



**VADEMECUM for the INTERNSHIP TRAINING and ORIENTATION
of the MASTER'S DEGREE COURSES (D.M. 270/04)
DEPARTMENT of SCIENZE AGRARIE, ALIMENTARI ED AMBIENTALI**

This vademecum regulate the curricular Internships of the Master's Degree Courses activated by the Department of Scienze Agrarie, Alimentari ed Ambientali (from now on indicated as Department) according to the Ministerial Decree no. 270/04.

ART. 1 – Setting of the theoretical and practical didactic activities of the Internship

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— The theoretical and practical didactic activities of the Internship Training and Orientation for the students of the Master's Degree Courses (from now on indicated as TIR-LM) activated according to the DM 270/04 are foreseen by the Didactic Regulation of the Department and form an integral part of the educational targets of each Degree Course. These activities are held in Italian or foreign structures, external to Università Politecnica delle Marche, accredited with the Department and are aimed at the acquisition of practical skills among one of the areas of each Degree Course. These require the attendance of the student at the activities of the Host Structure in relation to the program indicated in the Educational Project within the limits provided for by the current legislation.

Each TIR-LM is assigned 6 ECTS equal to 150 hours, divided in 135 effective hours spent in the Host Structure (assisted didactic activities to be carried out between a minimum of 20 and a maximum of 34 days of effective presence) and 15 hours of individual didactic activities (arranging the activities and drafting the final written report).

For each Degree Course, the Competent Body designates the “Handler for the Orientation to the TIR-LM” who remains in charge for 3 years. The mandate is renewable only one time.

In order to be accepted for the TIR-LM, the student must achieve 12 ECTS.

The Student, before submitting the TIR-LM admission form “Domanda di Ammissione al TIR-LM”, (form available on-line in the University website), should consult the “Handler for the Orientation to the TIR-LM” of his own Degree Course (name available on-line in the University website/D3A) for the choice of the Host Structure; then the Handler for the Orientation to the TIR-LM will direct him to an “Academic Tutor” to draw up the Educational Project.

If the Student chooses to carry out the TIR-LM in the same Host Structure of his/her TIR-L, he/she has to indicate, in the specific section of the Educational Project form, on his own responsibility, that the objectives of this TIR-LM are different from those of the TIR-L (Bachelor's Degree)

The student must hand to the Student Affairs Front Office these documents, within the deadline defined in the Didactic Calendar (available on-line in the University website/D3A): the TIR-LM application form (available on-line in the University website), duly filled out in the section under the Student's responsibility, the Educational Project (2 forms in original, available online in the University website) and the Transcript-Diary (available online in the University website).

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ART. 2 - Accredited Structures for the TIR-LM

The Department, after a reasoned written proposal from at least a Professor, will examine any possible agreement with new structures. The Didactic Office is in charge of its own duties which include keeping records and updating the list of the agreements to be published in the University website/D3A, and any possible notification related to potential negligence from the Host Structures.

ART. 3 – Academic Tutor

People from the Teaching Staff of the Department can also work as Academic Tutors.

The Academic Tutor, with the Student and the Business Tutor (see Art. 4), defines the objectives and how to carry out the TIR-LM, that the Student has to indicate in the Educational Project form.

The Student must promptly send an e-mail to the Academic Tutor about the beginning and end date of the TIR-LM, also adding the Business Tutor's e-mail for any communication.

The Academic Tutor can confirm the beginning of the TIR-LM sending an e-mail to the Business Tutor.

The Academic Tutor has 30 days from the receipt of the draft of the report to inform the Student about possible corrections.

The Academic Tutor, at least 5 days before the TIR-LM exam (see art. 6), must send to the Chair of the TIR-LM Evaluation Committee the evaluation form of the TIR-LM carried out by the Student, and the evaluation form compiled and received from the Business Tutor (see art. 4) (both available on-line in the University website/D3A).

ART. 4 – Chief of the Host Structure and Business Tutor

The Chief of the Host Structure is also its legal representative, and has to read, stamp and sign the form of the Educational Project.

The Chief of the Host Structure appoints the Business Tutor who will observe the conduct of the Student's TIR-LM.

The Business Tutor, with the Student and the Academic Tutor, defines the objectives and how to carry out the TIR-LM, duly indicated by the Student in the Educational Project form (to be signed by the Business Tutor).

The Business Tutor receives the TIR-LM Evaluation form from the Student with the beginning of his attendance at the Host Structure; otherwise, this form can be downloaded from the University website/D3A.

The Business Tutor, with the beginning of the TIR-LM, defines with the Student the specific tasks in order to achieve the objectives outlined in the Educational Project.

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The Business Tutor, in case of change in assets relative to the Educational Project signed and already approved by the Tutor himself, must certify the justification that will be given, and drawn up with the Student, to the CUCS President and to the Academic Tutor.

