



**Summary of REGULATIONS OF THE COURSE OF STUDY IN
INTERNATIONAL TOURISM AND DESTINATION MANAGEMENT
(CLASS LM-49)**

Art. 1

Subject

The present Regulations govern the organisational and educational aspects of the Course of Study in International Tourism and Destination Management in compliance with the current norm, the Statutes of the University of Macerata, the didactic Regulations of the University and all the other regulations currently in force.

Art. 2

Admission requirements

The admission to the Master's Degree in International Tourism and Destination Management requires the following: a Bachelor's Degree; curricular requirements; language skills; general suitable preparation for the course itself.

a) Bachelor's Degree

In order to be admitted to the Course of Study in International Tourism and Destination Management, candidates must possess a three-year Bachelor's degree or other similar qualifications obtained abroad, which are recognized as being in line with current regulations, as well further skills to be individually evaluated.

b) Curricular requirements

The curricular requirements are 60 CFU obtained within the basic and specific disciplines of the course L-15 (Tourism Science).

Concerning the course L-15 (Tourism Science) the positive evaluation of the curriculum studiorum is taken for granted.

A degree in one of the following classes: L-18 (Economics and Business Management), L-12 (Foreign Languages), L-11 (Modern Languages and Cultures), L-1 (Cultural Heritage) e L-33 (Economics), obtained at an Italian university, is considered preferential qualification.

The required skills and abilities will be verified through the assessment of the candidate's curriculum and any other submitted documents. Preferred curricular requirements are ECTS/CFU granted in each of the following three scientific areas (Economy and Law, Geography and History, Psychology and Sociology).

In the absence of any of the above-mentioned curricular requirements (up to a maximum of 30 CFU), the admission into the 2nd level degree programme will be dependent upon the evaluation by the Commission Guidance who will conduct an interview with the candidate.



For the interview, the Degree Programme Board will communicate the readings and preparation that should be done, in order for the candidates to be considered as having the necessary educational requirements, which are related to one or more of the following areas:

- Economics and Law;
- Geography and History;
- Psychology and Sociology.

The Commission Guidance, appointed by the Degree Programme Board, will schedule a calendar for the assessments to be published on the Department website. In case the Commission considers the skills and abilities of the candidate to be adequate, it will indicate a positive evaluation.

c) Language skills

All students must satisfy the following requirements:

- adequate English language competences (level B2), *or*
- be English native speakers, *or*
- hold a Bachelor's degree whose courses are taught in English, *or*
- have graduated in L-11 (Modern Languages and Cultures) or L-12 (Foreign Languages) with English as I or II language.

d) Suitability of the personal knowledge

Besides the possess of the appropriate Bachelor's Degree, the curricular requirements and the language skills, the admission to the course is also dependent upon the success, by all students, of the evaluation regarding the suitability of their general knowledge which will be assessed during an interview. The purpose of the interview is to explore the candidate's educational background and verify the candidate's suitability for the Master's Degree. The method of evaluation during the interview is defined by the Commission Guidance and published on the University website.

In the case of a negative evaluation of the interview, the student must fill the gap following the instruction given by the Commission.

In the case that the Commission considers the student's knowledge and language skills adequate, it will express a positive evaluation.

In the case that the candidate demonstrates suitability (curricular requirements, language skills and sufficient general knowledge), the Commission Guidance will authorize the enrolment in the Master's Degree in International Tourism and Destination Management.

Besides what is indicated in point a) of the present article, the enrolment of students with degrees from abroad is also dependent upon a positive evaluation of the Commission Guidance who, through the interview and evaluation of the candidates'



qualifications, will verify the curricular requirements, the language skills and the suitability of general knowledge.

In the case that the didactic body in charge assigns further educational or linguistic obligations, students will still be able to complete their enrolment, however they cannot take exams or acquire CFUs until the fulfilment of the assigned obligations and the evaluation of general knowledge ("administrative block" according to what is specified in the Student Guidebook of the academic year in question).

