

Academic Regulations of the Master's Degree Course in Tourism Strategy, Cultural Heritage and Made in Italy

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Art. 1 - General rules

The Department of History, Cultural Heritage, Education and Society of the University of Rome Tor Vergata has established, starting from the academic year 2019/2020, the Master's Degree Course in Tourism Strategy, Cultural Heritage and Made in Italy, Class of degrees LM-49.

The course is delivered in mixed mode and in Italian and English. Its normal lifespan is established in 2 years.

To obtain the master's degree, the student must have acquired 120 credits. Upon completion of the studies, the master's degree in Tourism Strategy, Cultural Heritage and Made in Italy, Class of degrees LM-49, is awarded. Those who have obtained a master's degree are entitled to the academic qualification of doctor.

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

Art. 2 - Teaching Regulations

Pursuant to Article 11, paragraph 3, of Ministerial Decree no. 270 of 22 October 2004, the course of study has its own teaching system, in harmony with the national teaching regulations and with the University Teaching Regulations. The teaching system, approved at the same time as the proposal to establish 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 structure of the course of study, in compliance with the provisions of the class to which the course belongs and with 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 consistently with both the class to which the course belongs and with 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 training objectives and expected learning outcomes, according to the system of descriptors of qualifications adopted at European level (knowledge and understanding, ability to apply knowledge and understanding, autonomy of judgment, communicative activities, learning skills);
- d) the professional profile of graduates and master's degree graduates, with indications regarding employment opportunities;
- e) the general framework of the training activities to be included in the curricula and the indication of how they are carried out;
- f) the credits assigned to each training activity and 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 access and the assessment methods, differentiated by type of course of study pursuant to the provisions of Article 6, paragraphs 1 and 2, of the Ministerial Decree of 22 October
- h) 2004, no. 270, and of the University Teaching Regulations;
- i) the characteristics of the final examination for the achievement of the master's degree. To obtain the master's degree, the presentation of a thesis developed in an original way by the student under the guidance of a supervisor must be required.

The teaching system may provide that the course is divided into several curricula, it being understood that neither the name of the course nor the qualification awarded can refer to it. The educational system may also provide for the creation of curricula 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 course reference structure and the associated structures provide an annual reflection on the expected objectives of the training; Verification of the demand for training and consultations with individuals and organizations in the production of goods and services, and professions, contribute to this reflection. This activity can be carried out in collaboration with courses of study in a similar area.

The Degree Programme also reviews 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 teaching structure of reference and is responsible for compiling the Single Annual Report of the course of study (SUA-CdS) as the main tool of the Self-Assessment system, Periodic Evaluation and Accreditation introduced by Law 240/2010, by Legislative Decree 19/2012.

The Coordinator is also responsible for the correspondence between what has been approved in the teaching structure of reference 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 bilingual master's degree course in Tourism Strategy, Cultural Heritage and Made in Italy, assumes the responsibility and management costs of the course. A Course Council is established which is responsible for the coordination and ordinary management of teaching on the basis of the guidelines defined by the Department of History, Cultural Heritage, Education and Society.

The Course Council is composed of tenured professors, holders of teaching assignments provided by the Course of Study and, without the right to vote, of contract professors. Two

student representatives are also part of the Council, elected from among all the members, for a two-year term. A teacher who is already a member of two other Degree Programme Councils of the same level is excluded from participation in the Council.

The Council elects, by an absolute majority, the Course Coordinator from among the full-time tenured professors who hold a teaching position provided by the Degree Programme. The Coordinator is responsible for convening and chairing the Council, providing for the execution of the relevant resolutions. The Coordinator remains in office for three academic years and cannot be re-elected consecutively more than once.

The Degree Programme makes use of commissions and contact persons with support functions for the organisation of teaching, the management of student careers, internationalisation processes and Quality Assurance activities.

The Teaching Committee, composed of a minimum of two professors of the CdS, carries out the functions of planning and coordinating the educational offer, monitoring teaching coherence, organizing curricular activities and supporting the management of teaching processes.

