



**unimc**  
UNIVERSITÀ DI MACERATA

DIPARTIMENTO DI  
**SCIENZE DELLA FORMAZIONE, DEI BENI CULTURALI E DEL TURISMO**  
DIDATTICA E STUDENTI

# STUDENT GUIDEBOOK

## A.Y. 2016/17



**Polo «Luigi Bertelli» - P.le L. Bertelli, Macerata**

Web page

<http://sfbct.unimc.it/en>

Department contacts

<http://sfbct.unimc.it/en/department/offices>

Incoming service contacts

Phone: 0733.258.5929 Fax: 0733.258.5927

## Abstract

Department Presentation.....	3
Educational Syllabus of the Department.....	4
Enrolment.....	6
Academic Calendar.....	7
EDUCATIONAL ACTIVITIES .....	7
EXAMS.....	7
MASTER’S DEGREE AND FINAL EXAM.....	9
COURSE TIMETABLE.....	9
Course of Study and Study Plan.....	10
INTERNATIONAL TOURISM AND DESTINATION MANAGEMENT – ITourDeM (Class LM-49) .....	10
Further information.....	11
1. Elective courses .....	11
2. Exam dates and sign in .....	11
3. Internship.....	11
4. Final exam.....	11
5. Regulations of the Courses of Study.....	11
6. Easy UNIMC Tutorials .....	11

## Department Presentation

The Department of Science of Education, Cultural Heritage and Tourism arises in July 2012 from the union of the Faculty and the Department of Science of Education and Cultural Heritage.

The Department, in the current globalized context, has the goal of developing an activity of research which aims to promote the formative and the cultural heritage processes, with the purpose of increasing one's awareness and consideration and generating new values. In order to achieve these aims, it intends to integrate the scientific research with the didactic activity, offering a high-level professional preparation for those figures who belong to the educational sectors (both scholastic and extra-scholastic), to the sphere of preservation and promotion of cultural heritage and tourism and to the area of interest of public administration, profit and non-profit enterprises. Moreover, the Department focuses on the international relations of research and didactic collaboration, paying more attention to the countries of the Mediterranean shores, and to the interaction and cooperation with local, national and international actors for the innovation of the process of research and didactics.

Therefore, the Department is strongly committed to the process of **internationalization** of both didactics and research. It involves, for instance, the start-up of Double Degrees, teachings in foreign languages, teachings with visiting Professors coming from abroad (as **Master's Degree in "International Tourism and Destination Management - ITourDeM"**) and the participation to some European research projects and international research groups.

Concerning again **didactics**, the Department offers courses of study qualified to teach in kindergarten and primary school, as well as courses that educate to the profession of educator in nursery school and play group or social educator. In addition to this, there are courses for pedagogue of human science, including the areas of marginality and disability, and courses of first and second level in tourism and cultural heritage.

Regarding **research** instead, the Department enhances four areas: Pedagogy, Landscape and Environment, Cultural Heritage, Individual, society and language.

# Educational Syllabus of the Department

## **Bachelor's Degree**

The Bachelor's Degrees last three years and aim to educate the student to an adequate mastery of methods and general contents, with also the acquisition of specific professional knowledge. The Bachelor's Degrees educational process is concluded with the achievement of a total of 180 CFU.

After the Bachelor's Degree the students can continue their studies differently:

- Master's Degree;
- Specialization courses;
- Master I° level (at least 60 CFU).

### **Admission Requirements to the three-year Bachelor's Degree:**

Complying with the current norm, the Regulations of the University states that, for the admission to the Bachelor's Degree, it is requested to **possess a high school diploma** or other qualification obtained abroad and considered suitable. Moreover, it is necessary to have a grounded basic competence in order to make easier the approach to specific contents and lexicon regarding the disciplines considered, to favour a good capacity of linguistic competence and the analysis and summary of texts with medium-high complexity.

### **Method of Evaluation**

Concerning the three-year Bachelor's Degrees offered by the University of Macerata, the evaluation of the competences is taken for granted if the student has obtained the high school diploma or equivalent qualification with a mark same or higher than 70/100 (or equivalent).