Art. 3

Student enrolment with the accreditation of the previous course of study

Students who possess a university qualification obtained in Italy or abroad can ask to be admitted in the 1st year of the Course of Study with the accreditation of educational activities taken in the previous course of study, according to what is written in the Student Guidebook annually issued by ADOSS (Area for Didactics, Guidance and Student Services) in accordance with art. 8 and 11 of the Regulations for the administration of the student's career.

The validation of the previous course of study and the credits acquired is decided by the Degree Programme Board, by proposal of the dedicated designated Commission nominated. The evaluation will be carried out according to the following criteria:

- a) accreditation of the exams already passed and/or certificates obtained, provided that they have the same, or at least a similar, denomination in both courses of study. In the case that they have not, the scientific disciplinary sector will be taken into consideration;
- b) validation of credits in a scientific disciplinary sector which respects the number provided for the same sector in the course of study to which the student is being accessed. In the case of validation of a number of credits which is lower than the one provided for in the course to which the student is being accessed, the professor of the scientific disciplinary sector in question will recommend to the student what is necessary for the fulfilment of the number of credits provided for that specific educational activity.

For more details see the Regulations for the administration of the student's career.

Art. 4

Study Plan

The Study Plan of the Master's Degree in International Tourism and Destination Management (class LM-49) is described in Attachment B, which is part of the present Regulations.

The number of CFUs established for each educational activity, including also the elective courses, cannot change by either increasing or decreasing.



Regulations on the coherence between the credits of the educational activities and the specific goals of the course of study (cf. Art. 5 of the Regulations of the Course of Study)

Methods of teaching

The educational activity may be carried out in the form of lessons, videoconferences, seminars, exercises, workshops and group activities, as well as internships which may be done through the collaboration of various professors and in different subjects, upon approval of the Degree Programme Board.

...omissis... (cf. **Art. 6 of the Regulations of the Course of Study**)

Art. 7

Attendance and preparatory activities

There are no obligations, neither for the attendance nor for the sequence of the activities coursework, which are established by the Degree Programme Board. Any eventual obligation in the attendance of further educational activities established by the Degree Programme Board is reported in the study plan of the relevant academic year (cf. Attachment B).

Art. 8

Evaluation of the coherence of the elective courses and the goals of the course

In the Study Plan of the Master's Degree in International Tourism and Destination Management there are some CFUs which the student may choose. The student may decide between subjects offered in the educational syllabus of the Department, as well as of the University, or other activities with credits different than teachings (seminars, workshops, conferences, etc.), as long as they are coherent with the goals of the Course of Study.

Every year, in order to support the student in the choice of activities coherent with the Course of Study, the Degree Programme Board defines a list of teachings and activities considered eligible. This list may be subject to integration during the academic year, also considering the requests of validation of seminars or events organized by other courses of study or by external bodies.

The lists are available here: <http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/attivita-a-scelta-dello-studente-1>.

In the case that students choose an activity or course which is not part of the list in question, the tutor professor may support them in the evaluation of the coherence of the chosen activity with the educational goals, and eventually approve the request. On the contrary, if the course does not seem in keeping with the educational goals, the



professor may advise students in making a new and appropriate choice. It will be the tutor/professor who decides the methods of assessment of the above-mentioned courses, if it is not provided initially.

An activity chosen by the student, which is not a teaching will not be taken into consideration for the calculation of the averaging of marks, which is used in determining the score for the final examination.

Art. 9

Procedure for the execution of exams and other advancement tests

At the end of each didactic activity there is an examination with the aim of verifying the achievement of the predetermined goals and which gives the student a final mark out of thirty. The method of evaluation must be published before the beginning of the academic year, along with the programme of the course subject. Any eventual examination during the term, whose date is decided by the professor, will be taken into consideration for the final mark.

