



STUDENT GUIDEBOOK

Academic Year – 2020/21



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

Web page

<http://unimc.it/itourdem>

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

Department contacts

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

Incoming service contacts

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Department Presentation

The Department of Education, Cultural Heritage and Tourism was created in July 2012 from the merge of the Faculties of Education and Cultural Heritage with the Departments of Education and Training and Cultural Heritage. Its goal is to:

- develop research activity, focused on the enhancement of educational processes and cultural heritage, intending to let individual consciousness and reflexivity grow and to create value;
- integrate scientific research with didactics;
- provide a **highly professional preparation** through first, second and third level university courses to future professionals in the field of both school and extra-school education and training, conservation and enhancement of cultural heritage and tourism, as well as in the context of both public administration and for-profit and not-for-profit organizations;
- internationalize research and educational cooperation relationships, on a trans-European level;
- interact and cooperate with local, national and international agents for **innovation** in research and teaching processes.

The Department has therefore enabled the **internationalization** processes of both teachings, with double qualification courses, lessons in foreign languages, visiting Professors (as in the **Master's Degree in "International Tourism and Destination Management - ITourDeM"**), and research (participation in European research projects and international research groups).

As for **didactics**, the Department offers courses of study that qualify to teach in both kindergarten and primary school, as well as courses that educate to the profession of educator in nursery school and children shelters or social educator. In addition, 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 revolves around four areas: Pedagogy, Landscape and Environment, Cultural Heritage, Individual, society and language.

The Department is divided into 3 **offices**: administrative and financial management office, research and internationalization office and students' office.

The **contacts** of all the offices of the Department can be found on the website at the link:

<http://sfbct.unimc.it/it/dipartimento/uffici-1>

In implementation of all the **measures for the containment** of the epidemiological phenomenon from **COVID-19** and for the whole period of smart-working of the staff of the offices, the contacts of the Department can be found in the following link: <http://sfbct.unimc.it/it>.

Educational Syllabus of the Department

Bachelor's Degree

Bachelor's Degrees last three years and aim to educate students to an adequate mastery of methods, general contents and specific professional knowledge. The Bachelor's Degrees educational process is completed upon achievement of a total amount of 180 CFU.

After the Bachelor's Degree, students can continue their studies in different ways:

- Master's Degree;
- Specialization courses;
- Master of 1st level (at least 60 CFU).

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

Complying with the current norm, the Regulations of the University state that, for admission to a 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 the approach to specific contents and technical lexicon easier, to favour linguistic competence and the analysis and summary of texts with medium-high complexity.

Method of Evaluation

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

Those who obtained a high school diploma or equivalent with a mark lower than **70/100 (or equivalent)** are **compelled to participate to an educational activity**, which has the aim to verify the basic knowledge/competence. The participation to this activity has to be carried out 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

Master's Degrees last two years and have the aim to provide the student with a high level education to be exercised for those activities of high qualification in specific fields. To access the Master's Degree it's necessary to possess a suitable qualification, such as 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 upon achievement of a total of 120 CFU.

After the Master's Degree, students can continue their studies in many ways:

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

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

For 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 verified by the evaluation of the *curriculum studiorum*;
3. A proper personal knowledge.

Further specific requirements for each Master's Degrees are available in the Regulations at the following link <http://sfbct.unimc.it/it/dipartimento/organi-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, and consists in a course of study that qualifies to teach in kindergartens and primary schools. The programme lasts five years. It is a numerus clausus course of study and admission is subordinated to an entrance test.

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

For admission to the Master's Degree is required, according to article 6, clause 2, of the D.M. 270/2004, possession 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 18th 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 suitable for the access to the Master's Degree. In case of lack of the year of integration, certain educational obligations may be assigned by the Board in charge of the Course of Study.

Mode of Admission:

Every year the MIUR issues Decrees about the modes and the contents of the admission test and the number of available seats for admission, according to which the Department of Education, Cultural Heritage and Tourism publishes the call for admission to its courses.

Master

Masters are professional courses, to which access is granted by possession of a Bachelor's Degree (master of I level) or a Master's Degree (master of II level).

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

Specialization Courses

Courses of specialization, update and permanent or continuous training are educational initiatives that aim to provide competences and knowledge in specific and professional branches, following a University qualification.

These courses usually last 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

Specialization courses, together with PhDs, are part of the third level of the educational syllabus. They last two years and aim to provide specific educational and professional competences. They are usually coordinated by specific schools. The access to specialization courses is subordinated to an admission test.

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

The School aims to educate experts in the field of 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 <https://www.unimc.it/en/enrolment/enrollment-dates-and-procedures/enrollment-first-year>.

