

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

- 1. Subject**
- 2. General information about the Study Course**
- 3. Admission requirements**
- 4. Structure and implementation of didactic activities**
- 5. Organization, coordination and assessment of the results of didactic activities**
- 6. Individual study plans**
- 7. Acquisition of educational credits the student chooses and assessment of their consistency with course objectives**
- 8. Attendance and preparatory activities**
- 9. Procedures for exams and other advancement tests**
- 10. Curricular internships**
- 11. Evaluation of the quality of activities**
- 12. Transitory and final norms**

**1. Subject**

The current regulations govern didactic and organizational aspects related to the Study Course in International Tourism and Destination Management in compliance with the current regulations, with the Statute of the University of Macerata, with the University didactic Regulation as well as with any other current regulation.

The Study Course is part of the Unified Council of Degrees in Cultural Heritage and Tourism (Classes L-1 and L-15/ LM-49 / LM-89) hereinafter referred as "Council". The Study Course acts through the Council.

**2. General information about the Study Course**

Main information about the Study Course (SC) is available in the ministerial database of the educational offer, called AUF-SC. The AUF-SC is annually adapted to the approved educational offering. It is available on [www.universitaly.it](http://www.universitaly.it) and is attached to this regulation as an integral part of them **(Attachment A)**.

They include:

- a) General information about the Study Course;
- b) General and specific educational course objectives, including a framework of knowledge to be acquired and a framework of skills and abilities to be acquired;
- c) Professional profiles and employment opportunities;
- d) Reference professors for the Study Course and academic tutors;

- e) List of courses and relative educational credits of scientific-disciplinary sectors of reference and any subdivision into modules;
- f) Description of the training course and of any subdivision into study plans;
- g) Features and procedures for the final exam aimed at assessing the achievement of the qualification goals;
- h) Additional didactic, orientation and tutoring activities.

### **3. Admission requirements**

The following requirements are needed to access to the Master's Degree course in International Tourism and Destination Management: a Bachelor's Degree, curricular requirements, language skills, adequate personal knowledge.

#### **a) Bachelor's Degree**

The access to the Master's Degree course in International Tourism and Destination Management is subject to a bachelor degree or a three-year diploma or a comparable foreign qualification recognized as equivalent in accordance with current legislation, and to appropriate skills that will be assessed on an individual basis.

#### **b) Curricular requirements**

For those who got a Bachelor Degree in class L-15 (Tourism Science) issued by an Italian university or in the corresponding former degree class 39 (Tourism Science), a positive evaluation of the curriculum studiorum is granted.

For those who obtained a different Italian academic qualification, the curricular requirements are granted only if students acquired at least 60 CFU in the basic and characterising disciplines indicated for the class L-15 (Tourism Science) as stated in the Ministerial Decree of 16 March 2007 "Determinazione delle Classi di laurea".

In particular, a three-year degree in classes L-18 (Economics and Business Management), L-12 (Language Mediation), L-11 (Modern Languages and Cultures), L-1 (Cultural Heritage) and L-33 (Economics) or, according to the corresponding former name, in classes 17 (Economics and Business Management Sciences), 3 (Linguistic Mediation Sciences), 11 (Modern Languages and Cultures), 13 (Cultural Heritage) and 28 (Economics), issued by any Italian university, obtained at any Italian university, are a preferential requirement.

In the absence of any of the above-mentioned curricular requirements, up to a maximum of 30 CFU, the admission to the Master's Degree course is subject to the positive evaluation by the Commission of the personal knowledge of the students on the basis of an interview to be held before completing the enrolment.

In order to be prepared for the interview, the Council of Cultural Heritage and Tourism Sciences informs the candidates on the readings to be made in order to meet the admission requirements and with reference to one or more of the following subject areas:

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

The Commission for the evaluation of the personal knowledge of the students, appointed by the Council, establishes a timetable for the conduct of the interviews, which will be published on the institutional website.

If the Commission considers the personal knowledge and competences of the student to be adequate, it will express a positive opinion.

