

Didactic Regulations of the Master of Arts Degree Course in Tourism Strategy, Cultural Heritage and Made in Italy

Summary

ART. 1 - General rules.....	1
ART. 2 - Didactic system	1
ART. 3 – Single Annual Report of the course of study (SUA-CdS)	2
ART. 4 – Management of the course of study.....	3
ART. 5 - Steering Committee.....	4
ART. 6 - Admission to the Course	4
ART. 7 - Planning and organization of teaching.....	6
ART. 8 - Transparency and Quality Assurance	8
ART. 9 - Plans of training activities	8
ART. 10 - Verification of progress.....	9
ART. 11 - Final exam.....	10
ART. 12 - Transfers, course abbreviations and recognition of credits	11
ART. 13 – Part-time students	12
ART. 14 - Student mobility and opportunities abroad.....	13
ART. 15 - Opportunities for students	13
ART. 16 - Guidance and tutoring	13
ART. 17 - Curricular internships and placements.....	14
ART. 18 - Students' obligations	15

ART. 1 - General rules

At the Department of History, Cultural Heritage, Education and Society of the University of Rome "Tor Vergata" is established, starting from the academic year 2019/2020, the master's degree course in English "Tourism Strategy, Cultural Heritage and Made in Italy", Class of LM-49 degrees.

The course is delivered in conventional mode.

The normal duration of the course is set at 2 years.

To obtain the master's degree, students must have acquired 120 credits.

Upon completion of the studies, the master's degree in "Tourism Strategy, Cultural Heritage and Made in Italy" is issued, Class of LM-49 degrees. Those who have obtained a master's degree are entitled to the academic qualification of doctor/master's degree.

These Didactic Regulations are drawn up in accordance with current legislation and with the University Didactic Regulations, to which reference should be made for anything not expressly indicated, and are subject to revision at least every three years.

ART. 2 - Didactic system

Pursuant to Article 11, paragraph 3, of Ministerial Decree no. 270 of 22 October 2004, the course of study has its own educational system, in harmony with the national teaching regulations and with the University Teaching Regulations. The didactic system, deliberated at the same time as the proposal for the establishment of the course, is approved by the Ministry pursuant to Article 11 of Law No. 341 of 19 November 1990 and is issued by decree of the Rector. Its entry into force is established by the Rector's Decree. The didactic system of the course of study, in compliance with the provisions of the class to which the course belongs and of the regulations in force, is defined after consultation with the representative organizations of the world of production, services and professions, with particular reference to the assessment of training needs and professional outlets. It determines:

- a) the name, identified in line with both the class to which the course belongs and the specific characteristics of the proposed path;
- b) the class to which the course of study belongs and the indication of the department of reference;

- c) the specific learning objectives and the expected learning outcomes, according to the system of qualification descriptors adopted at European level (knowledge and understanding, ability to apply knowledge and understanding, making judgements, communicative activities, learning skills);
- d) the professional profile of master's degree graduates, with information on employment opportunities;
- e) the general framework of the training activities to be included in the curricula and the indication of how they will be carried out;
- f) the credits assigned to each training activity and to each area, referring to one or more scientific-disciplinary sectors as a whole with regard to the activities provided for in letters a) and b) of Article 10, paragraph 2, of Ministerial Decree no. 270 of 22 October 2004;
- g) the knowledge required for admission and the assessment methods, differentiated by type of course of study in accordance with the provisions of Article 6, paragraphs 1 and 2, of Ministerial Decree no. 270 of 22 October 2004, and the University Teaching Regulations;
- h) the characteristics of the final examination for the award of the master's degree. In order to obtain the master's degree, the student must submit a thesis developed in an original way by the student under the guidance of a supervisor.

The didactic system may provide that the course is divided into several curricula, it being understood that neither the name of the course nor the qualification issued can refer to it. The didactic system of a master's degree course may provide for the creation of curricula also in order to encourage the enrolment of students with different degrees, even belonging to different classes, while still ensuring the achievement of the educational objectives.

The relevant department council is responsible for ensuring that the study plans correspond correctly to the course regulations.