The Study Plans and Credit Recognition Committee, composed of a minimum of two professors of the CdS, takes care of the evaluation and approval of individual study plans, the examination of requests for changes to the training courses and the procedures for the recognition of training credits acquired in previous careers or other training activities.

Specific functional contact persons for Erasmus and internationalisation are also identified, with the task of coordinating international mobility activities and supporting incoming and outgoing students, as well as for internships and internships, in charge of coordinating internship activities and relations with bodies, institutions and affiliated subjects.

The Quality Assurance (QA) Group, composed of the Coordinator of the Degree Course, a minimum of two professors, student representatives and technical-administrative staff, monitors training processes, analyses teaching indicators and student careers, verifies the effectiveness of improvement actions and supports the preparation of documentation relating to Quality Assurance.

The Review Group, composed of the Coordinator, a representation of the teaching staff of the Degree Course, the student component and the technical-administrative staff, takes care of the self-assessment activities of the Degree Course, the analysis of data relating to the quality of teaching and services, the preparation of annual and cyclical review documents (Review Report and Annual Monitoring Form) and the definition of corrective and improvement actions.

In particular:

- monitors the adequacy, effectiveness and transparency of the Degree Course;
- guarantees his/her support to the coordinator in the preparation of texts and the processing of data to be included in the SUA-CdS, monitoring the data relating to the courses of study (teaching activities and support services), verifying that the improvement actions indicated in the review reports are implemented;
- verifies the application for training;
- verifies the specific objectives of the course and their consistency with the qualifying objectives of the class and the needs of the world of work;

- verifies employment opportunities and their consistency with the qualifying objectives of the class and the course and the needs of the world of work;
- carries out the analysis of the expected learning outcomes and the external effectiveness of the degree course;
- verifies the results that emerged from the surveys of students' opinions;
- monitors the adequacy of infrastructures and services for students.

Art. 5 - Steering Committee

In the design phase (and also in relation to subsequent cycles of study) the course of study ensures an in-depth analysis of the needs and development potential (humanistic, scientific, technological, economic-social) of the reference sectors. To this end, the Degree Programme systematically consults the main stakeholders (students, teachers, scientific and professional organisations, representatives of the world of culture, production, including 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, you must be in possession of a bachelor's degree or a three-year university diploma, or another qualification obtained abroad, recognized as suitable.

There are specific access criteria that provide for the possession of curricular requirements and adequate preparation of students.

The curricular requirements 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,

or

- at least 42 credits in the following scientific-disciplinary sectors (or, in the case of a qualification acquired abroad, in similar disciplinary areas):

Learning area	SSD
Economics and statistics	Political Economy ECON-01/A; Business Economics ECON-06/A; Economics and Business Management ECON-07/A; Business Organization ECON-08/A; Economic History STEC-01/B; Statistics STAT-01/A; Economic Statistics STAT-02/A; Social Statistics STAT-03/A;
Geographical and territorial disciplines	Physical Geography and Geomorphology GEOS-03/A; Topography and cartography CEAR-04/A; History of architecture CEAR-11/A; Geography GEOG-01/A; Economic and Political Geography GEOG-01/B;
Legal disciplines	Maritime Law GIUR-02/B; Labour Law GIUR-04/A; European Union Law GIUR-10/A;
Computer Science	Computer Science INF-01/A; Information Processing Systems IINF-05/A;
Language disciplines	French language and translation FRAN-01/B; Spanish Language and Translation SPAN-01/C; Language and translation of Portuguese and Brazilian languages FLMR-01/D; English language and translation ANGL-01/C; German language and translation GERM-01/C;
Psycho-socio-anthropological disciplines	Social Psychology PSIC-03/A; Demo-ethno-anthropological disciplines SDEA-01/A; Sociology of Cultural and Communicative Processes GSPS-06/A; Sociology of the Environment and Territory GSPS-08/B;
Historical disciplines	Medieval History HIST-01/A; Modern History HIST-02/A; History of Eastern Europe HIST-03/B; Contemporary History HIST-03/A; History of Religions HIST-04/A;