Those who obtained the high school diploma or equivalent with a mark lower than **70/100 (or equivalent)** are **obliged to participate to an educational activity**, which has the aim to verify the basic knowledge/competence. The participation to this activity has to be done on-site for all the students, also for those who benefit from the e-learning service. The calendar will be published on the website.

## **Master's Degree**

The Master's Degrees last two years and have the aim to educate the student with an high level education to be exercised for those activities of high qualification in specific fields. To access to the Master's Degree it's necessary to possess a suitable qualification, that can be a Bachelor's Degree, a course attended according to the old university system, or another obtained abroad and considered suitable. The Master's Degree educational process is concluded with the achievement of a total of 120 CFU.

After the Master's Degree the students can continue their studies differently:

- Any kind of educational university course where it is requested a Bachelor's Degree;
- Specialization schools *post-lauream*;
- Masters of 2 level (at least 60 CFU);
- PhD.

### **Admission requirements to the two-year Master's Degree:**

For the admission to a Master's Degree it is requested to possess:

1. A three-year Bachelor's Degree or other qualification obtained abroad and considered suitable, according to the current norm;
2. Curricular requirements, to be verify by the evaluation of the *curriculum studiorum*;
3. A proper personal knowledge.

Further specific requirements for each of the Master's Degrees are available in the Regulations at the following link <http://sfbct.unimc.it/it/dipartimento/organ-e-regolamenti/regolamenti>.

## **Five-years single cycle Master's Degree in Science of Education (LM-85bis)**

The Master's Degree in Science of Education (Class LM-85bis), established with the D.M. 249/10, consists in a course of study qualified to teach in kindergarten and primary school, it lasts five years and with numerus clausus and admission test.

#### **Admission requirements to the Master's Degree - Class LM-85bis:**

For the admission to the Master's Degree is required, according to article 6, clause 2, of the D.M. 270/2004, the possess of a five-year high school diploma or other qualification obtained abroad and considered suitable, according to the current norm, as regulated by the indication of the MIUR on 18<sup>th</sup> May 2011, prot. n. 602 and the following integrations (<http://www.studiare-in-italia.it/studentistranieri/>).

Furthermore, a four-year high school diploma with a year of integration can be considered valid for the access to the Master's Degree. In case of lack of this year, there may be assigned some educational obligations by the Board in charge of the Course of Study.

#### **Mode of Admission:**

Every year the MIUR issues some Decrees about mode and contents of the admission test, with also the definition of the number of available seats for admission, according to which the Department of Education, Cultural Heritage and Tourism publishes the announcement for admission to its courses.

#### **Master**

The Masters are professional courses to which it is possible to access after the Bachelor's Degree (master of I level) or the Master's Degree (master of II level).

Website: <http://sfbct.unimc.it/it/didattica/post-lauream/master-1>

#### **Specialization Courses**

The courses of specialization, update and permanent or continuous training, are educational initiatives which aim to acquire competences and knowledge in specific and professional sectors, following a University qualification. Those courses last usually one-year, after which students achieve the concerned certification.

Website: <http://sfbct.unimc.it/it/didattica/post-lauream/corsi-di-perfezionamento>

#### **Specialization school of Historic and Artistic Heritage**

These specialization courses, together with the PhD one, are part of the educational syllabus of third level. They last two years and aim to acquire specific educational and professional competences and, usually, they are coordinated by specific schools. The access to specialization courses is subordinated to tests of admission.

The Historical and Artistic Specialization School avails itself of the collaboration of some of the most prestigious enterprises active in different sectors in the promotion of the cultural institutions and heritage.

The School aims to educate experts in the protection, management and promotion of the historic and artistic heritage from the late antiquity to the contemporary age.

Moreover, a part of the historic-artistic syllabus includes the acquisition of knowledge about the legal standard and technical norm, the management skills necessary for the protection and promotion of the cultural heritage, the institutions and the planning and management of the related events.