ART. 3 – Single Annual Report of the course of study (SUA-CdS)

The reference structure of the course and the associated structures provide annually a reflection on the expected objectives of the training; This reflection is supported by the verification of the demand for training and consultations with individuals and organizations involved in the production of goods and services, and in the professions. This activity can be carried out in collaboration with courses of study in a similar area.

The Degree Programme also re-examines the structure of the Degree Programme and its effects, making the necessary changes, and defines the educational offer in compliance with the learning objectives.

The Coordinator, assisted by the Quality Assurance Management Group and the Didactic Manager, prepares the documentation useful for the accreditation of the course of study, to be approved in the reference teaching structure and is responsible for the compilation of the Single Annual Form of the Degree Programme (SUA-CdS) as the main tool of the Self-Assessment system, Periodic Assessment and Accreditation introduced by Law 240/2010, Legislative Decree 19/2012.

The Coordinator is also responsible for the correspondence between what is approved in the reference teaching structure and the content of the SUA-CdS.

ART. 4 – Management of the course of study

The Department of History, Cultural Heritage, Education and Society, as the reference teaching structure of the master's degree course in English "Tourism Strategy, Cultural Heritage and Made in Italy", assumes the responsibility and management costs of the Course.

A Course Council has been set up to coordinate and manage teaching on the basis of the guidelines defined by the Department of History, Cultural Heritage, Education and Society.

The course council is made up of all the professors with teaching assignment and two student representatives, elected from among those enrolled in the course, who remain in office for two years.

The course of study is headed by a Coordinator, elected by an absolute majority from among the full-time tenured professors. The active electorate is the responsibility of the tenured teaching staff who carry out teaching activities during the course of study.

The Coordinator/Coordinator is responsible for convening and chairing the Board, ensuring the execution of the relevant resolutions; Its term of office is three academic years and it may be re-elected consecutively only once.

ART. 5 - Steering Committee

During the planning phase (and also in relation to subsequent study cycles) the Degree Programme ensures an in-depth analysis of the needs and potential for development (humanistic, scientific, technological, economic and social) of the reference sectors. To this end, the Degree Programme systematically consults the main stakeholders (students, teachers, scientific and professional organizations, representatives of the world of culture, production, also at an international level), both directly and through the use of sector studies.

For this consultation, the Course provides for a Steering Committee made up of professors and representatives of the world of work, culture and research (school, business world linked to culture, specific companies contacted, etc.), consistent with the outgoing cultural profiles, which reflects, deepens and provides elements regarding the actual employment potential of graduates. The Committee shall meet at least once a year.

ART. 6 - Admission to the Course

To be admitted to a master's degree course, students must have a bachelor's degree or a three-year university diploma, or another qualification obtained abroad, recognized as suitable.

There are specific access criteria that require the possession of curricular requirements and the adequacy of students' personal preparation.

1. Curricular requirements shall consist of:

- possession of a three-year degree or equivalent diploma, or qualification acquired abroad and recognized as suitable in one of the following degree classes: L-1, L-6, L-11, L-12, L-15, L-17, L-18, L-21, L-33, L-40, L-42.

or

- at least 54 credits in the following scientific-disciplinary sectors (or, in the case of a qualification acquired abroad, in similar disciplinary areas):

IUS/01 Private Law;

IUS/06 Navigation Law

IUS/09 Institutions of Public Law;

IUS/14 European Union Law;

SECS-P/01 Political Economy;