Historical-artistic and performing arts disciplines	Greek History STAN-01/A; Roman History STAN-01/B; Classical Archaeology ARCH-01/D; History of Medieval Art ARTE-01/A; History of Modern Art ARTE-01/B; History of Contemporary Art ARTE-01/C; Museology and art and restoration criticism ARTE-01/D; Performing Arts PEMM-01/A; Musicology and History of Music PEM-01/C.
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Adequate personal preparation is 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 includes 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 mastery of the B2 level English language is also required.

Language proficiency is verified by presenting a certification equal to the required level or during an interview.

Art. 7 - Planning and organization of teaching

For the courses provided at the Macro-area of Humanities and Philosophy, 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. The rules provided by each of them in relation to the specific characteristics of the teaching contents apply to courses taught in other Macro-areas, Faculties and Departments.

The course of study is delivered in mixed mode, through the integration of face-to-face teaching and training activities carried out through virtual learning environments (digital platforms), which ensure the main methodological and technological skills of distance education, in compliance with current legislation, ministerial guidelines and University provisions on the subject. In particular, the platforms used guarantee adequate standards of security, accessibility and protection of personal data.

The blended mode is designed in order to ensure consistency with the educational objectives of the Degree Programme, the effectiveness of the teaching-learning processes, the interaction between teachers and students and accessibility to the teaching contents. In detail, distance learning activities, designed in line with the expected learning outcomes, ensure:

- adequate levels of interaction between teachers and students;
- accessibility to educational content and tools;
- traceability and systematic monitoring of activities carried out in virtual environments;

- continuity and effectiveness of the training process.

In the field of teaching delivered through digital tools, a distinction is made between:

a) Delivery teaching (DE): synchronous lessons (web conference), recorded video lessons, multimedia materials and other methods similar to frontal teaching, aimed at the transmission of disciplinary contents;

b) Interactive teaching (DI): activities that involve the active involvement of students, such as forums, guided discussions, exercises, individual or group e-activities, collaborative work, self-assessment tests and ongoing tests, with feedback from the teacher and/or tutor.

For each course, each teacher makes available the descriptive sheet of the training activities (course sheet), containing all the information regarding the preliminary knowledge required, the training objectives, the teaching materials and reference texts, the types of teaching adopted and the criteria and methods of verification.

In particular, there are indications regarding:

- the delivery methods (face-to-face, distance or blended);
- the articulation between delivery teaching, interactive teaching and individual study;
- the digital tools and environments used;
- the methods of interaction between teachers, tutors and students;
- the teaching materials and the timing of release, updating and availability;
- the criteria and methods for verifying learning.

The methods for verifying progress, consistent with teaching activities also carried out remotely, are carried out in person in compliance with the University's provisions, ensuring transparency, fairness and adequate identification of students.

The Degree Programme ensures, also in conjunction with the relevant University and Department structures, adequate services provided by teachers and tutors for technical and educational support, with particular attention to students who work, foreigners and off-site, with young children, with disabilities, SLD or other specific needs.

On the website of the Course of Study there is all useful information regarding the accessibility of the structures and teaching materials, the necessary information to connect to the virtual environments where the lessons will take place, the teaching material will be collected and organized, and supplementary teaching activities will be carried out.

The latter are made available in virtual environments for a reasonable period, defined by the teacher and indicated in the course sheet.

Data relating to the use of digital environments, students' opinions and any reports of critical issues are subject to periodic monitoring as part of the Quality Assurance activities of the Degree Course, for the purpose of continuous improvement of teaching.

The planned teaching offer is defined annually in accordance 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 training activity, the normal year of the course, any division into modules, the scientific-disciplinary sectors, the credits provided, the time commitment and the disciplinary area are indicated.