#### c) Language skills

A B2 level certification in the English language obtained up to 3 years and issued by an appropriate institution is a necessary condition for the admission to the degree course. For graduates of classes L-11 (Modern Languages and Cultures), L-12 (Language Mediation) or equivalent classes in which English was their first or second language, for graduates of degree courses offered entirely in English and for native English speakers, the linguistic competences are considered acquired. Those who have a certification lower than B2 level and who do not have a linguistic certification are required to pass an interview with the Commission in order to verify their personal knowledge. If the Commission considers the personal knowledge and competences of the student to be adequate, it will express a positive opinion. In the event of a negative opinion, the Commission indicates to the candidate how to meet the entry requirements related to the knowledge of the English language.

International students who, in the moment of pre-enrolment and the subsequent interview, do not have a level of knowledge of the Italian language equal to or higher than B2 of the Common European Framework of Reference for Languages (CEFR) are required to acquire 3 CFU of additional language knowledge (Italian language) as a part of their further educational activities.

The activities valid for the achievement of the 3 CFU relating to knowledge of the Italian language will be indicated by the Council of Cultural Heritage and Tourism Sciences and subsequently publicised.

#### d) Adequate personal knowledge

The verification of the adequate personal knowledge of the candidate is carried out through an orientation interview in order to verify that the level of the personal competences is adequate to the degree course.

In case of a negative result, the Commission will instruct the candidate on how the adequate level of preparation can be achieved.

If the candidate meet all the requirements (curricular requirements, language skills and adequate personal knowledge), the Commission will approve his/her enrolment to the Master's Degree course in International Tourism and Destination Management.

Besides what is indicated at the letter a) of this paragraph, the enrolment of students with degrees from abroad is subject to a positive judgement of the Commission, which will be verified through an interview, the evaluation of the candidates' qualifications, the verification of the curricular requirements and the linguistic skills, and the adequate personal knowledge.

Timetable and modalities of the interview are established by the Commission and are published on the institutional website.

### **4. Structure and carrying out of didactic activities**

Didactic activities of the master degree are divided into two didactic periods (semesters) that are set out, together with the exam sessions, in the didactic calendar. The subdivision into two semesters is usually balanced in accordance with the credits to be assigned, so that students can attend classes and take exams within the expected time frame for each academic year.

Didactic activities occur as classroom-taught lessons, laboratories or seminars; they can be divided into modules and can be held by more than one instructor (co-teaching). Instructors define the subdivision of the educational activities of the various courses by selecting the most suitable modalities (dialogue classes, group exercises, analysis of audiovisual and multimedia

materials, case studies, individual or group production activities, etc.) with respect to the contents and educational objectives of the specific course and the Study Course.

Instructors can offer integrative off-site activities, in addition to classroom-taught lessons, if they consider such activities useful. Beforehand, instructors must consult the competent offices in order to activate all necessary administrative procedures and inform the Council - in due time - to establish any new didactic calendar.

Instructors must specify the subdivision of their didactic modalities and any off-site activity in any individual course program (so-called Attachment C), annually published on the instructors' portal ("portale docenti").

For each academic year the Council approves any activation of e-learning activities.

## **5. Organization, coordination and assessment of the results of didactic activities**

The main task of the Council is to plan, organize and manage the didactic activities of the Course and exercise the responsibilities conferred to it by the current legislation, the University Statute and the Regulations.

The Council evaluates the consistency between educational activity credits and the specific course objectives, after consulting the Joint instructors-student Commission.

The student's commitment to the courses, laboratories and internships is broken down as follows:

1 didactic CFU/ECTS = 6 hours of classes and 19 hours of individual study;

1 internship CFU/ECTS = 25 hours of theoretical and practical activities;

1 laboratory CFU/ECTS= 10 classroom hours and 15 individual study hours.

The Council, through ad hoc Committees, verifies – at least once a year – the consistency of Attachments C with the specific objectives and with the credits of each educational activity.

## **6. Individual study plans**

The educational path does not provide for an individual study plan except for alternative educational activities or activities the student may choose on condition that they comply with the requirements of the educational path.

Students enrolled in the first two years must post their online "career plan" ("piano carriera") at the beginning of each academic year. Students must post their "career plan" before taking exams: failure to do so could impede them from making reservations for exams.

Two years after the enrollment students can not post the "career plan". If they want to modify it, they must use the university e-mail address [@studenti.unimc.it](mailto:@studenti.unimc.it) and make a request to the Department's Student Secretary responsible for updating "career plans" in accordance with established rules.

