



**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.

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 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 personal documents, such as passports and permits of stay.

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 ensure 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, 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.viaggiasesicuri.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.

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](mailto: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 obligation to take part in the entire study trip, as per the terms established in article 4.

The student is requested to inform the tutor office [tutor@unisg.it](mailto:tutor@unisg.it) of their 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 for part of or for the entirety of study trip, they will receive an additional assignment which will be subject to evaluation and will contribute to the achievement of the grade and the related credits, as per the terms established by 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 their presence on "Quick Presences" when requested by the tutors. Otherwise the student will be considered absent. If the student encounters technical difficulties in entering their presence code

or does not have a smart device at that time, they must promptly report this to the tutor responsible for the activity.

Students cannot make up for study trips they have missed by requesting that the tutor office 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 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 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 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 – 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, divided into the above-mentioned 3 PHASES, constitutes the grade assigned annually to the student for the activity related to the study trips.

Students must pass all activities and tests related to the above 3 PHASES with a minimum grade of 18/30, including papers in case of absence from PHASE 2 (see art.8), under penalty of not obtaining the final grade and the credits for all study trips of an academic year.

Students are requested to participate in 70% 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 receive a grade.

**Art. 8 – Absence at Territorial or Thematic Study Trips (PHASE 2)**

In case of absence at PHASE 2 of a territorial or thematic study trip, the student is required to produce a paper. The production of the paper is mandatory, under penalty of what is explicitly stated in art. 7. The length of the paper must be the following characters (including spaces), based on the days of absence, as follows:

1 day	3.500 - 5.000
2 days	7.000- 9.000
3 days	10.000 - 13.000
4 days	14.000 - 17.000
5 days	18.000 - 20.000
6 days	21.000 - 23.000
7 days	24.000 - 26.000
8 days	28.000 - 30.000
9 days	30.000 - 32.000
10 days	32.000 - 34.000
11 days	34.000 - 36.000
12 days	36.000 - 38.000

The aforementioned paper must be linked to the program and theme of the study trip from which the student was absent. In the case of partial absence, it may focus on the part of the program missed.

It will be up to the discretion of the tutors on the study trip to assess whether the absence of several hours, spread over several days, may fall into one of the cases mentioned above.

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](mailto: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.

Part-time students whose course of study does not include participation in study trips must agree with the professor in charge of all trips for the three-year degree course at the beginning of each academic year on the alternative assignments in order to obtain the relevant grades and credits.

**Art. 9 – 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 attach all of them 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.

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. 10 – 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, and/or to c outside the period of study activities indicated in the study trip program, will not be covered.

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