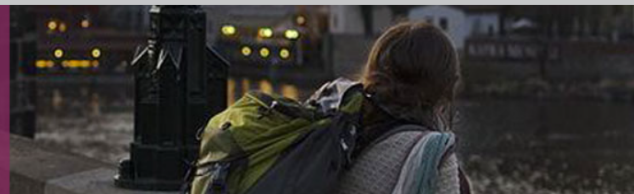




Internship:
applying competences beyond university doors



DIPARTIMENTO DI
SCIENZE DELLA FORMAZIONE,
DEI BENI CULTURALI E DEL TURISMO
**beni culturali
e turismo**



DIDATTICA

ITOURDEM

QUALITA'

UTILITY

NEWS

[Home](#) › [News](#) › LM-49 meeting on internship

EVENTI

LM-49 meeting on internship

4th November 2021, 5 p.m. - Room 3, Polo Bertelli

On **4th November 2021 at 5 p.m. in Room 3 of Polo Bertelli** and also broadcasted live on prof. Mara Cerquetti's Teams account, who is the Head of the Educational Organization for the traineeship of the Master Degree in INTERNATIONAL TOURISM AND DESTINATION MANAGEMENT (LM-49), a meeting with students will be held in order to provide them information about choosing the path to be carried out during the traineeship and how to activate it.

[FURTHER INFORMATION ON INTERNSHIP](#)





**HOUSTON
WE HAVE A
PROBLEM**

INTERNATIONAL WELCOME DAY

A.Y. 2021/22

DEPARTMENT OF
EDUCATION,
CULTURAL HERITAGE
AND TOURISM





Information about

- Courses ITourDeM (class LM-49), Study Plan and Teaching Programmes
- Language Courses
- Internship
- Questionnaires on teaching
- International Seminars Week and other activities
- Erasmus+
- Information about extra curricular activities, supermarkets, transportation, markets, restaurants in Macerata and other problems, students are facing currently

Speakers

Prof. Simone Betti
Prof.ssa Mara Cerquetti
Prof.ssa Isabella Crespi
Prof.ssa Marta Maria Montella
Prof.ssa Amanda Salvioni

Giulia Capecci - student

22 March 2022
1.30 p.m.
Polo Bertelli
Room 4

The internship coordinator



- The internship coordinator for LM-49 is prof. **Mara Cerquetti** (https://docenti.unimc.it/mara.cerquetti?set_language=en&cl=en);
- The internship coordinator acts as **supervisor** and **coordinator between the department and central offices** and **monitors the relationships with businesses and organisations related to internships.**

Our Agenda

1. Regulations
2. Academic tutors
3. The internship steps
4. Validation of CFU for working activities, training activities or civilian service
5. Further opportunities



<https://sfbct.unimc.it/en/courses/degree-courses/itourdem/courses/didactic-services/internships-1>

← → ↻ ⓘ Non sicuro | sfbct.unimc.it/en/courses/degree-courses/itourdem/courses/didactic-services/internships-1/internships



l'umanesimo che innova

SOCIAL **unIMC**



Search pages or people...

Search

**iTour
DeM**

INTERNATIONAL TOURISM AND
DESTINATION MANAGEMENT
UNIVERSITÀ DI MACERATA



DEPARTMENT

COURSES

ADMISSIONS

STUDENT LIFE

NEWS

[Home](#) › [Courses](#) › [Didactic Services](#) › [Internships](#)

LM-49 ITOURDEM

Internships

General information

Internships are vocational activities meant to put the theoretical teachings included in the study plans into practice.

For Bachelor's and Master's Degrees provided by the Department of Education, Cultural Heritage and Tourism, these activities are regulated by the following **regulation, in force since 01/01/2014**.