The certificate given by the School represents preferential qualification for the access to positions at the Government and local authorities.

Website: <http://scuolabenistoriciartistici.unimc.it/it/>

## Enrolment

All the **general information** about enrolment is available on the Website under [Area per la didattica l'orientamento e i servizi agli studenti](#) (ADOSS).

The tutorials, to support the usage of the online services by the student (enrolment, study planning, reservation of exams, request of fees reduction, etc.) are available at the following link:

<http://adoss.unimc.it/it/easy-unimc>

The **Didactics and related students Department Office** is divided in two sections which have different and specific functions:

**a) Didactics Secretary**

It deals with the plan of the Course of Study, as well as the administrative support to the competent Body to deliberate, and also the coordination of the educational activities.

**b) Students Secretary**

It represents the competent Office for any information or specific procedure regarding the student's academic career. The office indeed goes with the students over all the academic year, starting with the enrolment and arriving to the final exam with the certificate, for all the necessary administrative fulfilments. It gives information about all the procedures that the student has to follow to study at the University of Macerata, the modalities and expiring dates for the several bureaucratic documents; it controls the regularity of the academic career; it takes care of the management of the tuition and fees and of the student's database, and it issues the allowed certificates.

**Welcome desk:** <http://sfbct.unimc.it/it/didattica/segreteria-studenti/attivita-e-contatti>

All the contacts of the Department are available at the following link: <http://sfbct.unimc.it/it/dipartimento/uffici-1>

# Academic Calendar

## A.Y. 2016/17

### EDUCATIONAL ACTIVITIES

▪ **I semester: from 26.09.2016 to 16.12.2016**

All the academic activities will be interrupted 31<sup>th</sup> of October and 9<sup>th</sup> of December.

▪ **II semester: from 20.02.2017 to 19.05.2017**

All the academic activities will be interrupted for the Easter Holidays from 14<sup>th</sup> to 18<sup>th</sup> of April 2016.

During the Holidays in the I and II semester the branches of the Department will follow the days off established by the University.

### EXAMS

The Executive Board of 3<sup>rd</sup> of June 2015 has decided the abolition of the exam's date fixed period, aiming to a more harmonic distribution of the dates avoiding overlaps between exams of subjects taught in the same academic year, deciding for a maximum of three dates per year in the same day.

#### Winter Session A.Y. 2015/16 - 2016/17

From	To
09.01.2017	20.01.2017
23.01.2017	03.02.2017
06.02.2017	17.02.2017

#### Extra Session A.Y. 2015/16

From **06.03.2017** to **10.03.2017**

n. 1 date for each of the subjects of the period.

The extra session is **reserved**, unless other decisions of the competent academic authority, **to**:

- those students who at the date of reservation of the exams have renewed the enrolment, during the A.Y. 2016/2017, as out-of-course;
- those students who, not having renewed the enrolment during the A. Y. 2016/2017, are still enrolled to the last year in-course in the previous A. Y. 2015/2016;
- those students enrolled to single courses during the A. Y. 2015/2016.

#### Summer Session A.Y. 2016/17

From	To
05.06.2017	16.06.2017
19.06.2017	30.06.2017
03.07.2017	14.07.2017

From	To
04.09.2017	13.09.2017
14.09.2017	22.09.2017

## MASTER'S DEGREE AND FINAL EXAM

### ACADEMIC YEAR 2015/16

All Courses of Study of the Department	
AUTUMN SESSION	
From 7.11.2015 to 18.11.2016	
I deadline	No later than 23.09.2016
II deadline	No later than 24.10.2016

All Courses of Study of the Department	
EXTRA SESSION	
From 27.03.2017 to 07.03.2017	
I deadline	No later than 10.02.2017
II deadline	No later than 13.03.2016

### ACADEMIC YEAR 2016/17

Four-year Master’s Degree in Science of Education		Bachelor’s Degree, Master’s Degree L-15/LM-49/L-19/LM-85/LM-85bis, L-1/LM-89, L-1 & L-15	
SUMMER SESSION			
From 26.06.2017 to 30.06.2017		From 12.07.2017 to 20.07.2017	
I deadline	No later than 12.05.2017	I deadline	No later than 25.05.2017
II deadline	No later than 12.06.2017	II deadline	No later than 28.06.2017

