

DIDACTIC REGULATIONS OF THE DEGREE PROGRAM MANAGEMENT ENGINEERING

CLASS LM-31

School: Polytechnic and Science Based

Department: Industrial Engineering

Regulations in force since the academic year 2025 -26

ACRONYMS

CCD	[Commissione di Coordinamento Didattico]	Didactic Coordination Commission
CdS	[Corso/i di Studio]	Degree Program
CFU	[Crediti Formativi Universitari = 1 ECTS]	University training credits
CPDS	[Commissione Paritetica Docenti-Studenti]	Joint Teachers-Students Committee
OFA	[Obblighi Formativi Aggiuntivi]	Additional Training Obligations
SUA-CdS	[Scheda Unica Annuale del Corso di Studio]	Annual single form of the Degree Program
RDA	[Regolamento Didattico di Ateneo]	University Didactic Regulations

INDEX

Art. 1	Object
Art. 2	Training objectives
Art. 3	Professional profile and work opportunities
Art. 4	Admission requirements and knowledge required for access to the Degree Program
Art. 5	Procedures for access to the Degree Program
Art. 6	Teaching activities and Credits
Art. 7	Description of teaching methods
Art. 8	Testing of training activities
Art. 9	Degree Program structure and Study Plan
Art. 10	Attendance requirements
Art. 11	Prerequisites and prior knowledge
Art. 12	Degree Program calendar
Art. 13	Criteria for the recognition of credits earned in other Degree Programs in the same Class.
Art. 14	Criteria for the recognition of credits acquired in Degree Programs of different Classes, in university and university-level Degree Programs, through single courses, at online Universities and in International Degree Programs; criteria for the recognition of credits acquired through extra-curricular activities.
Art. 15	Criteria for enrolment in individual teaching courses
Art. 16	Features and arrangements for the final examination
Art. 17	Guidelines for traineeship and internship
Art. 18	Disqualification of student status
Art. 19	Teaching tasks, including supplementary teaching, guidance, and tutoring activities
Art. 20	Evaluation of the quality of the activities performed
Art. 21	Final rules
Art. 22	Publicity and entry into force

Art. 1

Object

The following Regulation governs the organizational aspects of the Master's Degree Course in Management Engineering (Ingegneria Gestionale) (class LM-31), provided in Italian and in a conventional format. The Master's Degree Course in Management Engineering is affiliated with the Department of Industrial Engineering.

The Course of Study (CdS) is managed by the Didactic Coordination Committee (CCD) in accordance with Article 4 of the University's Didactic Regulations (RDA).

This Regulation is issued in compliance with current legislation, the Statute of the University of Naples Federico II, and the University Didactic Regulations.

Art. 2

Training objectives

The Master's Degree Course in Management Engineering delves into enterprise problems considering the various functions that characterize it (organizational, administrative, control, logistics, production, human resources, and technological management, research, and development). These functions are analyzed with reference to the individual enterprise, the management of the entire supply and production chain (Supply Chain Management), and the more or less complex systems of companies, both at the operational planning level and at the strategic planning level.

The educational path is characterized by a predominantly quantitative approach, which includes the contribution of qualitative aspects in defining tools to support business decision-making. Specifically, it delves into issues related to corporate organization, human resource management, production planning and control, logistics systems design and management (procurement, warehouses, production advancement, transport, and distribution), supply chain management (relationships between entities and actors of the production and distribution chain), process optimization through technological integration, project management with reference to complex project management (plant, infrastructure, reorganization, and reengineering), strategic and operational marketing, industrial accounting, and management control, process and product innovation management.

Finally, with the aim of promoting the training of engineering professionals with a marked interdisciplinary character, students enrolled in the Course of Studies are offered the opportunity to participate, in partial overlap with the Degree studies, in Minor paths active in the University and associated with the present and other CdS. Based on the Art. 18, c. 2 of the University Teaching Regulations, admission to the Minor Course gives rise to a career different from that of the Degree Study Course in which the student is enrolled. The activities envisaged in the Minor Course can be recognized within the career of students enrolled in the Study Course, consistently with the Degree Course Regulations; in any case at least 6 Credits completed in the Minor Course must be spent for extra-curricular activities in addition to the Credits necessary to obtain Study Course Degree (Art. 18, c. 1, of the University Teaching Regulations).