Regulations



General Regulations of Internship - [Attachment B](#) of Summary of Regulations of the course of study in LM-49 ITourDeM International Tourism and Destination Management

https://www.unimc.it/it/ateneo/normativa/regolamenti-di-ateneo/regolamenti-cds-scienze-della-formazione/regolamento-classe-lm49-en_all-b.pdf

See: **Attachment B – Internship activities**

ITourDeM (a.y. 2021/2022)

Study plan

YEAR	COURSE UNITS	SDS	ECTS/CFU	HOURS
1st YEAR	SEMESTER I			
	Cultural Differences	SPS/08	6	36
	Tourism and Heritage Management ¹	SECS-P/08	6	36
	Place Branding and Rural Development	AGR/01	9	54
	Urban History	M-STO/04	9	54
	Tot. SEMESTER		30	
	SEMESTER II			
	English - Language and Culture	L-LIN/12	9	54
	Landscape and Environment Geography ²	M-GGR/01	9	54
	Creative Processes for Tourism or Educational Tourism ³	M-PED/01	6	36
	Environmental and Tourism Law	IUS/01	6	36
	Tot. SEMESTER		30	
	Total 1st YEAR		60	
2nd YEAR	SEMESTER I			
	European Art History ⁴	L-ART/02	6	36
	Planning and Control Systems in Tourism Businesses	SECS-P/07	9	54
	Tot. SEMESTER		15	
	SEMESTER II			
	French Language and Culture or Hispanic Language and Culture ⁵	L-LIN/03 L-LIN/06	9	54
	Tot. SEMESTER		9	
	ACTIVITIES WITHOUT SEMESTER OBLIGATIONS ⁶			
	Elective courses ⁷	---	15	
	FURTHER EDUCATION ACTIVITIES			
	For Italian students: Stage (9 CFU)		9	225
	For international students: Stage (6 CFU) Italian language		6	150
	Final dissertation	---	12	
	Tot. SEMESTER		36	
	Total 2nd YEAR		60	
	TOTAL		120	

Didactic and Academic Tutor(s)

Activities performed by students in the context of the internship are coordinated and monitored by the **teachers of each degree course, as didactic and academic tutors.**

The student can choose any teacher of the master degree programme as an academic tutor.

The weekly office hours are valid only during courses, while for the rest of the year, they take place every 2 weeks. Send an e-mail to your professors to make an appointment!

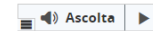
Step 1_Choosing an organisation

- **Each student**, in accordance with his/her academic tutor, **chooses the institution/company** for the internship, sets the educational goals and the details about how to carry out the activity.
- Some **offers** from institutions/companies are published on the university website:
<https://www.unimc.it/it/didattica/stage-e-inserimento-lavorativo/stage-curricolari/studenti/proposte-di-stage-enti-e-aziende-1/proposte-di-stage-curricolari-enti-e-aziende>



Proposte di stage curricolari enti e aziende

Proposte di stage curricolari enti e aziende



In questa pagina sono pubblicate proposte di stage curricolari da parte di enti e aziende divise per tipologia di proposta:

Archivi, Biblioteche e Musei

Commerciale

Comunicazione, Editoria e Marketing

Servizi socio-educativi

Traduzione e Mediazione

Turismo

Varie

Step 2_Activating the internship

- The activation of an internship is carried out through the subscription of an **agreement** signed by the promoter (the University) and the hosting organisation (institution/company) and by filling in the educational project (*progetto formativo*).

See the **list of institutions/companies**, which already have an agreement with University of Macerata (in Italian language):

<https://www.unimc.it/it/didattica/stage-e-inserimento-lavorativo/stage-curricolari/enti-aziende/elenco-enti-aziende-convenzionati>

- If the institution/company chosen does not have an agreement with University of Macerata, students have to **reach an agreement**:
<https://www.unimc.it/it/didattica/stage-e-inserimento-lavorativo/stage-curricolari/enti-aziende/attivazione-convenzione>.

Step 3_The training project

Training project

Each student, according to his academic tutor, chooses the institution/company for the internship, sets the training objectives and details on how to carry out the activity.

Each student contacts the institution/company. The tutor of the company logs into website <http://studenti.unimc.it>.