The Course Council annually formulates its proposals to the Department for the planned teaching offer, taking into account in particular the indications provided by the Joint Teacher-Student Committee, the Review Group and the Steering Committee. The Department takes all necessary measures, including those relating to the assignment of teaching assignments, according to the University regulations in force.

By June of each year – in order to allow the Department of reference to prepare the annual study manifesto 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. Detailed programs of the courses activated and the office hours of the teachers are available on the course website.

The curricular courses, with 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; Teachers may invite experts of recognized scientific competence to hold lectures, in co-presence, on specific topics that are part of the teaching course.

For lessons in place of the teacher, the authorization of the Department Director, after consulting the 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 Council 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 overlapping the timetables of compulsory courses.

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

Without prejudice to the freedom of choice of students, the Course of Study 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 training 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 requirements of transparency and the conditions necessary 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 teaching structure of reference identifies the professor responsible for quality assurance of the course of study, usually the Coordinator.

The Degree Programme systematically monitors the quality of teaching delivered in blended mode, through the analysis of students' opinions, data on the use of digital platforms, reports and complaints, also for the purpose of verifying the effectiveness of the teaching methodologies adopted. The results of these activities are discussed in the competent collegial bodies and used as part of the review and continuous improvement processes, in line with the University Quality Assurance system and the AVA model.

Art. 9 - Plans of training activities

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 Course of Study 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 CFU following a change, transfer or shortening of the course. Annually, students in the years following the first will be able to make changes to the study plan, which must be approved again and will replace the previous one. The deadlines for submitting study plans are set annually and published on the degree course website.

When compiling the study plan, the student 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 by the University's three-year degree courses; In any case, the student will not be able to include exams already recorded in their previous university career in their study plan.

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

Art. 10 - Assessment

The examination committees are established by the Department Council, on the proposal of the Coordinator and are made up of at least two members: a president and professors and experts in the subject who carry out teaching activities in the course of study and in scientific-disciplinary sectors similar to that of teaching. For reasons of urgency, the Director may supplement the Commission, 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 courses or coordinated modules contribute to the overall evaluation of the student's progress.

The final evaluation, expressed in thirtieths, is individual. It is considered positive if it is greater than or equal to 18 out of 30. If the maximum score is reached, the Examining Committee may, in unanimous judgment, award honours. The annual number of exam sessions is set at eight: three in the summer session (June/July), two in the autumn session (September); three in the early winter/summer season (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 dates of the exams cannot be anticipated with respect to the advertised dates. Any justified postponements are guaranteed adequate and timely publicity and full compatibility with the calendar of activities of the Course of Study. For each training activity, the teacher indicates in the course sheets - duly published on the website of the Course of Study - the criteria and methods for verifying progress.

Ongoing tests may be provided for the purpose of detecting the effectiveness of learning and teaching processes; if their outcome contributes to the determination of the final evaluation, the forms record the information in a clear and transparent manner.

Art. 11 - Final examination

The final examination for the achievement of the master's degree is public and consists of the discussion of a written paper, in Italian or English, organized on the basis of a project work on a topic agreed with the supervisor, who is the professor in charge of a course for which the graduating student has acquired at least 6 credits. The Director of the Department, upon justified 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 can also be a professor 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 must demonstrate advanced skills of coherent organization and critical treatment of the notions acquired in the course of study as well as the sources and bibliographic material on which he or she has based his or her work. The final exam is awarded 18 CFU.

The calendar of the final exams 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 out by the Student Secretariat, published on its website.

The Selection Committee of the final examination is appointed by the Director of the Department on the proposal of the Coordinator and is composed of 7 full members, including the President, and 2 alternates. The members of the Commission (standing 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, who will replace them. The rapporteur and co-rapporteur, in case of absence, must send a written report to the Committee.

The Selection Committee of the final examination expresses its evaluation in one hundred and ten. The minimum mark for passing the test is sixty-six hundred and tenths.