In particular, the study course participates on the Minor in "Space Economy", governed by the specific regulation in the Annex 3.

Art. 3

Professional profile and work opportunities

The main employment opportunities are found in various sectors of the manufacturing industry, the service sector, public administration, and self-employment. In particular, the interdisciplinary and flexible cultural and technical characteristics of the degree enable graduates to enter multiple and diverse sectors, including those identified by the ISTAT-ATECO 2007 classification, such as:

- C: Manufacturing activities
- D: Supply of electricity, gas, steam, and air conditioning
- E: Water supply; sewerage, waste management, and remediation activities
- H: Transportation and storage
- J: Information and communication services
- M: Professional, scientific, and technical activities
- O: Public administration and defense
- P: Education
- Q: Healthcare and social assistance

Art. 4

Admission requirements and knowledge required for access to the Degree Program¹

To enroll in the Master's Degree Course, specific access criteria related to curricular requirements and the adequacy of the student's personal preparation must be met, in compliance with Article 6, paragraph 2 of DM 270/04, and as defined below.

Art. 5

Procedures for access to the Degree Program (CdS)

1. The CCD of the Degree Program normally regulates the admission criteria and any scheduling of enrolments, except in cases subject to different provisions of law².

Admission to Master's Degree Courses that are not single-cycle is subject to the verification of:

- a) curricular requirements and
- b) adequacy of the student's personal preparation, as per Article 6 of the Ministerial Decree of March 16, 2007 (establishing the classes of Master's Degrees).

Students lacking curricular requirements and/or adequate personal preparation must submit a pre-assessment request and can enroll in the Master's Degree Course only after receiving the admission decree and complying with the conditions set therein.

If the admission decree specifies curricular integrations, these must be completed before enrollment in compliance with Article 6, paragraph 1 of the Ministerial Decree of March 16, 2007.

Curricular Requirements

To be admitted to the Master's Degree Course, students must possess a Bachelor's degree or another equivalent qualification obtained abroad. The Didactic Coordination Committee (CCD) has identified the following minimum curricular requirements in terms of credits (CFU) acquired in specific Scientific-Disciplinary Sectors (SSD):

Scientific-Disciplinary Sectors (SSD)	Minimum CFU Required
MAT (All sectors) FIS/01	33
ING-IND/16, ING-IND/17, ING-IND/35, ING-INF/04	15 (from at least two different SSDs)

¹ Artt. 7, 13, 14 of the University Didactic Regulations.

² National programmed access is regulated by L. 264/1999 and subsequent amendments and supplements.

These conditions are necessary but not sufficient for admission to the Master's Degree in Management Engineering. The Coordinator of the CCD will assess the possession of the cultural requirements deemed necessary for the appropriate attendance of the course (distribution of CFUs across scientific-disciplinary sectors, presence of specific subjects considered particularly relevant for successful completion of the Master's Degree) by analyzing the student's curriculum in detail.

Graduates in Management Engineering from the University of Naples Federico II, in the areas of Logistics and Production Management, automatically meet the curricular requirements.

Graduates in **Aerospace Engineering, Mechanical Engineering, and Naval Engineering** from the University of Naples Federico II who meet the adequacy requirements of personal preparation specified in the following section are also eligible for direct enrollment in the Master's Degree without curricular integrations.

Additionally, graduates of other engineering programs from the University Federico II or any other Italian university, with a Bachelor's degree score of **105/110 or higher**, can enroll in the Master's Degree without requiring curricular integrations.

Students intending to benefit from one of the options listed above are invited to autonomously prepare according to the prerequisite contents specified for the individual courses in the Master's program.