SECS-P/02 Economic Policy;
SECS-P/03 Finance;
SECS-P/06 Applied Economics;
SECS-P/07 Business Administration;
SECS-P/08 Economics and Business Management;
SECS-P/10 Business Organization
SECS-P/12 Economic History
SECS-S/01 Statistics;
SECS-S/03 Economic Statistics;
SECS-S/05 Social Statistics;
GEO/04 Physical Geography and Geomorphology;
ICAR/06 Topography and cartography;
ICAR/18 History of Architecture;
M-GGR/01 Geography;
M-GGR/02 Economic and Political Geography;
L-LIN/04 French language and translation;
L-LIN/07 Spanish Language and Translation;
L-LIN/09 Portuguese and Brazilian Language and Translation;
L-LIN/12 English Language and Translation;
L-LIN/14 German Language and Translation;
INF/01 Computer Science;
ING-INF/05 Information Processing Systems;
M-PSI/01 General Psychology;
M-PSI/05 Social Psychology;
M-PSI/06 Work and Organizational Psychology;
M-DEA/01 Demo-ethno-anthropological disciplines;
SPS/07 General Sociology;
SPS/08 Sociology of Cultural and Communication Processes;
SPS/09 Sociology of Economic Processes and Work;
SPS/10 Sociology of the Environment and Territory;
L-ANT/02 Greek History;

L-ANT/03 Roman History;
L-ANT/07 Classical Archaeology;
L-ART/01 History of Medieval Art;
L-ART/02 History of Modern Art;
L-ART/03 History of Contemporary Art;
L-ART/04 Museology and Art Criticism and Restoration;
L-ART/05 Performing Arts Disciplines;
L-ART/06 Cinema, Photography and Television;
L-ART/07 Musicology and History of Music;
L-FIL-LET/10 Italian Literature;
L-FIL-LET/11 Contemporary Italian Literature;
M-STO/01 Medieval History;
M-STO/02 Modern History;
M-STO/03 History of Eastern Europe;
M-STO/04 Contemporary History;
M-STO/06 History of Religions.

2. The adequate personal preparation, which is available to candidates who meet the curricular requirements, will be verified through an interview with the Commission in charge, appointed by the Director of the Department, which can also be carried out electronically, following the identification of the candidates. Adequate personal preparation requires knowledge of the forms and methods of conservation and enhancement of the historical-artistic, territorial and economic-productive heritage; fundamentals of computer skills; social sciences.

Written and oral command of the B2 level of English is also required. Language proficiency will be verified through the presentation of a certification equal to the required level or during an interview.

ART. 7 - Planning and organization of teaching

For the courses provided at the Macroarea of Humanities, 1 CFU corresponds to 5 hours of frontal teaching activity and 20 hours of personal study or other type of commitment (seminars, laboratories, exercises) by the student. Courses taught in other Macro-areas,

Faculties and Departments are subject to the rules laid down by each of them in relation to the specific characteristics of the teaching content.

The planned teaching offer is defined annually in line with the deadlines indicated by the University and usually by the month of May and is approved by the Department. It applies to the cohort of students who enrol in the academic year of reference and includes integrative, preparatory, orientation and tutoring teaching activities. The planned educational offer is included in the University's internal management system and published on the website of the Degree Programme. For each educational activity, the normal year of the course, the possible articulation into modules, the scientific-disciplinary sectors, the expected ECTS, the hourly commitment and the disciplinary area are indicated.

Every year, the Course Council formulates its proposals to the Department for the planned educational offer, taking into account in particular the indications provided by the Joint Committee, the Review Group and the Steering Committee. The Department takes all necessary measures, including those relating to the assignment of teaching positions, in accordance with current University regulations.

By June of each year – in order to allow the Department of reference to prepare the annual manifesto of studies by the month of July – the Course Council defines in detail the contents of the teaching offer for the following academic year, indicating, where necessary, the methods of coordination of specific activities. On the course website you can find the detailed programs of the courses activated and the office hours of the teachers. Each teacher also makes available the descriptive sheet of the training activities (course sheet), containing all the information regarding the required preliminary knowledge, the training objectives, the teaching materials and reference texts, the types of teaching adopted (including distance learning) and the criteria and methods of verification.

The Course also publishes on its website the support initiatives for students with specific needs (e.g. off-site students, foreigners, workers, with young children) and in favor of students with disabilities, regarding accessibility to facilities and teaching materials.

Curricular courses, except for justified exceptions, are taught in modules of 6 or 12 credits. Separate modules (which correspond to a specific teaching assignment for the teacher and are therefore not borrowed or used) must always correspond to separate lessons.