The **Didactics and Students Organisation Unit** is divided in two sections which have different and specific functions:

a) Didactics Office

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

b) Students Office

It represents the competent Office for any information or specific procedure regarding students' academic career. The office indeed goes with the students over their entire University career for all the necessary administrative fulfilments, from the enrolment procedure to the final exam, with the awarding of the degree certificate.

It provides information about all the procedures that the student has to follow to study at the University of Macerata, the modes 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 releases the allowed certificates.

General info about stay, visa, housing etc: [UNIMC International Welcome desk](#) (the service is free of charge), prospective.student@unimc.it

Academic career: <http://sfbct.unimc.it/it/dipartimento/unita-organizzative/UODS-Segreteria%20Studenti>

Course and study plan: <http://sfbct.unimc.it/it/dipartimento/unita-organizzative/UODS-Segreteria%20Didattica>

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

Additional educational services: e-learning mode

(<http://sfbct.unimc.it/it/didattica/e-learning/informazioni-general> e <http://elearning.unimc.it>)

In the a.y. 2020/21 the Department offers for the master's degree in International tourism and destination management (class LM-49) additional didactic services in e-learning mode for a good part of the didactic activities, through the OLAT learning platform that is accessible from the web.

For further information please visit the webpage <http://sfbct.unimc.it/it/didattica/e-learning/informazioni-general>

INTERNATIONAL TOURISM AND DESTINATION MANAGEMENT (LM-49)

A.Y. 2020/21

Study plan

YEAR	COURSE UNITS	TEACHER	SDS	ECTS/CFU	HOURS	
1st YEAR	SEMESTER I					
	English - Language and Culture	<i>To be defined</i>	L-LIN/12	9	54	
	Social Psychology of Tourism ¹	<i>To be defined</i>	M-PSI/05	6	36	
	Place Branding and Rural Development	Alessio Cavicchi	AGR/01	9	54	
	Urban History	Francesco Bartolini	M-STO/04	9	54	
	Tot.				33	
	SEMESTER II					
	Cultural Differences	Isabella Crespi	SPS/08	6	36	
	Landscape and Environment Geography ²	Betti Simone	M-GGR/01	9	54	
	Human Resources in Tourism ³	Flavia Stara	M-PED/01	6	36	
	Transport and Tourism Law	<i>To be defined</i>	IUS/06	6	36	
Tot.				27		
Total 1st year				60		
2nd YEAR	SEMESTER I					
	Cultural Heritage Management ⁴	Mara Cerquetti	SECS-P/08	6	36	
	Planning and Control Systems in Tourism Businesses	Katia Giusepponi	SECS-P/07	9	54	
	<i>Stage</i>		---	9	225	
	Tot.				24	
	SEMESTER II					
	French Language and Culture	<i>To be defined</i>	L-LIN/03	9	54	
	Hispanic Language and Culture <i>as option</i>	Amanda Salvioni	L-LIN/06	9	54	
	<i>Elective courses</i> ⁵		---	15		
	<i>Final dissertation</i>		---	12		
Tot.				36		
Total 2nd year				60		
Total				120		

¹ Courses as option to Social Psychology of Tourism (in Italian language)

Course	Teacher	SDS	ECTS/CFU	HOURS	SEM
Psicologia sociale e della famiglia	Alessandra Fermani	M-PSI/05	6	36	2
Tecniche comunicative e soft skills	Alessandra Fermani	M-PSI/05	6	30	1

² Courses as option to Landscape and Environment Geography (in Italian language)

Course	Teacher	SDS	ECTS/CFU	HOURS	SEM
Geografia	Simone Betti	M-GGR/01	9	48+10 (lab)	1

³ Courses as option to Human Resources in Tourism (in Italian language)

Course	Teacher	SDS	ECTS/CFU	HOURS	SEM
Educazione e interpretazione del patrimonio	Marta Brunelli	M-PED/01	6	30	2
Pedagogia dell'arte e del patrimonio	Marta Brunelli	M-PED/01	6	30	2

⁴ Courses as option to Cultural Heritage Management (in Italian language)

Course	Teacher	SDS	ECTS/CFU	HOURS	SEM
Marketing culturale	Mara Cerquetti	SECS-P/08	6	36	2
Gestione e organizzazione delle aziende culturali	Mara Cerquetti	SECS-P/08	6	36	2

⁵ Elective courses

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.

Students may choose the elective courses according to the academic regulations of International Tourism and Destination Management (<http://sfbct.unimc.it/en/courses/degree-courses/itourdem/courses/regulations>).