Adequacy of the Student's Personal Preparation

Article 6, paragraph 2 of the Ministerial Decree of March 16, 2007, stipulates that students must have their personal preparation verified before admission to the Master's Degree Course. The following students are **exempt** from this verification:

1. Students possessing the Bachelor's degree that grants admission to the Master's Degree Course obtained at the University of Naples Federico II and who enrolled in their Bachelor's degree program before September 1, 2011.
2. Students not falling under the previous category but whose weighted average grade of the exam results (in thirtieths) for the Bachelor's degree that grants access to the Master's Degree Course satisfies the following automatic admission criteria:

Origin	Minimum Weighted Average (M)
Graduates from Federico II	$M \geq 24$
Graduates from other universities	$M \geq 24$

Admission requests from students who do not meet the criteria for automatic admission will be evaluated by the Coordinator of the CCD, who will have the final decision on the admissibility of the request and the conditions to be met for admission. The Coordinator may assess the student's curriculum, considering the exam grades obtained in core subjects or subjects deemed particularly relevant for the successful completion of the Master's program.

Procedure for Submitting Admission Requests in Case of Non-compliance with Requirements

Students lacking the necessary **curricular requirements** and/or **adequate personal preparation** who wish to enroll in the Master's Degree must submit a **Pre-assessment Request** directly to the CdS. Specifically:

- **Internal students** (students with a Bachelor's degree from the University of Naples Federico II) must fill out the appropriate form available at the following link:
 - **Internal link** (requires institutional email login at the domain *studenti.unina.it*).
- **External students** (students with a Bachelor's degree from other universities) must fill out the appropriate form available on Google at the following link:

- **External link** (requires login with a *gmail.com* email account).

The student will receive the **Admission Decree** at the email address provided in the form, outlining the conditions for possible admission.

If the Admission Decree specifies curricular integrations, these must be completed before enrollment, in compliance with Article 6 of the Ministerial Decree of March 16, 2007, through the **single-course enrollment** procedure.

Art. 6

Teaching activities and university training credit (Teaching activities and CFU)

Each training activity, prescribed by the CdS detail sheet, is measured in CFU. Each CFU corresponds to 25 hours of overall training commitment ³ per student and includes the hours of teaching activities specified in the curriculum as well as the hours reserved for personal study or other individual training activities.

For the Degree Program covered by this Didactic Regulations, the hours of teaching specified in the curriculum for each CFU, established in relation to the type of training activity, are as follows ⁴:

- **Lectures:** 8 hours per CFU
- **Seminars:** 8 hours per CFU
- **Practical lessons (in labs or classrooms):** 8 hours per CFU
- **Practical laboratory activities:** 8 hours per CFU

For internship activities, each credit corresponds to 25 hours of overall training commitment ⁵. The CFU corresponding to each training activity acquired by the student is awarded by satisfying the assessment procedures (examination, pass mark) indicated in the Course sheet relating to the course/activity attached to these Didactic Regulations.

³ According to Art. 5, par. 1 of Italian Ministerial Decree No 270/2004, "25 hours of total commitment per student correspond to university training credits; a ministerial decree may justifiably determine variations above or below the aforementioned hours for individual classes, by a limit of 20 per cent".

⁴ The number of hours considers the instructions in Art. 6, par. 5 of the RDA: "of the total 25 hours, for each CFU, are reserved: a) 5 to 10 hours for lectures or guided teaching exercises; b) 5 to 10 hours for seminars; c) 8 to 12 hours for laboratory activities or fieldwork, except in the case of training activities with a high experimental or practical content, and subject to different legal provisions or different determinations by DD.MM."

⁵ For Internship activities (Inter-ministerial Decree 142/1998), subject to further specific provisions, the number of working hours equal to 1 CFU may not be less than 25.

Art. 7

Description of teaching methods

The teaching activities are carried out in a **Type A** mode⁶: conventional study course. The Didactic Coordination Committee (CCD) decides which courses may also offer online teaching activities. Some courses may also be delivered in the form of seminars and/or include classroom exercises, language, and computer labs. Detailed information on the teaching methods of each course can be found in the course plans.

Art. 8

Testing of training activities⁷

1. The CCD, within the prescribed regulatory limits⁸, establishes the number of examinations and other means of assessment that determine the acquisition of credits. Examinations are individual and may consist of written, oral, practical, graphical tests, term papers, interviews, or a combination of these modes.
2. The examination procedures published in the course sheets and the examination schedule will be made known to students before the start of classes on the Department's website.⁹
3. Examinations are held subject to booking, which is made electronically. In case the student is unable to book an exam for reasons that the President of the Board considers justifiable, the student may still be admitted to the examination, following those students already booked.
4. Before examination, the President of the Board of Examiners verifies the identity of the student, who must present a valid photo ID.
5. Examinations are marked out of 30. Examinations involving an assessment out of 30 shall be passed with a minimum mark of 18; a mark of 30 may be accompanied by honours by a unanimous vote of the Board. Examinations are marked out of 30 or with a simple pass mark. Assessments following tests other than examinations are marked out with a simple pass mark.

