



DIDACTIC REGULATIONS OF THE DEGREE PROGRAM NAVAL ARCHITECTURE AND MARINE ENGINEERING

CLASS LM-34

School: Politecnica e delle Scienze di Base (Polytechnic and Basic Sciences)

Department: Ingegneria Industriale (Industrial Engineering)

Regulations in force since the academic year 2025 - 2026

ACRONYMS

CCD	[Commissione di Coordinamento Didattico]	Didactic Coordination Commission
CdS	[Corso/i di Studio]	Degree Program
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

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Art. 1

Object

1. This Didactic Regulation governs the organizational aspects of the CdS in Ingegneria Navale (Naval Architecture and Marine Engineering – class LM-34). The CdS in Naval Architecture and Marine Engineering is hinged in the Department of Industrial Engineering and is held in Italian; in particular cases and subject to CCD approval, teaching activities can be held online.
2. The CdS is governed by the Didactic Coordination Commission (CCD), pursuant to Art. 4 of the RDA.
3. The Didactic Regulations are issued in compliance with the relevant legislation in force, the Statute of the University of Naples Federico II, and the RDA.
4. The CdS in Naval Architecture and Marine Engineering has not any training pathway leading to the award of a Double Degree

Art. 2

Training objectives

The Master's Degree Course in Naval Architecture and Marine Engineering aims to expand the training imparted in the first cycle of studies by providing the cognitive tools necessary to conceive and develop innovative technical solutions. The Master's Degree Course in Naval Architecture and Marine Engineering has the main objective of guaranteeing students an appropriate knowledge of general scientific methodologies as well as the achievement of specific professional skills in the disciplinary field of naval engineering, in the sectors of naval architecture, shipbuilding and naval installations. Master's graduates in Naval Architecture and Marine Engineering will have in-depth knowledge of the theoretical-scientific aspects of engineering both in general and in depth in relation to those of naval engineering, in which they will be able to identify, formulate and solve complex problems, even in an innovative way, that require an interdisciplinary approach; they will still be able to conceive, plan, design and manage complex and/or innovative systems, processes and services; finally they will be able to design and manage highly complex experiments. Furthermore, the Degree Course aims to improve students' ability to work in groups among other things, assuming, the responsibility of management and coordination, the analytical skills to identify the most suitable methodologies to deal with complex technical problems and innovative, and to evaluate the results achieved. The ability to continuously review and strengthen their knowledge and skills from both a technical, operational and organizational point of view, as well as the ability to frame the consequences of technical choices in a broader economic, social and environmental context, is further refined in the students. Graduates with a master's degree in Naval Architecture and Marine Engineering will be able to find employment in shipyards for the construction of ships, boats and marine vessels, in industries for the exploitation of marine resources, in shipping companies, classification institutes and surveillance bodies, in technical bodies of the military navy, research and training institutes. The final test for the master's degree in Naval Architecture and Marine Engineering consists in the discussion of a thesis prepared by the student in original way under the guidance of one or more supervisors. This thesis consists in the drafting of a preliminary project concerning a naval unit, or in a report on a theoretical or experimental monographic study on particular topics carried out during the specific studies, which demonstrates mastery of the topics, the ability to operate autonomously and a good level of communication skills. Consequently, the training path creates a professional figure who owns a scientific and technical culture of the highest level, capable of entering and orienting himself in the world of work with particular reference to divisions aimed at management, advanced design and innovation.

The Master's graduate in Naval Architecture and Marine Engineering must be able to use the English language fluently and therefore an adequate number of ECTS is expected to guarantee the acquisition of these linguistic skills during the course if they are not possessed before.

Art. 3

Professional profile and work opportunities

function in a work context:

The main typical functions of Naval Engineers (the result of obtaining a Degree in Naval Architecture and Marine Engineering) concern the areas of production, management and organisation, technical-commercial activities, in manufacturing and service companies. Graduates in Naval Engineering possess suitable skills to carry out professional activities in various fields, contributing to activities such as design, production, management and organisation, assistance to technical-commercial structures, risk analysis, safety management in the prevention and emergency phase, both in the freelance profession and in manufacturing or service companies and in public administrations.

skills associated with the function:

Acquisition of specific professional knowledge in the disciplinary field of naval engineering, in the sectors of naval architecture, shipbuilding and naval systems and ability to use it to address complex and unconsolidated issues.

