a signature sheet and/or through the "Quick Presences" tool running on smart devices. It is the student's responsibility to promptly enter his/her presence on "Quick Presences" when requested by the tutors. Otherwise the student will be considered absent. If the student encounters technical difficulties in entering his/her presence or does not have a smart device at that time, he must promptly report this to his tutor.

Students cannot make up study trips they have missed by requesting that the tutor office to include them in another study trip.

Art. 6 – Behaviour and disciplinary norms during study trips

It is forbidden to smoke and be absent due to unjustified reasons from lessons and visits during study trips. It is also forbidden to use mobile phones, tablets and/or laptops for other uses that are not taking notes during visits and lessons. Any alcohol consumption during the didactic time will be managed by the tutor at his/her sole discretion.

Inappropriate and indecent behavior such as dirtying and/or damaging the property of others, misappropriation of goods and objects, offending people damages the image of the University and will result in a negative assessment of the involved students and/or may be submitted to the disciplinary commission.

In the case in which a particularly bad behavior is manifested by one or more students, the tutor may instruct the student to return to the University prior to the completion of the study trip, with all additional travel expenses borne by the student and no reimbursement due. Moreover students who behave negatively will be liable, upon their return from the study trip, to the sanctions specified in art. 10 of Student Regulations and Course Enrolment.

In the case in which a student, during the course of the study trip, is found to be responsible for behavior considered against the law by the local authorities, the group and the tutor shall proceed with the study trip as planned. In the case that the aforementioned student, due to his/her actions, should incur expenses

or fines of any and all types, the same shall be charged entirely to the student and the University shall not be liable for any cost.

Art. 7 – Students’ grading

In every study trip students will attend the following phases:

- Phase 1: before each study trip, by attending the pre-trip training, coordinated by professors responsible for study trips;
- Phase 2: during the study trip, coordinated by the tutor office (see Annex 1, evaluation form);
- Phase 3: after each study trip, by attending the post-trip reflection, coordinated by professors responsible for study trips.

The arithmetic average between the grades obtained for each study trip constitutes the grade assigned annually to the student for the activity related to the study trips.

As for Phase 2, students are requested to participate in 100% of Phases 1 and 3. Otherwise, the professors responsible for study trips will apply penalties to the assessments and/or will give additional assignments in order for students to get the grade.

Art. 8 – Total or partial absence at Territorial or Thematic Study Trips (PHASE 2)

In the case of a student who does not fully or partially participate in PHASE 2 of a territorial or thematic study trip he/she must hand in

- n. 1 written paper, of between 15,000 and 20,000 characters (spaces included), linked to the focus of the study trip. In the case of partial absence, it should focus on the part of the missed program.

The tutor office and/or the professor responsible for the study trip may confirm or change the aforementioned assignment, communicated by email from the account report@unisg.it.

The paper must be sent in both Word and PDF formats by the deadline communicated in the aforementioned email. The PDF file will be the reference text for the evaluation. The Word file will only be used for the word count. The paper may be written in either Italian or English.

If a student does not deliver the paper by the due date, s/he will receive a failing grade of 16/30; this will determine the final grade.

Art. 9 – Reimbursement of meals

The “Reimbursement for Expenses” form is available online and at the tutor office.

For the purposes of the reimbursement request, students are required to obtain individual fiscal receipts in order to justify every expenses they claim, and must attach all of them to above mentioned form. Expenses not justified by receipts can’t be reimbursed under any circumstances. If a student encounters problems in obtaining a fiscal receipt, he/she is promptly requested to report this to his/her tutor.

In the case that a number of students purchases goods or services and receives a single cumulative receipt, only one of them must apply for the reimbursement, and after receiving it will have the task and responsibility to split it among the other students.

The “Reimbursement for Expenses” form, together with relative receipts, must be submitted to the tutor office within and not later than 10 working days following the return from the study trip.

Reimbursements may be claimed at the tutor office 15 working days and up to 60 working days following the date of return from the study trip. In any case students will receive an email communication on when the reimbursement will be available for collection.

Expenses sustained during free days away from the University premises are borne entirely by the student, with the exception of meals and other expenses determined by the tutor in charge.

Meals are only reimbursed when the student is requested to make his/her own arrangements, either as scheduled or as announced by the tutor, during learning activities away from the University premises.

