



UNIVERSITY OF GASTRONOMIC SCIENCES

**STUDY TRIP REGULATIONS
POSTGRADUATES**

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.

In the case of critical geopolitical, social, environmental, climatic situations that do not allow to carry out the study trip in safety, the University is authorized to change previously communicated destinations.

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. Under no circumstances may students request to reach and/or leave from their group in places other than those mentioned above.

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.

Any violation of the rules concerning departure and return dates from study trips, as well as unjustified absences (even partial) can be submitted to the disciplinary commission.

During study trips tutors will collect every day the presence of students on a signature sheet.

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 – 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.