ATTENTION! During the compilation of the training project:

- It is important to enter the number of employees in the institution/company and the number of trainees including the applicant;
- Please enter the time-table (for example LUN VEN, 08:00 a.m.-01:00 p.m.) in the space "Contenuti del progetto formativo";
- It is not possible to enter more than 8 hours for day in the time-table;
- It is not possible to enter more than 40 hours for week if it is a private institution or 36 hours for week if it is a public institution;
- The internship should begin at least 15 days after the date of approval by the teacher tutor, if the institution has already activate an agreement, otherwise 20 days later, if the institution must activate an agreement with the University, in this case it is recommended to deliver the training project with the agreement;
- in case of internship in a PUBLIC ADMINISTRATION, the agreement must be signed with the digital signature of the legal representative of the institution, otherwise the document will be null, and sent by PEC to the address: ateneo@pec.unimc.it

The TREINEE receives an e-mail from the informative system. This e-mail states that the institution has got the Training Project and has the possibility of logging on the 'stage web portal' through the web site <http://studenti.unimc.it>. Now, in the section 'Tirocini e stage/Gestione tirocini', the trainee can read the Training Project relating to his/her own internship/stage. Here, the student can put in the name of the Academic Tutor and has to accept the project by clicking on 'Accetta progetto formativo'.

The TREINEE sends to the Academic Tutor, the same e-mail received from the informative system, containing the details of the Training Project. The academic tutor has to verify the project and to give his approval;

The ACADEMIC TUTOR receives the e-mail from the student and, **if he/she judges the project good, has to send an e-mail of approval to 'Ufficio Offerta Formativa e Stage'** (stage@unimc.it) and a copy of the mail to the student. In this e-mail, the Academic Tutor declares to approve the Training Project. If the Academic Tutor does not approve the Training Project, has to inform the Office and the student. In this case, the student has to reach a new agreement with the institution /company, in accordance with the advice of the teacher.

After the approval of the training project by the academic tutor, the Office "Ufficio offerta formativa e stage" will send an automatic communication to the student, the host institution and the academic tutor.

The internship can start only after receiving the communication of activation of the internship or from the date set by the institution in the training project, if later.

If necessary, the student can contact the academic tutor during the internship.

The procedure to define the **training project** is published here:

<https://sfbct.unimc.it/en/course/s/degree-courses/itourdem/courses/didactic-services/internships-1/Progetto%20formativo-EN>

Step 4_Internship registration

Not later than **30 days after the conclusion of the internship**, each student has to contact the Academic Tutor to agree on a date for the final interview.

The student has to deliver to the teacher:

1. the **attendance register**, available on the University website;
2. the **optional questionnaire** for the evaluation of the tutor of the hosting institution and the optional questionnaire for the trainee, available on the University website;
3. the **mandatory questionnaire for the final evaluation** of the tutor of the hosting institution and the mandatory questionnaire of the trainee, available on the University website.

<https://www.unimc.it/it/didattica/stage-e-inserimento-lavorativo/stage-curricolari/studenti/modulistica-tirocini-curricolari#autotoc-item-autotoc-1>

Validation of CFU for working activities or civilian service, etc.

- Students who are currently doing or have done a work-experience or a civilian service closely connected to their study plan can request a **TOTAL CREDIT TRANSFER**.
- Students can request a **PARTIAL CREDIT TRANSFER, up to a maximum of 2 CFU**, depending on the attendance at scientific, cultural, educational initiatives (**art. 8** of the general Regulation of internships).

→ For further information you can contact the administrative staff of the Department ([read the contacts and the time-table in the webpage](#)) or the staff of the “Ufficio offerta formativa e stage” (read the contacts and the [timetable in the webpage](#)).

REQUESTED CERTIFICATES:

- **Credit request form** (specify the course you are enrolled in and the class to which it belongs)
- Certificates that attest your activity (e.g. contract, declaration of the employer, service certificate, etc.)

The above mentioned certificates should be handed in to prof. Mara Cerquetti.

Total or partial recognition of ECTS

Recognition, referred to in paragraphs 1 and 2, is based on the following criteria:

- a) **consistency** with the educational objectives of the study programme;
- b) **conformity** with the compulsory schedules of the study plan;
- c) **features, reputation, solidity and reliability** of the body, the organization or the company where the internship takes place;
- d) **adequacy of the documentation presented**, which must include a statement from the body, the organization or the company where the internship takes place. It must be duly signed by the legal Representative, on official letterhead paper, and it must include all social data (registered office, telephone numbers, fiscal code, VAT identification number – or any other official reference – along with the tax stamp).