⁶ Please note that, according to Ministerial Decree 289 of 25 March 2021 (general guidelines for the three-year planning of universities 2021-2023), in Annex 4, letter A, the types of programs are as follows:

- a) Conventional Degree Programs. Degree Programs delivered entirely in person, or which provide - for activities other than practical and laboratory activities - a limited teaching activity delivered electronically, to an extent not exceeding one tenth of the total.
- b) Degree Programs with mixed modality. Degree Programs that provide - for activities other than practical and laboratory activities - a significant proportion of the training activities delivered electronically, but no more than two-thirds.
- c) Degree Programs mainly delivered by distance teaching. Degree Programs delivered predominantly by telematic means, to an extent exceeding two-thirds (but not all) of the training activities.
- d) Degree Programs delivered entirely by distance. In these Degree Programs all the training activities are delivered electronically; the presence of the examinations of profit and discussion of the final examinations remains unaffected.

⁷ Article 22 of the University Didactic Regulations.

⁸ Pursuant to the DD.MM. 16.3.2007 in each Degree Programs the examinations or profit tests envisaged may not be more than 20 (Bachelor's Degrees; Art. 4. c. 2), 12 (Master's Degrees; Art. 4, c. 2), 30 (five-year single-cycle Degrees) or 36 (six-year single-cycle Degrees; Art. 4, c. 3). Pursuant to the RDA, Art. 13, c. 4, "the assessments that constitute an eligibility evaluation for activities referred to in Art. 10, c. 5, letters c), d), and e) of Ministerial Decree no. 270/2004, including the final examination for obtaining the degree, are excluded from the calculation." For Master's Degree Program and single-cycle Master's Degree Program, however, pursuant to the RDA, Art. 14, c. 7, "the assessments that constitute a progress evaluation for activities referred to in Art.10, c. 5, letters d) and e) of Ministerial Decree no. 270/2004 are excluded from the exam count; the final examination for obtaining the Master's Degree and single-cycle Master's Degree is included in the maximum number of exams".

⁹ Reference is made to Art. 22, c. 8, of the University Teaching Regulations, which states that "the Department or School ensures that the dates for progress assessments are published on the portal with reasonable advance notice, which normally cannot be less than 60 days before the start of each academic period, and that an adequate period of time is provided for exam registration, which is generally mandatory."

6. Oral exams are open to the public. If written tests are scheduled, the candidate has the right to see his/her paper(s) after correction.
7. The University Didactic Regulations govern Examination Boards ¹⁰.

Art. 9

Degree Program structure and Study Plan

The legal duration of the Course of Study is **2 years**. However, students may enroll based on a contract according to the university's rules (Article 24 of the University Didactic Regulations). Students must acquire **120 CFUs**¹¹, distributed across the following **Types of Educational Activities (TAF)**:

- B) characterising
- C) related or complementary,
- D) at the student's choice¹²,
- E) for the final exam,
- F) further training activities.

The degree is awarded after having acquired **120 CFUs**, by passing examinations, not exceeding 12, including the final¹³ master's degree, and the performance of other training activities.

Unless otherwise provided for in the legal framework of University studies, examinations taken as part of basic, characterising, and related or supplementary activities, as well as activities chosen autonomously by the student (TAF D) are taken into consideration for counting purposes. Examinations or assessments relating to activities independently chosen by the student may be taken into account in the overall calculation corresponding to one unit¹⁴. Tests constituting an assessment of suitability for the activities referred to in Article 10, paragraph 5, letters c), d) and e) of Ministerial Decree 270/2004¹⁵ are excluded from the count. Integrated Courses comprising of two or more modules are subject to a single examination.