The Examination Board must be made up of a minimum of two professors: the professor responsible for the subject, and also a professor or a specialist in the same scientific disciplinary sector or, as an alternative, in a similar area of interest.

In the case of a division in modules, the Examination Board must be made up of all the professors in charge of these modules and the given mark is one.

In the case of an examination that provides only a written test, the Examination Board will correct and publish the results online within 7 days from the exam.

The Department provides a minimum number of exam dates, conveniently arranged throughout the academic year, with a reserved date for out-of-course students as well. The professor defines the methods and the duration of the examination most appropriate to the subject and the student's needs, and will be in accordance with the annual didactic calendar issued by the Department Board in order to guarantee a better distribution of their effort and a more efficient evaluation of their learning.

Examinations and other types of evaluation are carried out according to the Regulations of the University.

The period between two consecutive dates has a minimum of 10 days.

The examinations, as provided for in the Regulations of the University, cannot be anticipated. Instead, postponements of the official exam dates can occur within 7 days of notification and only for reasons duly documented. If the deferment constitutes an obstacle to the respect, by the graduating student, of the deadline provided for the admission to the final examination, or appears beyond that time limit with reasons, again duly documented, the President of the Board of the Course of Study or one of his delegates provides for a new Examination Board.



Art. 10

Curricular internships and *stages*

Concerning the organization and the execution of the curricular internships and stages see what has been established in the relevant Regulations of the Department available here:

<http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/stages-tirocini/triennali-e-magistrali/info-general>

Art. 11

Features of the final examination

The degree will be obtained after the final examination which is held at the end the academic career and after attaining credits of the educational activities listed in the study plan through successfully passing the relevant exams according to what is written in the Regulations for the administration of the students' career.

The examination is carried out according to the didactic Regulations of the University or/and respecting the administrative deadlines established yearly .

The final examination consists of an elaboration, report, presentation and individual dissertation of a written thesis about an original scientific academic research, or a theoretical or practical topic regarding the studies, or activities which have been validated in the area of interest of the Course of Study, even in the case of an elective course or one which is connected to the educational experience of the internship/workplace activity written under the monitoring of a supervisor. The latter has to decide and give to the student all the related formal, methodological and draft indication.

Students independently choose their own supervisor, communicating directly with this professor and agreeing the topic of their thesis.

For the final examination of the Master's Degree an assistant supervisor is provided, with the function of contributing to the evaluation of the scientific quality of the candidate's work.

The thesis must be written in English, or upon agreement and availability of the supervisor (who will evaluate each case individually and guarantee the general quality of the composition) in one of the following languages: French, Italian, Spanish or German.

In any case, the dissertation must be in English with the possibility of having an introductory part in the language of the composition.

All students must prepare an abstract in English of at least 15000 characters and be inserted within the composition. In the abstract, apart from the title, the type and aim of the research must be specified (e.g. Theoretical and Literature Review, Theoretical and Methodological contribution); the structure of the research and composition (e.g. Research Design, Description of Experimental Methods, Implementation of Empirical Research); results and conclusion of the work (e.g. Data Interpretation and Analysis, Results and Conclusions).



The dissertation is made in public in front of a Commission, specifically nominated by the Director of the Department, respecting the didactic Regulations of the University. The Department Board annually issues the calendar of the final examinations for the following academic year. All the professors must view the calendar in order to plan their possible participation, which is compulsory when in the role of supervisor or assistant supervisor. In the case of documented absence, only for circumstances beyond one's control, it is necessary to submit a written report to the President of the Commission, including:

- a brief presentation of the thesis;
- the questions to address the candidate;
- the evaluation of the thesis;
- the proposed mark

In the case that the absence of any of the commissioners could compromise the regularity of the session, a new commissioner is nominated by the Department Director.