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 previously accredited by the Council (the activities must be organized in collaboration with at least one professor belonging to the courses L-1 & L-15, LM-49, LM-89 and conclude with a final test or report examined by the professor who arranged the course - deliberation of CCU of 21st January 2020);
3. In addition to the ones in option within the study plan (French Language and Culture or Hispanic Language and Culture), for the a.y. 2020/2021, the Master of International tourism and destination management activates the following courses:

Elective courses	Teacher	SDS	ECTS/CFU	HOURS	SEM
Environmental Law	Matteo Benozzo	IUS/01	6	36	2
Experiential learning labs on gastronomic tourism and rural development*	Alessio Cavicchi	AGR/01	5	30	2
Destination Marketing	Gian Luigi Corinto	M-GGR/01	6	36	2
Heritage marketing*	Marta Maria Montella	SECS-P/08	2	12	2

* For laboratory and seminar: minimum 70% attendance

Calendar of didactic activities a.y. 2020/2021

I semester

LESSONS	EXAMS	GRADUATION EXAMS
21.09.2020 - 18.12.2020*	11.01.2021 - 22.01.2021 ^[1]	09.11.2020 – 20.11.2020 ^[3]
* <i>The start of LM-85bis classes is postponed to 28.09.2020</i>	25.01.2021 - 05.02.2021 ^[1]	12.04.2021 – 23.04.2021 ^[4] (extraordinary session)
	08.02.2021 - 19.02.2021 ^[1]	
	15.03.2021 - 19.03.2021 ^[2] (extraordinary session)	

[1] **Winter session valid for both a.y. 2019/2020 and 2020/2021:** Academic credits earned during the winter session are automatically assigned to A.Y. 2019/20, except for students enrolled in their first year.

In order to access exam booking for this session, students enrolled part-time in A.Y. 2019/20, who have already earned 36 academic credits and who have renewed their enrollment for A.Y. 2020/21, must contact the student's office, which will modify the A.Y. of enrollment.

[2] **Extraordinary session valid for a.y. 2019/2020:** Without prejudice to any subsequent decisions of competent academic bodies, the extraordinary session is reserved for:

- students who, on the booking date, have renewed their enrollment for A.Y. 2020/21 as off-course students;
- students who have enrolled in A.Y. 2019/20 as their last in-course or off-course year and have not renewed their enrollment for A.Y. 2020/21;
- students enrolled in single teachings for A.Y. 2019/20 (see the Administrative Students Guide A.A. 2019/20).

[3] **Fall session of graduation exams a.y. 2019/2020 – for all Degree Courses of the Department**

- *I student's office deadline: No later than 25.09.2020*
- *II student's office deadline: No later than 30.10.2020*

[4] **Extraordinary session of graduation exams a.y. 2019/2020 – for all Degree Courses of the Department:**

- *I student's office deadline: No later than 26.02.2021*
- *II student's office deadline: No later than 01.04.2021*

LESSONS	EXAMS	GRADUATION EXAMS
22.02.2021 - 21.05.2021	31.05.2021 – 11.06.2021 ^[6]	28.06.2021 – 30.06.2021 ^[8]
(suspension of didactic activities: from 2nd to 6th April 2021) ^[5]	14.06.2021 – 25.06.2021 ^[6]	12.07.2021 – 23.07.2021 ^[9]
	28.06.2021 – 09.07.2021 ^[6]	08.11.2021 – 19.11.2021 ^[10]
	01.09.2021 – 10.09.2021 ^[7]	
	13.09.2021 – 24.09.2021 ^[7]	

^[5] Other eventual days of suspension will be communicated on the basis of the University's general indications.

^[6] **Summer session exams a.y. 2020/2021**

^[7] **Fall session exams a.y. 2020/2021**

^[8] **Summer session for graduation exams a.y. 2020/2021 – only for SFP (SCIENZE DELLA FORMAZIONE PRIMARIA)**

- **I student's office deadline: No later than 14.05.2021**
- **II student's office deadline: No later than 18.06.2021**

^[9] **Summer session for graduation exams a.y. 2020/2021 – for all the other degree courses of the Department**

- **I student's office deadline: No later than 28.05.2021**
- **II student's office deadline: No later than 02.07.2021**

^[10] **Winter session for graduation exams a.y. 2020/2021 – for all degree courses of the Department**

- **I student's office deadline: No later than 24.09.2021**
- **II student's office deadline: No later than 29.10.2021**

CLASSES TIMETABLE
Timetable Study plans Subjects

EXAMS
Notice board: booking and exams session

GRADUATION EXAM
Booking procedure and deadlines Degree commissions

1. Internship

All information is available here:

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

2. Regulations of the Courses of Study

All information is available here:

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