

## INFORMATION AND CAUTIONS ABOUT THE STUDY PLAN

The study plan is the list of exams you have to take before graduation. For DSTS Master program 120 credits must be taken.

The study plan of DSTS Master program includes some mandatory exams (e.g., Economic history of tourism, Demography and Tourism, ...); other exams have to be chosen in within a specific sub-groups of exams (e.g., choose one between Destination management, Tourism and wine marketing, Organization design and people management in the tourism industry); finally, you have 18 credits called optional courses (you can include here exams taken from all the teaching offer of the University of Florence, check the following FAQs for more details).

Your final study plan must reflect the study plan scheme of the DSTS Master program: see our study plan webpage to check the study plan scheme depending the year you are enrolled in:

<https://www.dsts.unifi.it/vp-131-study-plan.html>

Students are asked to fill their study plan at the beginning of their academic career (see FAQs for more detail). In any case, the study plan can be changed once per year if needed.

When filling in the study plan, it is necessary to respect some rules and restrictions. For any doubt, please read carefully this document, including the FAQs, and check instructions on the study plan section on DSTS website (<https://www.dsts.unifi.it/vp-131-study-plan.html>). If doubts remain, contact the tutors of the study plans by email (please, clearly explain your doubts and your specific situation).

Main information, rules and restrictions:

- Before the online submission, students should carefully read the instructions and check the list of the exams activated in the year of their enrollment (see <https://www.dsts.unifi.it/cmpro-v-p-184.html>).
- It is not possible to include in the study plan an exam which, at the date of the submission of the plan, is not active, unless you have to re-enter a course already included in the last approved plan.
- Check the list of courses not allowed, or any prerequisites. For example:
  - in the same study plan it is not allowed to jointly have course units for which the program overlap (totally or in part).
  - unless specified exceptions, for the courses divided into modules, the rule is that *module A* (or *module I*) is a prerequisite to other modules. Therefore, the student can choose the entire exam, or the *module A* alone, or the *module A* and the *module B*, but not the *module B* alone.
- Special restrictions are required for the compulsory exam of foreign language (9 credits) and the labs of foreign language (see the FAQs for more details).
- Among the optional exams (18 credits), students may also choose courses from other master programs of the University of Florence. Those courses should be consistent with the study program of the Master degree (see the FAQs for more details).
- For students planning to have a period of study abroad (e.g., Erasmus), it is recommended to allocate the optional 18 credits for the exams taken abroad. On the contrary, there could be some problems to recognize the exams taken abroad if the programs are not sufficiently comparable.
- If the student chooses a course unit belonging to another School, the student must check if that course is active in the current year.

- Courses or tests at the Centro Linguistico di Ateneo (CLA), or university courses that do not provide a numerical mark between 18/30 and 30/30 are not allowed (a part from some exceptions, see the FAQs for more details).
- Remember to PRINT (as pdf file) your study plan once you finish the procedure (at the end of the procedure before the final confirmation you can find the button "stampa"), and to keep it; it may be useful to have a copy in case of future changes.

# STUDY PLAN FAQs

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## STUDY PLAN SUBMISSION, CHANGES, REJECTION

### 1. *Why do I need to submit a study plan?*

The DSTS program includes some **mandatory** exams, some exams that have to be chosen among **pre-defined groups**, and some **optional** exams (that can be generally chosen among all the UniFI courses' offer, check the dedicated FAQs in this document). This choice (especially for optional exams) has to be evaluated and approved by the study plan tutors. If you select a course which is not allowed, this exam will not be validated (although you have already take the exam). Therefore, to be sure that your choice is correct and the exam will be validated, you need to submit the study plan.

Please note that, although is possible to register for an exam even if it is not still included in the study plan, this procedure is strongly discouraged. It is very important to submit the study plan at the beginning of the first year. Clearly, if you then change your idea, you can modify subsequently the study plan.

Importantly, only the exams included in an approved study plan are considered in the computation of the credits to get a DSU scholarship.