Each teacher personally carries out the lessons of the assigned courses; Lecturers can invite experts of recognized scientific expertise to hold lessons, in co-presence, on specific topics that are part of the teaching course. For lessons in place of the lecturer, the authorization of the Director of the Department, after consulting the Coordinator/Coordinator, is required. Any absences due to unforeseen events must be

justified by serious and exceptional reasons and must be promptly communicated to the Department Director, the Coordinator and the students concerned.

The Course Board ensures that the courses provided are adequately distributed between the two semesters of the academic year; it also undertakes, as far as possible and compatibly with the logistical needs of the Macro-area, to avoid the overlapping of the timetables of compulsory courses.

Attendance of the courses, although not compulsory, is strongly recommended.

Without prejudice to the students' freedom of choice, the Degree Programme offers a series of "elective" training activities whose consistency with the educational objectives of the Course is ensured in advance; in the event of a different option, the student, having identified other educational activities among those activated at the University, will have to wait for the Department Council, after consulting the Course Council, to express its opinion on their congruity with the training project.

ART. 8 - Transparency and Quality Assurance

The course of study adopts the procedures to meet the transparency requirements and the necessary conditions for proper communication, aimed at students and all interested parties.

In particular, it makes available the information required by the legislation, before the start of teaching activities. In addition, it constantly and promptly updates the information entered on its website.

The course of study adheres to the University's quality assurance policy. The course of study refers to the joint committee of the department.

The didactic structure of reference identifies the teacher responsible for quality assurance of the course of study, usually the Coordinator.

ART. 9 - Plans of training activities

In order to take the exams and make the relevant reservation, students must be in possession of a study plan, drawn up according to the rules published on the website of the

Degree Programme and the Student Secretariat, examined by the Coordinator and approved by the Department Council. An exemption may be granted for those who are waiting for the resolution on the recognition of ECTS credits following a transfer, transfer or shortening of a course. Every year, students in the years following the first will be able to make changes to the study plan, which will have to be approved again and will replace the previous one. The deadlines for the submission of study plans are set annually and published on the website of the degree course.

When compiling the study plan, students must ascertain the presence of any prerequisites (prerequisites, knowledge of languages, etc.) required for taking the relevant exam, and duly publicized in the descriptive sheets of the educational activities (course sheets).

Some courses, according to the indications provided by the Course Council, may be borrowed or used from the University's three-year degree courses; In any case, students will not be able to include in their study plan exams already recorded in their previous university career.

The study plan includes no more than 11 exams (in addition to the final exam and elective exams). Only students who need to supplement the subjects that current legislation indicates as essential for the purposes of teaching in secondary schools can indicate a number of credits higher than 120 in the study plan. Credits acquired for courses in addition to those required to complete the course of study remain recorded in the career and can be subsequently recognized in accordance with the regulations in force. The evaluations obtained in the additional courses are not included in the calculation of the average marks of the exams, but are included in the diploma *supplement*.

ART. 10 - Verification of progress

The examination committees are established by the Department Council, on the proposal of the Coordinator and are made up of a president and members, represented by professors and experts in the subject who carry out teaching activities in the course of study and in scientific-disciplinary sectors related to that of teaching, in number never less than two. For reasons of urgency, the Director may supplement the committee, bringing the decision to ratification at the next meeting of the Department Council. When the exams also include integrated exams for several courses or coordinated modules, the professors in charge of the coordinated courses or modules contribute to the overall assessment of the student's progress.

The annual number of exam sessions is normally set at eight: three in the summer session (June/July), two in the autumn session (September); three in the early winter/summer one (January/February).

The calendars and dates of the exam sessions are published on the Macroarea website well in advance of the start of the sessions.

The criteria and methods for verifying progress are indicated by each individual teacher, for each training activity, in the sheets of the relevant courses, duly published on the website of the Degree Programme.

ART. 11 - Final exam

The final exam for the achievement of the master's degree is public and consists of the discussion of a written paper, in English, organized on the basis of a project work on a topic agreed with the supervisor, who is the lecturer in charge of a course for which the graduating student has acquired at least 6 credits. The Director of the Department, upon reasoned request, after consulting the Coordinator and well in advance of the deadline for submitting the graduation application, may authorize another professor to carry out this task. The supervisor indicates a co-supervisor, who may also be a lecturer from other universities, including foreign ones, or in any case an expert in the subject.