Meal reimbursements are as follows:

- Maximum € 5.00 for breakfast, which will only be reimbursed in those cases in which, for logistical reasons, departure is scheduled before 7:00 a.m. and in cases when it is not listed in the study trip program;
- Maximum € 15.00 for lunch, reimbursed only in those cases in which the return is set after 1:00 p.m. and when not specifically listed in the study trip program;
- Maximum € 15.00 for dinner, reimbursed only in those cases in which the return is set after 09:00 p.m. and when not specifically listed in the study trip program.

No reimbursement shall be due in the case in which a student chooses not to participate in an activity for personal reasons or opts to take his/her meals or stay in a structure other than the one(s) indicated in the study trip program. Receipts for the purchase of alcoholic beverages or other items that are not related to a meal and in adequate proportion/measure/quantity shall not be reimbursed.

Art. 10 – Insurance coverage

During study trips abroad students are covered by the sanitary insurance policy.

Art. 11 – Use of own vehicles

The use of own vehicles to reach the study trip is not allowed.

Any exceptions must be authorized by the tutor office, upon written communication by email to tutor@unisg.it within 24 hours from the publication of the program.

The costs of such travel is entirely borne by the student and the University shall not be liable in any way for accidents or damages suffered/caused by the vehicles used, to third parties and/or passengers, as the insurance policy currently in force does not cover independent travel by students.

Art. 12 – Processing of personal data

The received information is used only for the purpose of organizing the study trips, therefore the information might be shared solely with travel agencies, consulates, accommodation facilities and transport companies.

Appendix:

Annex 1 – Study Trip Evaluation Chart

Annex 2 – General criteria for the formation of Territorial Study Trip groups

Annex 3 – Paper writing guidelines in case of absence from a study trip

Annex 1

STUDY TRIP EVALUATION CHART

BEHAVIOR* (30)	ATTENTION** (30)	PARTICIPATION*** (30)
Particularly mature and respectful	Particularly alert	Particularly participative and proactive
Mature and respectful	Alert	Participative and proactive
Sufficiently mature and respectful	Sufficiently alert	Sufficiently participative and proactive
Insufficiently mature and respectful	Distracted	Insufficiently participative and proactive
Threatens and/or prejudices the good outcome of the study trip. Is hostile towards others.	Prejudices / diminishes the didactic value of the study trip	Creates obstacles. Generates tension in the group Threatens and/or damages relations with study trip lecturers/collaborators

* Behavior:

The willingness to encourage (or not) the regular progress of teaching activities and group management

** Attention:

The ability (or not) to listen and the level of interest

*** Participation:

The ability (or not) to integrate into the given socio-cultural context and the number and quality of questions and interaction

Annex 2

**GENERAL CRITERIA FOR THE SET UP OF TERRITORIAL
STUDY TRIP GROUPS**

1. Preferences received within the tutor office's specified deadline
2. Reasons adequately expressed in the preference request email
3. Preferences granted in previous trips with Unisg
4. Disciplinary reasons

Annex 3**Art. 1.1 - Guidelines for writing papers**

The paper should contain information on aspects such as production processes, chains, evaluation of product characteristics, the historical, anthropological and cultural context of products or production, the territory and any other element that may be pertinent.

The paper must be the fruit of individual and original thinking.

The paper must clearly indicate its title, which cannot simply be the name of the study trip (i.e. Rice Trip Report).

The paper must specify what format it adopts (for example: report, newspaper article, blog, scientific paper or story) and be written in a coherent style.

The paper must have a structure; even if not specified as such, it must have an introduction, a presentation and a conclusion. In order to formulate a logical context for one's topic, it may be useful to remember the 5 Ws: Who, What, When, Where and Why.

The use of photos or images should be limited to cases in which they are essential for the understanding of the topic treated, and the source or author must be cited.

Art.1.2 - Evaluation criteria

A paper is graded based on the criteria specified below:

- quality of prose and grammatical structure;
- quality of content and its originality;
- clear and explicit references to all sources used;
- adherence to the guidelines indicated in these regulations;
- correctness of bibliography and quality of sources.

It should be noted that instances of "cut & paste" presented as personal observations will compromise the grading of the report. Insertions of copied text should be limited to necessary quotations, which must be footnoted. Papers without footnotes will receive a (failing) grade of 16/30.