Development of the ability to work in coordinated groups and coordinate group activities, to assume roles of responsibility in carrying out planning, organizational and management activities.

employment opportunities:

The main employment opportunities provided by the master's degree courses of the class are those of innovation and production development, advanced design, planning and programming, management of complex systems, both in the freelance profession and in manufacturing or service companies than in public administrations. Master's graduates will be able to find employment in shipbuilding yards, boats and marine vehicles, industries for the exploitation of marine resources; shipping companies; classification institutes and supervisory bodies; technical corps of the navy; professional design and surveying firms; research institutes.

In this context, graduates with a master's degree in Naval Architecture and Marine Engineering have employment opportunities that extend well beyond regional and national limits.

Art. 4

Admission requirements and knowledge required for access to the Degree Program¹

Enrollment in the Master's Degree in Naval Architecture and Marine Engineering requires possession of a degree, including that obtained according to the system before the Ministerial Decree 509/1999, or a three-year university degree or other qualification obtained abroad recognized as equivalent.

For enrollment in the Master's Degree course in Naval Architecture and Marine Engineering, in compliance with art. 6 paragraph 2 of Ministerial Decree 270/04 and with methods that will be defined in the Didactic Regulations of the Master's Degree Course, specific access criteria regarding the possession of curricular requirements and the mandatory verification of the adequacy of the student's personal preparation are provided.

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

In particular, the curricular requirements require having obtained at least 107 CFU in specific scientific disciplinary sectors, articulated as follows:

40 CFU in sectors

MAT/03, MAT/05, MAT/07, FIS/01, CHIM/07

40 CFU in sectors

ING-IND/08, ING-IND/10, ING-IND/13, ING-IND/16, ING-IND31, ING-INF/05, ICAR/01, ICAR/08

27 CFU in sectors

ING-IND/01, ING-IND/02, ING-IND/15

The Didactic Coordination Commission of the Degree Program will be able to identify any equivalence of credits from scientific disciplinary sectors different from those shown in the previous table, justifying them.

Possession of the curricular requirements is automatically satisfied by graduates in Naval Architecture and Marine Engineering from the University of Naples "Federico II".

These requirements will also include the documented ability to correctly use at least one European Union language other than Italian in written and oral form, also with reference to disciplinary lexicons.

In particular, since to obtain the Master's degree the student must be able to fluently use a European Union language in addition to Italian, for students who at the time of enrollment do not have knowledge of another European language, the regulation will define the obligation to include a number of credits for 'Additional linguistic knowledge' in the study plan, adequate to guarantee the achievement at least of level B2 of the CEFR (Common European Framework of Reference).

Art. 5

Procedures for access to the Degree Program (CdS)

Pursuant to Art. 6 Ministerial Decree 16 March 2007 (Decree of Establishment of Master's Degree Classes), admission to non-single cycle Master's Degree Courses requires the verification of possession of the curricular requirements specified in the Teaching Regulations of the Master's Degree Course, as well as the verification of the adequacy of the student's personal preparation. The Degree Courses that allow direct access to the Master's Degree Course are identified with specific provisions, as well as the curricular integrations provided for students who are not in these conditions. The Didactic Coordination Commission establishes the method through which the student can carry out the curricular integration, based on the extent and nature of the integrations requested.

According to guidelines established uniformly for all Master's Degree Courses in Engineering of the Polytechnic School and Basic Sciences, the Didactic Coordination Commission also regulates the methods of verifying the adequacy of the student's personal preparation. Students for whom the average marks (in thirtieths) obtained in the exams for obtaining the degree qualification which gives access to the Master's Degree Course - weighted on the basis of the relative amounts in ECTS - are not less than 24 are exempt from this test. Specific provisions apply to students who are not in this condition.