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: $\text{weighted average} / 3 \times 11$. The Commission may add up to a maximum of 5 points to the mark obtained without giving written reasons or up to a maximum of 7 points by giving written reasons and may, with unanimous judgment, grant the candidate honors, if the mark reaches 110/110. In assigning additional scores, the Commission may also take into consideration any Erasmus experience of the graduating student and the timing in which he or she is preparing to conclude his or her course of study.

Art. 12 - Transfers, course shortenings and recognition of credits

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

The Department Council deliberates on individual requests, evaluating the credits acquired and any recognition, pursuant to current laws, 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 educational regulations of the course of study, is usually determined as follows:

- a) courses taken at Italian universities according to the old system are assigned
- b) 12 CFU, or 6 CFU in the case of "semester" courses;
- c) courses expressed according to the European Credit Transfer System are assigned the required CFUs;

- d) certificates of exams taken without indicating the number of credits obtained can be evaluated within a maximum of 12 credits, calculating 1 credit for every 6 hours of lessons;
- e) certificates of activities that do not explicitly refer to an exam can only be evaluated as part of the Additional training activities;
- f) in the event of recognition of partial exams, registration in the career will be made only upon completion of the exam.

It is also possible to recognize credits for certified professional knowledge and skills, as well as other knowledge and skills gained in post-secondary training activities, in the design and implementation of which the University has contributed. The assessment, on a case-by-case basis, of the number of credits to be recognized within the limits provided for by current legislation is based on the correspondence of the activities with the educational objectives of the degree course and the commitment required by these activities.

The Council may round up the credits recognized, for exams taken in the previous career, resulting from mathematical calculation, and refer them to courses active in the University (even with a different name), corresponding by disciplinary sector and/or content.

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

Students can obtain the recognition of CFUs, up to 6 reserved for Additional training activities, relating to internship and internship activities, participation in conferences and directly professionalizing training initiatives. Before undertaking this activity, if they are not initiatives directly promoted by the Course or already recognized by it, the student is required to ask the Coordinator of the Course for a prior judgment of conformity between their nature, the educational path and the professional outlets of the Course of Study, submitting sufficient documentation on the activities that will be carried out. The assessment of merit with regard to the consistency of these training activities with the specific objectives of the course of study is in any case the responsibility of the Department Council, even where these initiatives are included in the framework of University agreements or are regularly recognized by other courses of study.

At the end of the activity, the student must request the recognition of the CFU, attaching an appropriate certification. In the event that the activity is related to a specific course activated by the course of study, the documentation submitted by the student may be accompanied by an opinion of the course holder. 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 educational activity.

Art. 13 – Part-time students

If, for reasons of a work, family, medical, personal and similar nature, you believe that you cannot devote the annual hours required as standard of commitment to attendance and study, you can choose to enrol part-time. Students who choose the part-time regime see

their years of study increase against a reduction in the contribution of the taxation 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 Macro-area 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 after viewing 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, the program carried out, any tests taken and the grades obtained with reference to each course for which he/she requests 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 for cultural initiatives, conventions and concessions. 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 Teaching Regulations and the Regulations for Guidance and Tutoring, the management of guidance and tutoring activities makes use of an organisation based on a division of responsibilities between teachers, periodic meetings between them and the support offices and consultation of the 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 guidance discipline dictated by the specific University Regulations.

The tutoring activity, under the responsibility of the 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 guidance 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, it is possible to give 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 intervals. However, the teachers guarantee their availability, by appointment, even outside office hours and respond promptly to students' e-mails.

The "student orientation desk" is active in the Macro-area, 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 Macro-area connection structure in collaboration with the University.

Art. 17 - Curricular internships and placements

The course of study includes 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 internship, internship and placement activities is available on the website of the Course of Study and is continuously updated.

Art. 18 - Obligations of students

Students are required to comply with the laws, statutes, regulations and the provisions issued by the competent authorities for the correct performance 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 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.