CONTACTS**General info about stay, visa, housing etc:**

- prospective.student@unimc.it
- <https://www.unimc.it/en/international/international-desk>
- <https://www.unimc.it/en/services>

Academic career: <http://sfbct.unimc.it/it/didattica/servizi-alla-didattica/senior-tutor>

General info about enrolment, interview, course and study plan:**SENIOR TUTOR FOR INTERNATIONAL STUDENTS**

Spazio studenti

Orientamento e tutorato degli studenti

Il senior tutor svolge funzioni integrative alle attività di tutorato allo scopo di orientare e assistere gli studenti lungo tutto il corso di studi, di renderli attivamente partecipi del loro processo formativo e di rimuovere gli ostacoli ad una proficua frequenza universitaria.

Servizio **SPAZIO STUDENTI** – infopoint
for Italian and international students

I Senior tutor di Dipartimento continuano a garantire il servizio **SPAZIO STUDENTI** mediante l'applicazione web infostudenti.unimc.it e i seguenti canali di front office:


- **Skype:** [senior tutor dsfbct unimc](#): lunedì, martedì e mercoledì dalle 12:00 alle 14:00, giovedì e venerdì dalle 11:00 alle 13:30
- **Telefono:** 0733.258.5726: lunedì, martedì e mercoledì dalle 12:00 alle 14:00, giovedì e venerdì dalle 14:00 alle 15:30







Departmental Tutors continue to provide the **SPAZIO STUDENTI** service through the web application infostudenti.unimc.it and the following front office contacts:

- **Skype:** [senior tutor dsfbct unimc](#): Monday to Wednesday from 12 pm to 2 pm, Thursday and Friday from 11 am to 1.30 pm
- **Phone:** 0733.258.5726 Monday to Wednesday from 12 pm to 2 pm, Thursday and Friday from 2pm to 3.30 pm

Call for applications ERASMUS+ TRAINEESHIP




unimc
UNIVERSITÀ DI MACERATA

SOCIAL **unimc**    

English Italiano

Cerca pagine, documenti, contatti...

International Relations Office / IRO



IRO

ACCORDI BILATERALI

STUDENTI

DOCENTI

CORSI INTERNAZIONALI

Home > Studenti > STUDENTI IN PARTENZA > Erasmus+ > Erasmus+ Tirocinio > BANDO ERASMUS+ TRAINEESHIP 2021/2022 > BANDO ERASMUS+ TRAINEESHIP 2021/2022


INCOMING STUDENTS

STUDENTI IN PARTENZA


- Erasmus+
- Mobilità Accordi Bilaterali extra Erasmus
- Mobilità per Ricerca tesi all'estero
- Laureati
- Dottorandi
- Mobilità per Tirocinio in Paesi extra europei

EMERGENZA COVID-19

BANDO ERASMUS+ TRAINEESHIP 2021/2022



ERASMUS+ TRAINEESHIP
2021-2022



BANDO ERASMUS+ KEY ACTION 1 PER LA MOBILITA' INDIVIDUALE PER TRAINEESHIPS (TIROCINI) - A.A. 2021/2022


Per l'anno accademico 2021/2022 è indetto il bando di selezione Erasmus+ per Traineeships per l'attribuzione di 60 borse di mobilità per tirocini di due o tre mesi in Europa nell'arco temporale dal 1 luglio 2021 al 30 settembre 2022.

L'erogazione delle borse di studio ha lo scopo di concorrere a sostenere le spese di permanenza all'estero per il viaggio, il vitto e il soggiorno.