¹⁰ Reference is made to Art. 22, paragraph 4 of the RDA according to which "Examination Boards and other assessments committees are appointed by the Director of the Department or by the President of the School when provided for in the School's Regulations. This function may be delegated to the CCD Coordinator. The Commissions comprise of the President and, if necessary, other professors or experts in the subject. In the case of active courses, the President is the course instructor, and in such cases, the Board can validly make decisions even in the presence of the President alone. In other cases, the President is a professor identified at the time of the Board's appointment. In the comprehensive evaluation of the overall performance at the conclusion of an integrated course, the professors in charge of the coordinated modules participate, and the President is appointed when the Commission is appointed."

¹¹ The total number of CFU for the acquisition of the relevant degree must be understood as follows: six-year single-cycle Degree, 360 CFU; five-year single-cycle Degree, 300 CFU; Bachelor's Degree, 180 CFU; Master's Degree, 120 CFU.

¹² Corresponding to at least 12 ECTS for Bachelor's Degrees and at least 8 CFU for Master's Degrees (Art. 4, par. 3 of Ministerial Decree 16.3.2007).

¹³ Art. 14, par. 7 of the University Didactic Regulations ('the final exam for the Master's Degree is included in the calculation of the maximum number of exams').

¹⁴ Pursuant to the D.M. 386/2007.

¹⁵ Art. 10, par. 5 of Ministerial Decree. 270/2004: "In addition to the qualifying training activities, as provided for in paragraphs 1, 2 and 3, Degree Programs shall provide for: a) training activities autonomously chosen by the student as long as they are consistent with the training project [TAF D]; b) training activities in one or more disciplinary fields related or complementary to the basic and characterising ones, also with regard to context cultures and interdisciplinary training [TAF C]; c) training activities related to the preparation of the final exam for the achievement of the degree and, with reference to the degree, to the verification of the knowledge of at least one foreign language in addition to Italian [TAF E]; d) training activities, not envisaged in the previous points, aimed at acquiring additional language knowledge, as well as computer and telematic skills, relational skills, or in any case useful for integration in the world of work, as

3. In order to acquire the CFU relating to independent choice activities, the student is free to choose among all the Courses offered by the University, provided that they are consistent with the training project. This consistency is assessed by the Didactic Coordination Commission. Also, for the acquisition of the CFU relating to autonomous choice activities, the "passing the exam or other form of profit verification" is required (Art. 5, par. 4 of Ministerial Decree 270/2004).
4. The study plan summarises the structure of the Degree Program, listing the envisaged teachings broken down by course year and, in case, by curriculum. At the end, the propedeuticities envisaged by the Degree Program are listed. The study plan offered to students, with an indication of the scientific-disciplinary sectors and the area to which they belong, of the credits, of the type of educational activity, is set out in Annex 1 to these Didactic Regulations.
5. Pursuant to Art. 11, paragraph 4-bis, of Ministerial Decree 270/2004, it is possible to obtain the Degree according to an individual study plan that also includes educational activities different from those specified in the Didactic Regulations, as long as they are consistent with the CdS detail sheet of the academic year of enrollment. The individual study plan is approved by CCD.

Art. 10

Attendance requirements¹⁶

1. In general, attendance to lectures is:
 - a) **strongly recommended but not compulsory**;
 - b) **mandatory** for specific courses.

For individual courses with mandatory attendance, this will be explicitly indicated in the specific course description available in **Annex 2**.

2. If the lecturer envisages a different syllabus modulation for attending and non-attending students, this is indicated in the individual Course details published on the CdS web page and on the teacher's UniNA website.
3. Attendance at seminar activities that award training credits is compulsory. The relative modalities for the attribution of CFU are the responsibility of the CCD.

Art. 11

Prerequisites and prior knowledge

The list of incoming and outgoing propedeuticities (necessary to sit a particular examination) can be found at the end of Annex 1 and in the teaching/activity course sheet (Annex 2).

2. Any prior knowledge deemed necessary is indicated in the individual Teaching Schedule published on the course webpage and on the teacher's UniNA website.