All Courses of Study of the Department	
AUTUMN SESSION	
From 06.11.2016 to 17.11.2017	
I deadline	No later than 22.09.2017
II deadline	No later than 23.10.2017

## COURSE TIMETABLE

### ACADEMIC YEAR 2016/17

Courses' timetable is available at the following link:

<http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/orari-delle-lezioni-1>

# Course of Study and Study Plan

## **INTERNATIONAL TOURISM AND DESTINATION MANAGEMENT – ITourDeM (Class LM-49)**

### Schedule 2016

YEAR	COURSE UNITS	TEACHER	SDS	ECTS/CFU	HOURS
1st YEAR	SEMESTER I				
	English - Language and Culture	Sofio Catherine Adir	L-LIN/12	9	54
	Social Psychology of Tourism	Fermani Alessandra	M-PSI/05	6	36
	Planning and Control Systems in Tourism Businesses	Giusepponi Katia	SECS-P/07	9	54
	Urban History	Bartolini Francesco	M-STO/04	9	54
	Tot.			33	
	SEMESTER II				
	Cultural Differences	Crespi Isabella	SPS/08	6	36
	Landscape and Environment Geography	Betti Simone	M-GGR/01	9	54
	Territorial Marketing	Corinto Gian Luigi	AGR/01	6	36
	Human Resources in Tourism <i>as option</i>	Stara Flavia	M-PED/01		
	Transport and Tourism Law	Pollastrelli Stefano	IUS/06	6	36
	Tot.			27	
	Total 1st year			60	
2nd YEAR	SEMESTER I				
	Cultural Heritage Management	Cerquetti Mara	SECS-P/08	6	36
	Place Branding and Rural Development	Cavicchi Alessio	AGR/01	9	54
	Stage		---	9	225
	Tot.			24	
	SEMESTER II				
	French Language and Culture	Pierdominici Luca	L-LIN/03	9	54
	Hispanic Language and Culture <i>as option</i>	Salvioni Amanda	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	TEACHER	SDS	ECTS/CFU	SEM	HOURS
Environmental Law	Benozzo Matteo	IUS/03	6	2	36

Teaching programs are available here, see “classe” LM-49:

<http://sfbct.unimc.it/it/didattica/corsi-di-laurea/tutti-gli-insegnamenti>

## Further information

### 1. Elective courses

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 than 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/attivit -a-scelta-dello-studente-1>

If the student decides to choose an activity which is not included in the list, his tutor has to advise him in the evaluation of the chosen activity's coherence with the educational goals, as well as to sign for approval the request submitted by the student. Otherwise, he supports the student for a different choice.

Students must read carefully the [Regulations of the Course of Study](#) which regulates also the characteristics of the elective courses.

N.B. The teachings of the following Degrees are considered on the same level:

- Bachelor's Degrees of another area;
- Master's Degrees of another area.

### 2. Exam dates and sign in

The website is this:

<https://studenti.unimc.it/>

All the information is available here:

<http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/appelli-e-iscrizioni-esami-1>

Tutorials are available here:

<http://adoss.unimc.it/it/easy-unimc/help-pren-appelli>

### 3. Internship

All the information is available here:

<http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/stages-tirocini>

### 4. Final exam

All the information is available here:

<http://sfbct.unimc.it/it/didattica/organizzazione-della-didattica/esami-di-laurea-1>

### 5. Regulations of the Courses of Study

All the information is available here:

<http://sfbct.unimc.it/it/dipartimento/organ-e-regolamenti/regolamenti>

### 6. Easy UNIMC Tutorials

**Tutorials**, as support for the online services concerning the management of student's academic career (enrolment, study planning, reservation of exams, request of fees reduction, etc...) are available here:

<http://adoss.unimc.it/it/easy-unimc>