In the paper, which must meet the fundamental criteria of scientific writing, the graduating student will have to demonstrate advanced skills of coherent organization and critical treatment of the notions acquired during the course of study as well as of the sources and bibliographic material on which he or she has based his or her work. The final exam is worth 18 credits.

The calendar of the final exams usually includes six sessions, divided into three sessions, in the months of July, October, December, February, March and May. The graduation application is submitted in accordance with the deadlines and procedures set by the Student Secretariat, published on its website.

The Selection Board for the final examination is appointed by the Director of the Department on the proposal of the Coordinator and is composed of 7 standing members, including the President, and 2 alternates. The members of the commission (full members and alternates) who for serious and justified reasons are unable to ensure their presence are required to immediately notify the President of the commission, the Director of the Department and the

Coordinator/Coordinator, who will replace them. In the absence of the rapporteur, the rapporteur and co-rapporteur must send a written report to the committee.

The Selection Board of the final examination expresses its evaluation out of one hundred and tenths. The minimum grade for passing the test is sixty-six hundred and tenth. The grade of the final exam is determined starting from the average of the marks of the exams taken weighted according to the CFU (weighted average). The following formula is applied to the value thus obtained: $\text{weighted average}/3 \times 11$. To the mark thus obtained, the commission may add up to a maximum of 5 points without giving written reasons or up to a maximum of 7 by giving written reasons and may, with unanimous judgment, grant the candidate honors, if the mark reaches 110/110. In assigning additional points, the Commission may also take into account the possible Erasmus experience of the graduating student and the timing in which the graduating student is preparing to conclude his/her course of study.

ART. 12 - Transfers, course abbreviations and recognition of credits

The University's general procedures and criteria for transfers from another University degree programme, transfers from another University, course abbreviations and the relative recognition of credits earned by the student are defined by the Board of Directors, after consultation with the Academic Senate, and reported annually in the Student Guide. published on the University's institutional website.

The Department Council deliberates on the individual requests, evaluating the credits acquired and any recognition, in accordance with the laws in force, of qualifications obtained in foreign universities.

The number of credits recognized, which must in any case be consistent with the educational activities provided for by the didactic regulations of the Degree Course, is determined, as a rule, as follows:

- a) courses taken at Italian universities according to the old system are assigned 12 credits, or 6 credits in the case of "semester" courses;
- b) courses expressed according to the European Credit Transfer System are assigned the required ECTS;
- c) certificates of exams taken without indicating the number of credits obtained can be evaluated within a maximum of 12 credits, counting 1 CFU for every 6 hours of lessons;
- d) certificates of activities that do not explicitly refer to a proficiency exam can only be evaluated as part of the Further training activities;

e) in case of recognition of partial exams, registration in the career will be carried out only upon completion of the exam.

The Board may round up the credits recognized, for exams taken in the previous career, resulting from the mathematical calculation, and trace them back to courses active in the University (also with a different name), corresponding in subject sector and/or content.

4. With a number of recognized credits equal to or greater than 60, the student will be enrolled in the second year.

5. The student can obtain the recognition of credits, up to 6 reserved for further training activities, relating to internships and traineeships, participation in conferences and directly professionalizing training initiatives. Before undertaking this activity, if it is not an initiative directly promoted by the Course or already recognized by it, the student is required to ask the Coordinator/Coordinator of the Degree Course for a prior judgment of conformity between their nature, the educational path and the professional outlets of the Degree Course, presenting sufficient documentation on the activities that will be carried out. The assessment of the merit of these educational activities with the specific objectives of the Degree Programme is in any case the responsibility of the Department Council, even if these initiatives are included in the framework of University agreements or are regularly recognised by other degree programmes.

6. At the end of the activity, the student must request the recognition of the ECTS, attaching an appropriate certification. In the event that the activity is related to a specific course activated by the Degree Programme, the documentation submitted by the student may be accompanied by an opinion of the course owner. As a rule, the calculation of the student's commitment to these activities corresponds to 25 hours of total work for each CFU; registration in the student's career will take place only after the achievement of the total number of credits provided for in the study plan for this type of training activity.