Procedures and deadlines for the presentation of the study plan are indicated in the Regulation for the administration of the students' career as well as in the administrative student guide.

The number of ECTS (CFU) established for each didactic activity, including the elective courses, may never be increased in relation to the number established when planning the didactic activity of the study plan.

## **7. Acquisition of elective educational credits and evaluation of consistency with the course objectives**

Elective educational activities, on condition that they are consistent with the educational path, shall be intended as opportunities to increase, complete and personalize the educational path.

The student can opt for:

1. Same-level didactic activities of the Study Courses, since the Council considers that the whole same-level educational offering is consistent with the educational objectives of the Course;
2. Activities – other than didactic – that are accredited by the Council;
3. Other activities not referred to in points 1 and 2, bringing the request to the Council's attention through a plain paper application addressed to the Student Secretary. For these activities to be evaluated, the student must submit, along with his/her application, all documentation proving attendance of the educational activity and a brief report on topics presented.

Any elective activity besides didactic does not constitute the grade point average aimed at attributing the grade at the final exam.

The student can insert, in the study plan, supernumerary exams in compliance with art. 30 of the University's Didactic Regulations.

### **8. Attendance and preparatory activities**

Course attendance is not compulsory.

However, attendance of laboratories and seminars is compulsory. Under this obligation, the instructor must record students' attendance to assure a minimum of 70% attendance threshold of total course hours. Concerning mandatory activities reported in the plan, attendance can be reduced to a minimum of 50% in case of certified health reasons.

Student workers can ask for exemption from attendance by submitting a written request to the Council and attaching a certification of his/her work position; if the Council approves the request, the student must arrange an alternative program with the instructor.

The Council approves any preparatory criteria between courses and laboratories as established in the study plan. Such criteria refer to the passing of exams and laboratories referred to as preliminary.

### **9. Procedures for exams and other advancement tests**

Exams can be oral, written, or mixed written with an oral follow-up.

Evaluation methods must be published before the beginning of the academic year, along with a programme introduction of each course. Concerning written exams, the Committee will correct and publish the results on-line within 7 days after the exam.

The evaluation will be based on: understanding of the topics, management of specialized vocabulary, accuracy of concepts, ability to apply those concepts to individual case studies, effectiveness of expression, autonomous and original elaboration of content.

Participation at exams is subject to online reservation. If the student cannot sign up online, he/she can take the exam after students who have properly made the reservation. The registration of the mark is subject to the student's concrete ability to accede to the exam. Otherwise the exam will be annulled.

Registration dates of laboratories, seminars, internships and other activities accredited by the Council – other than curricular courses – cannot conflict with exam dates and must be set by the instructors responsible.

The Examination Board and its evaluations are governed by the University's Didactic Regulations.

### **10. Curricular internships**

The Study Course includes, in the study plan, a compulsory curricular internship of 9 ECTS. Information about the guidelines of this activity is provided in **Attachment B**.

### **11. Evaluation of the quality of activities**

The University of Macerata adopts a system of Quality Insurance (Assicurazione Qualità – AQ) developed in accordance with the document “Autovalutazione, Valutazione e Accredimento del Sistema Universitario Italiano” of ANVUR (Italian National Agency for the Evaluation of Universities and Research Institute). The AQ system is based on a process approach and it is properly documented. The AQ system identifies the needs of students and all interested parties and makes them requisites that the educational offering must comply with.

Needs of students are defined through:

- surveys on the integration of graduate students into the labour market and on post-graduate needs;
- statistics related to the labour market in the geographical area of reference;
- data on the satisfaction of students: students answer evaluation questionnaires about the discipline and the exam they will have to take. Questions concern the Course, the didactic materials, the organizations and the structures. The results so obtained constitute input data for designing the service and reaching quality goals.

### **12. Transitory and final norms**

The current Regulation was issued by Rector's Decree and becomes law at the beginning of the a.y. 2021/2022.

The current Regulation includes ATTACHMENT A, subject to annual modifications in correspondence to modifications in the Study Course, and are not subject to annual approval by either the Government or the Department; and ATTACHMENT B.