Art. 12

Degree Program Calendar

The Degree Program calendar can be found on the Department's website well before the start of the activities (Art. 21, c. 5 of the RDA).

well as training activities aimed at facilitating professional choices, through direct knowledge of the job sector to which the qualification may give access, including, in particular, training and guidance programs referred to in Decree no. 142 of 25 March 1998 of the Ministry of Labour [TAF F]; e) in the hypothesis referred to in Article 3, paragraph 5, training activities relating to internships and apprenticeships with companies, public administrations, public or private entities including those of the third sector, professional orders and colleges, on the basis of appropriate agreements".

¹⁶ Art. 22, c. 10 of the University Didactic Regulations.

Art. 13

Criteria for the recognition of credits earned in other Degree Programs in the same Class¹⁷

For students transferring from other courses of the same class, the Didactic Coordination Committee ensures the recognition of CFUs for activities that are academically compatible with the student's educational path, according to the criteria specified in the following Article 14. If CFUs are not recognized, the reason must be clearly stated. However, the number of CFUs related to the same scientific-disciplinary sector that are directly recognized for the student cannot be less than **50%** of the credits already acquired.

Article 14

Criteria for the recognition of credits acquired in Degree Programs of different classes, in university or university-level Degree Programs, through single courses, at online Universities and in international Degree Programs¹⁸; criteria for the recognition of credits acquired in extra-curricular activities

1. With regard to the criteria for the recognition of CFU acquired in Degree Programs of different Classes, in university or university-level Degree Programs, through single courses, at online Universities and in International Degree Programs, the credits acquired are recognised by the CCD on the basis of the following criteria:

- analysis of the activities carried out;
- evaluation of the congruity of the disciplinary scientific sectors and of the contents of the training activities in which the student has earned credits with the specific training objectives of the Degree Program and of the individual training activities to be recognised.

Recognition is carried out up to the number of credits envisaged by the didactic system of the Degree Program. Failure to recognise credits must be adequately justified. Pursuant to Art. 5, c. 5-bis, of Ministerial Decree 270/2004, it is also possible to acquire CFU at other Italian universities on the basis of agreements established between the concerned institutions, in accordance with the regulations current at the time ¹⁹.

2. Any recognition of CFU relating to examinations passed as single courses may take place within the limit of 36 CFU, upon request of the interested party and following the approval of the CCD. Recognition may not contribute to the reduction of the legal duration of the Degree Program, as determined by Art. 8, c. 2 of Ministerial Decree 270/2004, except for students who enrol while already in possession of a degree of the same level²⁰.

3. With regard to the criteria for the recognition of CFU acquired in extra-curricular activities, within the limit of 12 CFU the following activities may be recognised:

- Professional knowledge, skills, and certified skills, taking into account the congruence of the activity carried out and/or of the certified skill with the aims and objectives of the Degree Program as well as the hourly commitment of the duration of the activity.
- Knowledge and skills acquired in post-secondary-level training activities, which the University contributed to developing and implementing.

¹⁷ Art. 19 of the University Didactic Regulations.

¹⁸ Art. 19 of the University Didactic Regulations.

¹⁹ Art. 6, c. 9 of the University Didactic Regulations.

²⁰ Art. 19, c. 4 of the University Didactic Regulations.

Art. 15

Criteria for enrolment in individual teaching courses

Enrolment in individual teaching courses, provided for by the University Didactic Regulations²¹, is governed by the "University Regulations for enrolment in individual teaching courses activated as part of the Degree Program"²².

Article 16

Features and modalities for the final examination

The final examination refers to the thesis required to obtain the academic title. To be admitted to the final examination, the student must have acquired all the CFUs foreseen in their study plan, except those related to the final exam. The final examination consists of the defense of a Master's Thesis written by the student under the guidance of one or more advisors. The thesis can also be written in English, in which case an abstract in Italian must be attached. The procedure for requesting and assigning an advisor is governed by a specific regulation available on the CdS website.

A Thesis Committee will determine the final grade, taking into account the average grades obtained in the courses included in the student's study plan, the quality of the thesis, the effectiveness of its presentation, and other relevant aspects of the student's curriculum.

The final examination is conducted before a Committee chaired by the Coordinator of the Study Course. The examination consists of a presentation of the work conducted by the student under the guidance of a faculty advisor, followed by a discussion with the members of the Committee. The student is allowed to use audio-visual aids for the public presentation or, alternatively, prepare a summary booklet to be distributed to each member of the Committee. After the presentation, each faculty member may ask the student questions related to the thesis.