### 2. *When and how can I can fill the study plan?*

Students can submit their study according to the deadlines indicated by UniFI each Academic Year. These deadlines are generally in spring (April) and autumn (November).

To submit (or change) the study plan, first and second year students can generally use the online system. For students under specific conditions or enrolled in third or higher years (the so-called "fuori corso"), the "paper form" procedure has to be used.

Please check the DSTS website for all details and updates: <https://www.dsts.unifi.it/cmpro-v-p-164.html>.

### 3. *My study plan has been rejected by the tutor? What I have to do?*

If you filled the study plan using the online procedure and the study tutor rejected it, it means that there were errors or problems. When the tutor rejects the study plan in the online system, he/she communicate you the problem, so you can fill again the study plan using the same platform by the deadline, following the indications provided.

For information about deadlines, please check the study plan section on the DSTS website.

### 4. *May I change my approved study plan?*

An already approved study plan can be modified following the same procedure followed for the first study plan. Students can fill in **only one** study plan per year. If you **change an approved study plan**, you cannot graduate before next July and you must pay the entire tuition fee for the new academic year.

In some exceptional situations (for example: Erasmus exams, exams that are important for the thesis, stage etc.) and only for minimal changes, students who are about to graduate can request an extraordinary change of the study plan. The request of an extraordinary change of the study plan has to be submitted using the appropriate form and presented to the student office (check the web site for all details: <https://www.dsts.unifi.it/cmpro-v-p-166.html>).

The request must be adequately motivated explaining the reasons of the exams change and its urgency (e.g., incoming terms for graduation). The Didactic Committee will evaluate the request also considering if it is really necessary and urgent.

### 5. *Where can I clarify my choices to the professor?*

At the end of the online procedure, in the last page, before the button to save your plan, you can find a button "insert note". Please click there and explain your selection if needed (for example, if you include the "foreign language lab – other language" you have to specify the language chosen; or if you included the "laboratory"). If your choice is not explained, your study plan might be rejected.

## COMPULSORY EXAM OF FOREIGN LANGUAGE

### 1. Which foreign language(s) may I include in the study plan?

The Master program offers competences and skills in two foreign languages different from student's mother tongue. One language is **automatically English**, because the master program is taught in English. Therefore, your study plan must include (at least) a **9-credit exam in a language different from English and from student's mother tongue**. You can choose between: French/German/Spanish for tourism. The choice of English as the 9-credit exam is possible only in some special conditions (see below). For English native students, see below.

### 2. May I choose ENGLISH for tourism, among the compulsory exams of foreign language?

English may be chosen only by those students who can demonstrate to know, at C1 level or higher (native language included), a language different from Italian and English. Whether this condition is met and English is chosen, the student **must include** in the study plan also a foreign language **laboratory or exam (at least 3 credits; NOT English, NOT native language)**.

Students who intend to choose ENGLISH for tourism as compulsory exam, previously contact the tutors (prof. Pirani, prof. Tocchioni) in order to check the validity of the study plan.

**In any case, English may be chosen as optional exam (i.e., among the 18 optional credits).**

### 3. Among the compulsory exams of foreign language, may I choose my native language?

**NO** (and the study plan is rejected). Native language cannot be chosen even as an optional exam/lab.

### 4. What to do if my native language is English?

If your mother tongue is English, you have to include in your study plan **two** foreign languages different from English.

If you can demonstrate to know another language (different from English) at the C1 level or higher, you can include **one** foreign language different from English.

**IMPORTANT:** students with English as native language, previously contact the tutors (prof. Pirani, prof. Tocchioni) in order to check the validity of the study plan.