For additional information on grading criteria, please see Graphic 1

Art. 1.3 - Quotations and sources

Every academic document must have a list of the sources consulted, in the form of a bibliography. This applies not only to the text, but also to images, graphs, interviews, etc..

Quotations in the paper should be footnoted at the bottom of the page.

The bibliography is intended to:

- explicitly cite the sources used and give credit to the authors
- prevent plagiarism
- show that the student has conducted research and utilized reliable sources to support his/her original ideas/theses
- give the reader an opportunity to obtain additional information about the topics addressed.

The bibliography must be presented at the end of the document, with sources listed in alphabetic order. For further details and practical examples of bibliographies, see the example below.

In the paper, all citations and quotations must be properly footnoted. If the notes are not present, the material will be considered as "cut & paste" and the paper will receive a (failing) grade of 16/30. If the source is quoted exactly, the text must be in italics and delimited by quotation marks, with the source specified in the footnote at the bottom of the page.

To learn to insert footnotes in your Word texts, please see the following link:

<http://office.microsoft.com/it-it/word-help/inserimento-di-intestazioni-e-pie-di-pagina-HP001226486.aspx#BM0>

Sources must be reliable, and Wikipedia is thus not considered a valid academic source. When conducting research online, we suggest you use the <http://scholar.google.it/> search engine, which is limited to academically approved documents.

Examples of correct bibliographical formats

Bibliographic formats vary slightly depending on the type of document:

BOOKS – last name and first initial of author (year), “book title”, ed. no. (if applicable), place of publication and publisher.

Example:

Baron, D. P., (2008). “Business and the organisation”. Chester: Pearson.

NEWSPAPER/PERIODICAL ARTICLES - Author’s last name and first initial (year), "title of article", name of periodical, volume, number, (day and month), first and last pages of article.

Example:

Slapper, G., (2005). “Corporate manslaughter: new issues for lawyers”. *The Times*, 3 Sep. p.4.

CHAPTERS OF BOOKS, CONFERENCE PAPERS, PAPERS IN COLLECTIONS - Author’s last name and first initial (year), “title of article”, title of collection, volume number, first and last pages of article.

Example:

Boughton, J.M., (2002). “The Bretton Woods proposal: an indepth look”. *Political Science Quarterly*, 42(6), pp.564-78.

WEB SITES – Last name and first initial of author or source (year), “title of page or web document”, access channel, <full URL of page referenced>, [date accessed].

Example:

NHS Evidence, (2003). “*National Library of Guidelines*”. [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].

IMAGES/ GRAPHS: - Last name and first initial of the artist/photographer (year) “Image Title”, medium, (additional details)

Example:

Beaton,C., 1956. “*Marilyn Monroe*”. [photograph] (Marilyn Monroe’s own private collection).

Points	CONTENT (15)	Points	STYLE (10)	Pts.	BIBLIOGRAPHY (5)
15	<ul style="list-style-type: none"> - paper addresses an original and interesting topic - critical commentary / personal observations - information is accurate and pertinent to the topic - effective use of photos / images / graphics 	10	<ul style="list-style-type: none"> - good prose structure, flows naturally - organized in introduction, treatment and conclusion - grammatically correct - rich and varied vocabulary 	5	<ul style="list-style-type: none"> - complete and varied bibliography - the sources cited are relevant - quotes and footnotes correct and info complete
13/14	<ul style="list-style-type: none"> - paper examines a specific topic - analytical treatment with some personal observations - accurate information 	8/9	<ul style="list-style-type: none"> - structure sometimes cumbersome - text lacks fluidity - language lacks dynamism, expression - some grammatical errors 	1 - 4	<ul style="list-style-type: none"> - bibliography compiled incorrectly - incorrect footnoting
11/12	<ul style="list-style-type: none"> - no specific topic addressed - simple transcription of study trip experience - little or no personal observations - inaccurate information 	6/7	<ul style="list-style-type: none"> - structure difficult to read - repetitive and elementary language - frequent grammatical errors - lack of introduction and/or conclusions 	0	<ul style="list-style-type: none"> - no bibliography - no footnotes citing sources
16/30	Copy & Paste				