The Business Tutor certifies the activity carried out by the Student and his attendance, once completed the TIR-LM, checks the amount of hours spent at the Host Structure, stamps and signs the Transcript-Diary and gives it to the Student.

At the end of the TIR-LM, the Business Tutor fills in the TIR-LM Evaluation form and sends it to the Academic Tutor via e-mail within 10 days by the end of the Student's TIR-LM.

ART. 5 - Student

The Student, after the approval of the Competent Body, withdraws the Transcript-Diary at/from the Student Affairs Front Office before the beginning of the TIR-LM.

The Student hands the TIR-LM Evaluation form (available online in the University website/D3A) to the Business Tutor at the beginning of the TIR-LM at the Host Structure; otherwise he calls for the download of this by the Business Tutor himself from the University website/D3A.

The Student communicates via e-mail to the Academic Tutor: the beginning and end date of the TIR-LM, the name and the e-mail of the Business Tutor. The Student points out to the Academic Tutor any possible modification of the endorsed Educational Project.

During the TIR-LM, the Student should properly compile the Transcript-Diary.

The Student must complete the TIR-LM within 12 months from the date of approval reported in the Transcript-Diary by the Student Affairs Front Office, except when a shorter time is indicated in the Educational Project.

The minimum of working hours is 4 (as planned in the Educational Project).

Concerning the practice of the TIR-LM (approved by CUCS), the Student has to justify any request of postponement, change of location or period of the TIR-LM. The same should be examined and approved by the CUCS.

During the TIR-LM, in order to achieve the educational objectives, the Student should carry out the tasks given to him by the Business Tutor, and should keep in contact with the Academic Tutor.

During the TIR-LM, the Student has to:

- carry out the tasks set out by the Educational Project;
- respect the rules about the hygiene, safety and health in the workplace;
- maintain confidentiality about data, information and skills in relation to production processes and products, gained during the TIR-LM.

Within 80 days from the end of the TIR-LM (indicated in the Transcript-Diary) the Student has to hand to the Academic Tutor the draft of the report on the activities carried out, for any correction to be made.

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After the TIR-LM, the Student must check the amount of hours reported in the Transcript-Diary and must hand it to the Business Tutor, who, after verifying that everything is correct, gives it back to the Student stamped and signed.

ART. 6 – Admission to the TIR-L Exam

The Student has to write a final report (in 2 originals) on the TIR-LM carried out in according to the model available online in the University website/D3A. The report must be signed by the Academic Tutor and the Student, before being handed to the Student Affairs Front Office together with the Application for the Discussion (form available online in the University website) and the Transcript-Diary within 120 days by the end of the TIR-LM and at least 15 days before the Discussion (check online). In case of non-compliance with the delivery deadlines, the Student Affairs Front Office will send by mail the related documentation to the CUCS that will evaluate if the practice is still acceptable or not.

One copy of the final report will be placed on record at the Student Affairs Front Office and the other will be sent, from the Student Affairs Front Office itself, together with the go-ahead, to the Chair of the TIR-LM Evaluation Committee.

For those Students who have not handed in time the documentation, the Student Affairs Front Office will communicate them the earliest permissible date when they will be able to discuss their final report, according with the decision of the CUCS.

The dates of the TIR-LM exam (for each Master's Degree) will be announced at least 2 months before the beginning of each session of examination. The Student has to sign up for the exam following the procedure available online in the University website.

The TIR-LM Evaluation Committee will make an overall judgement in thirtieths considering the quality of the final report, the Student's presentation and the judgements expressed by the Business and Academic Tutors.

ART. 7 – Recognition of working activities

The Student who carried out at least 135 working hours in one of the sectors of his own Master's Degree, can request the recognition of this activity for the purposes of the TIR-LM. To this end, the Student has to attach to the request a proof of current employment, stamped and signed given by the Company (or a self-certification in case of work carried out in public institutions), and a copy of the paychecks (and/or modello 101) that testify the payment of at least 135 hours (amount required for the recognition of the TIR-LM).

The Competent administration Body evaluates the documentation, the relevance of the work done to the educational objectives and, in case of approval, finds an Academic Tutor to whom the Student will deliver his final report on the activities carried out in substitution of the TIR-LM.

Subsequently the Student will follow the procedural steps as indicated in the article 6 – Admission to the TIR-LM Exam.

ART. 8 - Enactment

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—
Dipartimento
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The present Vademecum becomes effective from the date approved by the Competent administration Bodies and enters into force from the Students enrolled in the Academic Year 2016-17 and from the Students enrolled in the Academic Year 2015-16 of the Master's Degree in "Scienze Agrarie e del Territorio".

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