BANDO IT BANDO EN SCADENZA: 25/03/2021

<http://iro.unimc.it/it/studenti/studenti-in-partenza/erasmus/erasmus-tirocinio/erasmus-traineeship-2021-2022/bando-erasmus-traineeships-2021-2022>

Further opportunities



ENCATC
The European network on cultural management and policy

Email Address

First Name

Last Name

Organisation

Country where you are based

<https://encatc.us11.list-manage.com/subscribe?u=6f5972ce536767d137b4e6877&id=bc98eb44e7>

ENCATC is the European network on cultural management and policy. By subscribing to its **newsletter**, you will get **exclusive ENCATC offers for students, internships from across cultural sectors and from around the world, capacity building to enhance your knowledge, funding opportunities, ways to be a part of the European community, inspiring stories from cultural entrepreneurs, and tips to elevate your career!**

10th International Seminars' Week a.y. 2021/22

10th International Seminars' Week a.y. 2021/22

From 29th November to 3rd December 2021

The University of Macerata cares for students' formation and career opportunities, both paying serious attention to their courses' quality and looking at the world for the rich growth and exchange opportunities it does offers.

From this perspective we encourage strategic collaboration with international partners, meant to offer our students and teachers a broad set of training and research exchange opportunities.

Providing an international and intercultural sharing of knowledge and abilities, the aim of the **International Seminars' Week** is to become an open access context, able to enhance students' professional, social and emotional skills.

The purpose of the **International Seminars' Week** is together to increase international competencies through training in a foreign language and to form inter and multicultural expertise.



10th International Seminars' Week a.y. 2021/22

The "Consiglio delle classi unificate in Beni culturali e Scienze del turismo" (for the L-1&L-15 / LM-49 / LM-89 courses) stated that the participation to **1 SEMINAR of 6 HOURS will be recognised as 1 CFU**:

- seminar: **Profiting from the Pandemic. How the stakeholders are creating lasting value from a lingering crisis** – Dr. Rick Butler, Independent Consultant and Analyst, Szczecin, Poland – **6 hours – 1 CFU**
- seminar: **"Experiencing" the Montefeltro and its Neighbourhood: Cultural heritage enhancement, tourism marketing strategies and virtuous practices to promote a territory through art, history, folklore, music, literature and food** – Dr. Francesca Giommi, Independent Researcher, free-lance Tourist Guide and TourLeader, Italy – **6 hours – 1 CFU**
- seminar: **Debating case studies in the creation of tourism policy from cultural stories** – Dr. Azhar Tyabji, Community and urban planner, PhD student in Urban Planning at the University of British Columbia in Vancouver, Canada and MPhil in Social Anthropological Analysis at the University of Cambridge, UK – **6 hours – 1 CFU**
- seminar: **Neither Washington Irving nor Game of Thrones: Challenges and discoveries around historical heritage in Andalusia** – Prof. Elena Paulino-Montero, Associate Professor, Department of Art History, UNED – Universidad Nacional de Educación a Distancia, Madrid, Spain – **6 hours – 1 CFU**

Experiential activity “INTANGIBLE CULTURAL HERITAGE AND SUSTAINABLE TOURISM DEVELOPMENT IN THE MARCHE REGION, ITALY” (a.y. 2021/22)

Experiential activity “INTANGIBLE CULTURAL HERITAGE AND SUSTAINABLE TOURISM DEVELOPMENT IN THE MARCHE REGION, ITALY” a.y. 2021/22

For students in the class LM-49 or class LM-89 | 10-12 MAY 2022

An experiential activity has been activated under the Programme “*Intangible cultural heritage and sustainable tourism development in the Marche Region, Italy*”, promoted by the Heilbronn University for Applied Sciences (HHN) in cooperation with the University of Macerata.

The activity aims at creating an international learning experience for students of both universities and promoting the professional and scientific cooperation among the involved researchers on the programme topics.

The project consists of an international workshop and field excursions scheduled for **10-12 May 2022**.

The participants, organised in small groups, will be guided by professors for the preparation of a **presentation in the English language** to be done on **10-11 May 2022** on the topics concerning cultural heritage enhancement and sustainable tourism development.



NOTICE OF SELECTION (deadline 25th March 2022)

https://bct.unimc.it/it/site-news/ntangible-cultural-heritage-and-sustainable-tourism-development-in-the-marche-region_2021_22



Any questions?