ART. 13 – Part-time students

If, for work, family, medical, personal and similar reasons, you feel that you cannot devote the annual hours required as a standard of commitment to attendance and study, you can choose to enrol part-time. Students who choose the part-time regime will see an increase in the number of years of study in the face of a reduction in the contribution of the tax provided for the contribution class of the course of study.

The methods and procedures for exercising the part-time option are published annually in the University Student Guide.

ART. 14 - Student mobility and opportunities abroad

For the organization of international mobility periods, the course of study benefits from the assistance of the Erasmus Office of the Macroarea. All information on calls, scholarships and the various opportunities provided for students are available on the Macroarea website and are continuously updated.

The mobility of students to universities within the European Higher Education Area is authorised by the Department Council, which defines, on the student's proposal, the courses to be recognised, having read the programmes of the courses themselves (*learning agreement*). At the end of his/her stay, the student must produce a certificate of the period of study spent abroad, of the program carried out, of any tests taken and of the marks obtained with reference to each course for which he/she is requesting recognition.

The Department Council, once it has verified the correspondence of the work carried out by the student with the approved *learning agreement*, ratifies the recognition of the credits obtained abroad by students included in international mobility programs. If the credits acquired refer to courses other than those authorized, the Department Council establishes their possible recognition.

ART. 15 - Opportunities for students

The University promotes numerous opportunities for enrolled students, including scholarships, merit awards, research grants, calls for tutoring and part-time collaboration activities, educational trips, contributions to cultural initiatives, conventions and subsidies. These initiatives are always adequately advertised on the University website at <http://web.uniroma2.it>.

ART. 16 - Guidance and tutoring

In line with the University Didactic Regulations and the Regulations for Orientation and Tutoring, the management of orientation and tutoring activities makes use of an organization based on a division of responsibilities between teachers, periodic meetings between them and the support offices and consultation of internal regulations of the teaching structure.

The Coordinator takes all the necessary initiatives to ensure consistency between the tutoring activity carried out within the course of study and the orientation discipline dictated by the specific University Regulations.

The tutoring activity, under the responsibility of the Coordinator/Coordinator, is normally carried out for each student by the teachers as part of the course activities.

Teachers, also to ensure the effectiveness and continuity of the orientation and tutoring action, normally ensure at least two hours of office hours on at least one day a week in the period between 15 September and 15 June. In special cases, at the request of the interested party to the Director of the Department and with the approval of the Coordinator/Coordinator, it is possible to give the office hours every two weeks. Professors communicate on the Course website the office hours and any suspensions, previously authorized by the Director of the Department when they concern two or more consecutive weeks and always in the case of fortnightly. In any case, the teachers guarantee their availability, by appointment, even outside office hours and respond promptly to students' e-mails.

The "student orientation desk" is active at the Macroarea, which provides technical support for the compilation of the study plan and teaching assistance.

The Degree Programme actively participates in the organisation and implementation of incoming orientation activities organised by the Macroarea liaison structure in collaboration with the University.

ART. 17 - Curricular internships and placements

The Degree Programme provides 6 credits for the performance, alternatively, of curricular internships, the acquisition of other knowledge useful for entering the world of work, the deepening of language knowledge or computer and telematic skills; the system also provides for an additional 6 credits for carrying out internships or internships in companies, public or private bodies, or professional associations.

Information on the initiatives adopted by the Course for the management of curricular internships, internships and placement activities is available on the Degree Programme website and is continuously updated.

ART. 18 - Students' obligations

Students are required to comply with the laws, statutes, regulations and the provisions given by the competent authorities for the proper conduct of teaching and administrative activities.

Students are required to behave in such a way as not to harm the dignity and decorum of the University, in compliance with the Code of Ethics, in all their activities, including those internships and internships carried out at other national and international institutions.

Any sanctions are imposed by decree of the Rector, in accordance with the provisions in force and the University Statute.