



UNIVERSITY OF GASTRONOMIC SCIENCES

**STUDY TRIP REGULATIONS
POSTGRADUATE AND MASTER COURSES**

Preliminary remarks

Study trips are a didactic activities. Students are required to comply with all educational regulations, any violation can be submitted to the disciplinary commission.

Pursuant to the “Student and Enrollment Regulations” (Art. 6 Fees and Exemptions) it is established that: “6.8 – Any failure by students to make use of or attend educational or complementary activities scheduled in the academic calendar, such as, for example, lessons, study trips, tastings, conferences or seminars, for any reason not attributable to the University, does not oblige the University to pay any compensation.”

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, visas and personal data

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 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.

The University will request personal information and data from students—including, but not limited to, the aforementioned documents—in order to organize the planned study activities. It is always the students' sole responsibility to provide the requested information and personal data in a complete, accurate, and timely manner, within the prescribed timeframes and methods, as well as to communicate any subsequent changes. Any consequences arising from incomplete, incorrect, changed, and/or late-provided information and data are in no way attributable to the University.

Students who do not fulfill the above requirements, either due to their own negligence or as a result of the time required for the release of documents by the competent authorities, and are thus unable to participate in a study trip shall not be entitled to any kind of reimbursement or 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.

Students with specific allergies or intolerances, or those who cannot undergo the required prophylaxis to enter the destination of the study trip, or for whom the climatic, daily life or other conditions of the destination country constitute an element of critical risk or danger given their health condition(s), are required to report it to the Tutor Office.

Students with demonstrable medical conditions will be required to provide a certification from the Italian National Health Service, or another approved facility, that assesses the compatibility of the risks present in the study trip destination with those to which the student can be exposed, given their condition. The student will be required to provide a declaration of awareness of the risks involved in undertaking the trip and, should the circumstances require, to make their own arrangements for specialized personal assistance and adequate insurance coverage, in addition to the policy already guaranteed by the University for all participants. If a student has physical and/or medical problems during a study trip, the University will aim to provide the necessary basic assistance through the accompanying tutor, insofar as possible within the limits of their non-specialist skills and taking into account that the accompanying tutor cannot exempt themselves from proceeding with their regular duties in carrying out the study trip.

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 situations and emergencies:

- geopolitical
- social
- strikes
- sanitary

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- 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 meet and/or leave the group at the aforementioned "meeting points", and may do so only after authorization has been granted. The organization and costs of these transfers outside of the study trip program are entirely the responsibility of the student and the University is not liable in any way for any resulting consequences, 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, and will not be liable for the consequences of modification or cancellation of travel tickets in the instance of non-use by students, nor will it reimburse any replacement for travel tickets.

Considering that the dates of departure and the return may be changed for logistical reasons, 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 the study trips, in the terms established in article 4.

Students are requested to inform the tutor office tutor@unisg.it of their possible partial or total absence.

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 tutors at their 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

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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 students, during the course of the study trip, are 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 students, due to their 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 – Reimbursements

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 each expense claimed, and must physically attach all original copies to the above-mentioned form. Expenses not justified by itemized receipts can't be reimbursed under any circumstances. If a student encounters problems in obtaining a fiscal (itemized) receipt, they are requested to promptly report this to the tutor responsible for the trip.

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 will have the task and responsibility to portion the received reimbursement 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. In no case will reimbursement requests be accepted after the established deadline.

Reimbursements will be available for collection only after the official communication from the Tutor Office, via email, which will also indicate the final deadline for collection – approximately 40 working days after the date of return from the study trip. Any expenses incurred during off campus study trip activities, including free time, are entirely the responsibility of the student, except for meals and any other costs established in advance by the tutor responsible for the trip.

In the case of off campus study trip activities, reimbursement is granted for the costs of each meal that the student has had to provide autonomously, either consumed at a restaurant or purchased at a business, exclusively as established in advance on the program and/or by the tutor. Given this, the reimbursement amounts to:

- 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 08:00 p.m. and when not specifically listed in the study trip program.

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The above reimbursement limits are not cumulative and are only valid for the type of meal indicated. If multiple receipts are submitted for a meal, this must be clearly reported on the reimbursement form.

Requests for reimbursement of any goods or services not stipulated above will only be honored upon consultation with and approval from the tutor responsible for the trip

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 their 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. 8 – Insurance coverage

During study trips abroad students are covered by the sanitary insurance policy. Following a student's physical and/or medical problems, due to conditions related to the study trip, the policy will cover the necessary health care, given that receipts are provided that justify the expenses incurred. Medical expenses due to the inappropriate conduct and negligence of a student, where these are evident and proven, will not be covered.

Art. 9 – 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. 10 – 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.