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.
2. Verification of personal preparation is always mandatory, and only students who meet the curricular requirements can access it.
3. –
4. With regard to the verification of adequate linguistic skills, students who do not have a qualification obtained by attending a course of study taught in Italian or English and who do not have certifications or linguistic aptitude relating to knowledge of the Italian or English language at least at level B1 of the Common European Framework of Reference (CEFR), must demonstrate, in an aptitude test, that they possess adequate comprehension and conversation skills in Italian or English.

In particular, since in order to obtain the master's degree, the student must be able to use fluently a language of the European Union, in addition to the Italian language, the regulation provides in the study plan an adequate number of CFU (at least 3) to acquire 'Further linguistic knowledge' in particular in English. The achievement of such knowledge, at least at level B2, will be certified according to the procedures defined by the University Language Centre (cla.unina.it). Students already in possession of an English certificate at least at level B2 at the time of enrollment request its recognition for the purposes of Further Linguistic Knowledge according to the procedures established by the University Language Centre.

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 commitment³ 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:

- Lecture or guided teaching exercises: 8 hours per CFU;
- Seminar: 8 hours per CFU;
- Laboratory activities or fieldwork: 8 hours per CFU;

For internship activities, each credit corresponds to 25 hours of overall training commitment⁵.

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.

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

³ According to Art. 5, c. 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, c. 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 didactic activity is carried out in modality "Conventional course of study"⁶.

If necessary, the CCD decides which courses also include teaching activities offered online.

Some courses may also take place in seminar form and/or involve classroom exercises, language, and computer laboratories.

Detailed information on how each course is conducted can be found in the course sheets.

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

1. The legal duration of the Degree Program is 2 years.
The student must acquire 120 CFU¹¹, attributable to the following Types of Training Activities (TAF):
 - B) characterising,
 - C) related or complementary,
 - D) at the student's choice¹²,
 - E) for the final exam,
 - F) further training activities.
2. The degree is awarded after having acquired 12 CFU by passing examinations, not exceeding 12 including the final exam¹³ 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 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, c. 3 of Ministerial Decree 16.3.2007).

¹³ Art. 14, c. 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, c. 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 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".

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, c. 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 of lectures is strongly recommended but not compulsory
In the case of individual courses with compulsory attendance, this option is indicated in the relative teaching/activity course sheet 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

1. 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).

Art. 13

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

For students coming from Degree Programs of the same class, the Didactic Coordination Commission ensures the full recognition of CFU, when associated with activities that are culturally compatible with the training Degree Program, acquired by the student at the originating Degree Program, according to the criteria outlined in Article 14 below. Failure to recognise credits must be

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

¹⁷ Art. 19 of the University Didactic Regulations.

adequately justified. It is without prejudice to the fact that the number of credits relating to the same scientific-disciplinary sector directly recognised by the student may not be less than 50% of those previously achieved.

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.

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.

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.

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

²² R.D. No. 348/2021.

Article 16

Features and modalities for the final examination

The master's degree in Naval Architecture and Marine Engineering is obtained after passing a final test, consisting of the evaluation of the master's degree thesis, prepared by the student under the guidance of one or more supervisors as well as any external co-supervisors from the world of industry.

The thesis focuses on themes specific to the disciplinary field of Naval Engineering with a marked interdisciplinary character and, in general, consists of the preliminary design of a vessel developed in all its general aspects with possible in-depth analysis of some particular aspects. Theses of an experimental and/or monothematic nature are also envisaged. The thesis and debate can also be developed in English.

The final test is taken by the candidate before a Commission chaired by the Coordinator of the Course of Study and consists of the presentation of the work carried out under the guidance of a supervisor and in the subsequent discussion with the members of the Commission.

The candidate is allowed to make use of an audio-visual support, to be projected publicly, or, alternatively, to draw up a summary booklet, to be delivered in copy to each member of the Commission.

At the end of the presentation, each teacher can make comments to the candidate relating to the topic of the thesis work.

The presentation usually 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 *stage* are not 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 *stage* with specific regulations.
3. The University of Naples Federico II, through the COINOR office, ensures constant contact with the world of work to offer students and graduates of the University concrete opportunities for *stages* and work experience and to promote their professional integration.

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.

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

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

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.

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

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.

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.