The Commission expresses a collective evaluation according to the following criteria:

CRITERIA	SCORE	NOTES	
COURSEWORK/CAREER	Up to 110/110	To be assigned according to the following terms:	
		According to the weighed average provided by the Student Secretary and displayed by the students in their own reserved area, under the item “Student academic book”. For the calculation of the weighed average see “Student Guidebook”.	
TIME	Up to 3/110	To be assigned according to the following terms:	
		<i>Semester</i>	<i>score</i>
		4 (summer session)	3
		5 (autumn session)	2
		6 (extra session)	1
		<i>N.B. the student in international mobility, once the career is evaluated, may receive a bonus of one semester.</i>	
		COMPOSITION	up to 5/110
<i>Evaluation Synthesis</i>	<i>score</i>		
Excellent	5		
Very good	4		
Good	3		
Quite good	1		
Not bad	0		



FURTHER EDUCATIONAL ACTIVITIES	up to 1/110	To be assigned according to the following terms:	
		<i>Type</i>	<i>Score</i>
		Further educational activity	1

The final examination is considered successfully passed with a score equal or higher than 66/100. The possibility to assign a grade with honours, upon proposal of the assistant supervisor, may occur only with unanimity, as a consequence of the relevance of the submitted and discussed work.

Art. 12

Procedure for the assignment of educational duties including didactic, guidance and tutor activities

Upon proposal of the Degree Programme Board, the Department is in charge of some didactic duties in compliance with the current norm, as well as the didactic Regulations of the University.

After the proposal of each professor, and upon approval of the Degree Programme Board and deliberation of the Board of the Department, further educational activities, which are not expressly provided for in the study plan, may be given along with the method of evaluation and possible allocation of credits.

Each academic year the Board promotes adequate and opportune activities of orientation and tutorship to benefit the students, with the collaboration of other bodies of the University which are competent in this field. For this purpose, the Degree Programme Board, except for several legislative, normative and regulative dispositions later to the date of approval of the present Regulations, specifies the names of the professors in charge of these activities, also inserting them in appropriate commissions.

The choice of the tutor professor is made by giving priority to the tenured Professors (full professors, associate professors, researcher) which are part of the Degree Programme Board.

Art. 13

Procedure of issue of the double degree

The Master's Degree in International Tourism and Destination Management (class LM-49), which has a strong international calling, allows for the possibility to obtain a double degree in agreement with some Universities abroad.

In particular, already established and agreed:

a) Faculty of Tourism of the University of Oviedo (Spain)

In accordance with the agreement, the students attend their second year of the Master's Degree at the Faculty of Tourism in Asturias (University of Oviedo).



Once students complete the educational activities of the first year at the University of Macerata, and the second year at the Faculty of Tourism of Oviedo, they will take the final examination in Italy in front of a mixed commission made up of at least two professors of the University of Macerata and at least one of the Faculty of Tourism of Oviedo.

The dissertation may be done also in videoconference with the guarantee of respecting the current norm concerning exams taken in videoconference.

The student obtains in this way the double degree in the Master's Degree in cl. LM-49 International Tourism and Destination Management (ITourDeM) of the University of Macerata and in Tourism, Business, and Tourism Activity of the University of Oviedo.

The access to the double degree is regulated by specific announcement, usually published every year on the university webpage.

Art. 14

Evaluation of the quality of the activities

The Degree Programme Board adopts the same procedure of evaluation of the didactics of the University.

In compliance with the current norm, the Course of Study (CoS) adopts a system of evaluation which assures the quality (AQ), efficiency and efficacy of the activities. To this purpose, the organization of the AQ of the CoS is managed by the following authorities:

- ***President of the Degree Programme Board***
 - Controls, in collaboration with the Head of the Quality of the CoS (RQ of CoS), the implementation of the corrective actions indicated in the reports of re-examination
 - Controls, in collaboration with the RQ of CoS, the correct execution of the didactic activities
 - Plans the corrective actions identified in the annual reports of re-examination
 - Intervenes to solve the set of problems pointed out by the RQ and those concerning each teachings
 - Fills in the AUF-CoS
- ***Degree Programme Board***
 - Guarantees the economic-financial sustainability of the CoS
 - Guarantees the respect of the requirements of the structure of the CoS
 - Guarantees the respect of the requirements of tenure of the CoS
 - Guarantees the respect of the requirements of AQ of the CoS
 - Proposes to the Department Board the didactic planning and the scheduling of the CoS



- Elaborates the Regulations of the CoS
- Plans, organises and manages the didactic activities
- Nominates the Group of Re-examination of the CoS (GR)
- Approves the annual and cyclic Reports of Re-examination written by the GR
- **Group of Re-examination (GR)**

It is composed of, as a minimum, the President of the Course, the representatives of the students of the Course, the Head of AQ of CoS and by a unit of TAP. the representative AQ of the Department, the delegate of didactics of the Department. Any other institutional representative of the university, of the working world and professions useful for the draft of the Report of Re-examination may be invited to the GR.

The GR is in charge of the draft of the annual and cyclic Report of Re-examination and of the identification of actions for improvements, in agreement with what is prescribed by the unit of Protection of the Quality of the University.
- **Head of AQ of CoS**

They are assisted for the execution of their own functions by at least two professors, a unit of TAP and a representative of the students.

 - Promotes, guides, controls and verifies the efficacy of the activities of AQ in the Course of study
 - Collaborates to the fill in of the AUF-CoS
 - Collaborates, as a member of the Group of Re-examination, to the draft of the annual and cyclic Reports of Re-examination of the CoS
 - Promotes any other initiative intended to improve didactics, taking care in giving adequate evidence of the quality procedure
 - Supervises, in collaboration with the Head of the Insurance of the Quality of the Department, the correct execution of the didactic activities and support services, including those distributed in a centralized way
 - Informs in a timely way the President of the Class Meeting of any problems regarding the correct execution of the didactic activities, also based on students' concerns.

In terms of the grade of satisfaction of the users of the Course of Study, the University provides for the administration a questionnaire to survey students' opinions, graduating and graduated ones, related to the didactics. In particular the questionnaire will ask about the efficiency of the acquired preparation, the efficacy/ability of the Professors' work, the equipment, the condition of the facilities and laboratory, as well as the efficiency of organization and services. This kind of quality evaluation is done for all the teachings of the Course of Study.

The collected data is subject to periodic analysis by the group AQ of the Group of re-examination and the Degree Programme Board in order to identify corrective actions and improve the quality of the services.



Art. 15

Temporary and final norms

The current Regulations are issued with dean decree and enter into force the fiftieth day following the publication on the webpage.

Parts of the current Regulations are included in Attachment A), subject to annual variations made by changes produced in the Course of study and not subjected to annual approval by the authority of government and of the Department, and in Attachment B) which includes the Study Plan.

For anything not explicitly provided for in the current Regulations, see the normative and regulative texts, those being: the Statute and the Didactic Regulations of the University.



ATTACHMENT A

a) General information about the course of study

University	University of MACERATA
Class	LM-49 - Progettazione e gestione dei sistemi turistici
Name of the Course	International Tourism and Destination Management
Language	English
Headquarters of the Course	MACERATA
Webpage of the Course of Study	http://bct.unimc.it/it/didattica/international/masters-degree
Methods of teaching	Conventional
N° users sustainable	22
Didactic organization	Biannual

Link to the Annual Unique Form of the Course of Study –AUF-CoS

<http://www.unimc.it/it/qualita/didattica>

Representatives and facilities

President (o Representative or Coordinator) of the CoS	STARA Flavia
Collegial Authority for the management of the course of study	Degree Programme Board
Referential facility	Science of Education, Cultural Heritage and Tourism
Double Degree	Yes



b) Educational goals cf. AUF-CoS

Cf. Annual Unique Form of the Course of study – AUC-CoS

<http://www.unimc.it/it/qualita/didattica>

c) Description of the methods of assessment

The general methods of student learning assessment during the educational programme fall into the following categories:

- Structured tests – multiple choice, completion type – to verify various knowledge and their relationships.
- Semi-structured tests – open questions, essays, organization of researcher activities, elaboration of projects – to verify the knowledge acquired and their employment for the production of specific artefacts. The correction provides that the professors must create a facsimile of answers, including the necessary elements to make uniform the evaluation. This type of test will also verify syntactic and orthographic correctness.
- Low-structured tests - reports, case studies, description and critical analysis of experiences, writing of articles, oral exams. In this case there are several indicators for the evaluation, for instance the correctness of the information, their completeness, the knowledge, the syntactic and orthographic correctness, the logic organization.

The methods of assessment, before their publication, are verified and shared by the three disciplinary and learning areas (juridical, economic and managerial; linguistic and geographical; psych-pedagogical and sociological) and therefore by the Degree Programme Board.

The methods of assessment adopted by the professors in the area of interest of their subject are available in the link below.

Each of the "subject form", connected to the Table A4-b, indicates the teaching program, as well as the method used to verify the student's learning.

d) Professor tutors

Matteo BENOZZO

Simone BETTI

Alessio CAVICCHI

Isabella CRESPI

Gian Luigi CORINTO

Alessandra FERMANI

Mara CERQUETTI

Flavia STARA



Attachment B

INTERNATIONAL TOURISM AND DESTINATION MANAGEMENT (cl. LM-49)

Year 2016/2017

STUDY PLAN

YEA R	COURSE UNITS	SDS	ECTS/ CFU	HOURS
1st YEAR	SEMESTER I			
	English - Language and Culture	L-LIN/12	9	54
	Social Psychology of Tourism	M-PSI/05	6	36
	Planning and Control Systems in Tourism Businesses	SECS-P/07	9	54
	Urban History	M-STO/04	9	54
	Tot.		33	
	SEMESTER II			
	Cultural Differences	SPS/08	6	36
	Landscape and Environment Geography	M-GGR/01	9	54
	Territorial Marketing	AGR/01	6	36
	Human Resources in Tourism <i>as option</i>	M-PED/01	6	36
	Transport and Tourism Law	IUS/06	6	36
	Tot.		27	
	Total 1st year		60	
2nd YEAR	SEMESTER I			
	Cultural Heritage Management	SECS-P/08	6	36
	Place Branding and Rural Development	AGR/01	9	54
	Stage	---	9	225
	Tot.		24	
	SEMESTER II			
	French Language and Culture	L-LIN/03	9	54
	Hispanic Language and Culture <i>as option</i>	L-LIN/06		
	Elective courses*	---	15	
	Final dissertation	---	12	
	Tot.		36	
	Total 2nd year		60	
	Total		120	

*Elective courses

Students may choose the elective courses according to the academic regulations of International Tourism and Destination Management (<http://bct.unimc.it/it/utility/regolamenti>).

In addition to the ones in option within the study plan (Territorial Marketing **or** Human Resources in Tourism; French Language and Culture **or** Hispanic Language and Culture), for the year 2016/17, the Master of International tourism and destination management activates the following courses:

ELECTIVE COURSES	SDS	ECTS/CFU	SEM	HOURS
Environmental Law	IUS/03	6	2	36

The students can decide between subjects offered in the educational syllabus of the Department, as well as of the University, or for activities with credits different to teachings (seminars, laboratory, meetings, etc...) as long as they are coherent with the goals of the Course of Study.

Every year, in order to support the student in the choice of activities coherent with the Course of Study, the Board of the Course of Study defines a list of activities considered eligible. The list is integrated during the



academic year, also considering the requests of validation of seminars or events organized by other Courses of Study or external Bodies.

The lists are available here:

<http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/attivita-a-scelta-dello-studente-1>