The presentation generally lasts 15 minutes.

Article 17

Guidelines for traineeship and internship

1. Students enrolled in the Degree Program may decide to carry out internships or training periods with organisations or companies that have an agreement with the University. Traineeship and internship are compulsory and contribute to the award of credits for the other training activities chosen by the student and included in the study plan, as provided for by Art. 10, par. 5, letters d and e, of Ministerial Decree 270/2004²³.
2. The CCD regulates the modalities and characteristics of traineeship and internship with specific regulations.
3. The University of Naples Federico II, through **Internship Office** and **COINOR** (Center for Orientation and Internship), ensures constant contact with the world of work to offer students and graduates of the University concrete opportunities for internships and work experience and to promote their professional integration.

²¹ Art. 19, c. 4 of the University Didactic Regulations.

²² R.D. No. 348/2021.

²³ Traineeships ex letter d can be both internal and external; traineeships ex letter e can only be external.

Article 18

Disqualification of student status²⁴

A student who has not taken any examinations for eight consecutive academic years incurs forfeiture unless his/her contract stipulates otherwise. In any case, forfeiture shall be notified to the student by certified e-mail or other suitable means attesting to its receipt.

Article 19

Teaching tasks, including supplementary teaching, guidance, and tutoring activities

1. Professors and researchers carry out the teaching load assigned to them in accordance with the provisions of the RDA and the Regulations on the teaching and student service duties of professors and researchers and on the procedures for self-certification and verification of actual performance²⁵.
2. Professors and researchers must guarantee at least two hours of reception every 15 days (or by appointment in any case granted no longer than 15 days) and, in any case, guarantee availability by e-mail.
3. The tutoring service has the task of orienting and assisting students throughout their studies and of removing the obstacles that prevent them from adequately benefiting from attending courses, also through initiatives tailored to the needs and aptitudes of individuals.
4. The University ensures guidance, tutoring and assistance services and activities to welcome and support students. These activities are organised by the Schools and/or Departments under the coordination of the University, as established by the RDA in Article 8.

Article 20

Evaluation of the quality of the activities performed

1. The Didactic Coordination Commission implements all the quality assessment forms of teaching activities envisaged by the regulations in force according to the indications provided by the University Quality Presidium.
2. In order to guarantee the quality of teaching to the students and to identify the needs of the students and all stakeholders, the University of Naples Federico II uses the Quality Assurance (QA)²⁶ System, developed in accordance with the document "Self-evaluation, Evaluation and Accreditation of the Italian University System" of ANVUR, using:
 - surveys on the degree of placement of graduates into the world of work and on post-graduate needs;
 - data extracted from the administration of the questionnaire to assess student satisfaction for each course in the curriculum, with questions relating to the way the course is conducted, teaching materials, teaching aids, organisation, facilities.

The requirements deriving from the analysis of student satisfaction data, discussed, and analysed by the Teaching Coordination Committee and the Joint Teachers' and Students' Committee (CPDS), are included among the input data in the service design process and/or among the quality objectives.

²⁴ Art. 24, c. 5 of the University Didactic Regulations.

²⁵ R.D No. 2482//2020.

²⁶ The Quality Assurance System, based on a process approach and adequately documented, is designed in such a way as to identify the needs of the students and all stakeholders, and then translate them into requirements that the training offer must meet.

3. The QA System developed by the University implements a process of continuous improvement of the objectives and of the appropriate tools to achieve them, ensuring that planning, monitoring, and self-assessment processes are activated in all the structures to allow the prompt detection of problems, their adequate investigation, and the design of possible solutions.

Article 21

Final Rules

The Department Council, on the proposal of the CCD, submits any proposals to amend and/or supplement these Rules for consideration by the Academic Senate.

Article 22

Publicity and Entry into Force

1. These Rules and Regulations shall enter into force on the day following their publication on the University's official notice board; they shall also be published on the University website. The same forms and methods of publicity shall be used for subsequent amendments and additions.
2. Annex 1 (CdS structure) and Annex 2 (Teaching/Activity course sheet) are integral parts of this Didactic Regulations.