### Language courses: examples of approvable study plans

<b>Not-English natives <u>without</u> another language at C1 level</b>		<b>One from the list (native language not allowed!)</b> French for tourism Spanish for tourism German for tourism	Another language (lab or 9-credits exam) is <u>possible</u> but not mandatory
<b>Not-English natives <u>with</u> another language at C1 level (native language included) CASE 2b</b>	<b>option A</b>	<b>One from the list (native language not allowed!)</b> French for tourism Spanish for tourism German for tourism	Another language (lab or 9-credits exam) is possible but not mandatory
	<b>option B</b>	English for tourism	+ another foreign language is <u>mandatory</u> (a 9-credits exam or at least a 3-credits lab. Not English, not mother tongue)
<b>English natives <u>without</u> another language at C1 level</b>		<b>One from the list</b> French for tourism Spanish for tourism German for tourism	+ another foreign language is <u>mandatory</u> (a 9-credits exam or at least a 3-credits lab. Not English, not mother tongue)
<b>English natives <u>with</u> another language at C1 level</b>		<b>One from the list</b> French for tourism Spanish for tourism German for tourism	Another language (lab or 9-credits exam) is <u>possible</u> but not mandatory

## FOREIGN LANGUAGE LABS

### 1. *What are the foreign language labs?*

See also: <http://www.dsts.unifi.it/vp-142-foreign-language-labs.html>

Foreign language labs of **English, French, German** and **Spanish** are offered specifically for DSTS students, and they deal with language skill and competences in general and in the specific frame of tourism.

For **French, German** and **Spanish** labs please contact the professors of the language courses for further information.

The **English** laboratory is strongly recommended if you may not (or do not) choose English as a compulsory/optional exam.

The 3 credits in foreign language labs (English, French, German, Spanish) are obtained partially attending the 9-credits courses and passing a final assessment.

### 2. *What is the skill level of the Foreign language lab in languages different from English?*

It is not at a basic level. Students who are at the basic knowledge of the foreign language and are not able to reach an adequate level with a 3-credit course, may include in the study plan more credits.

For other languages, you must contact prof. Cziraky.

### 3. *May I attend a course at the CLA (Centro Linguistico di Ateneo – University Language Centre)?*

It is generally possible but students must previously contact Prof. Cziraky. No CLA certification will be accepted unless previously agreed with the responsible. English lab at the CLA are not allowed.

Remember that you are not allowed to attend CLA language lab at the same or at a lower level than that already attended during undergraduate studies.

### 4. *May I choose the same language for foreign language lab and for the 9-credit exam?*

Generally, NO. Exceptions for study plan when students need to attend an intermediate level lab before to attend the 9-credit compulsory course of French or German or Spanish (**NOT** English). This situation must be evaluated by the professor of foreign language (and, in case, communicated to the study plan tutors).

### 5. *May I choose my native language?*

NO.

### 6. *May I study Italian language?*

Yes, this opportunity is possible for foreign students. To acquire the 3 credits of Italian Foreign language lab, students have to reach at least the B2 level (for updated information about the course please check the DSTS website). In order to facilitate students who do not possess Italian language basis, we offer an A1-A2, A2-B1, B1-B2 30 hour courses both in the first and in the second semester. A1-A2, A2-B1 courses are preparatory courses and are not sufficient to get 3 credits of **B031180 Foreign language lab (Italian)**.

### 7. *May I study a language different from English, French, German, Spanish, Italian?*

Generally, NO. Some exceptions may be done under special conditions. In case contact the study plan tutors explaining your situation. This choice needs to be motivated.

## OPTIONAL EXAMS

### 1. What are optional exams? Which exams can I include in this section?

According to the study plan scheme of the DSTS Master program, you can freely choose exams for a total of 18 credits. They concur to the total amount of 120 credits needed to graduate, but, differently from the other, there are no specific rules as for their choice. The unique (but important) requirement is that they have to be coherent and consistent with the content of the DSTS program (e.g., exams in economics, finance, geography, arts, etc., are allowed; exams in physics, engineering, or medicine will not be accepted).

Students can select their 18 optional credits from the offer of the DSTS Master program, i.e., including exams not selected before (e.g., if you choose Social Statistics for Tourism as mandatory exam at the second year, you can select Economic statistics for tourism and/or Statistical information systems for tourism as optional exam). Choices like this will be approved, because they refer to exams offered by the Master program, and consistency is guaranteed.

Moreover, students can select their 18 optional credits (or just a part of them) from the offer of the School of Economic and Management, or from the offer of other Schools of the University of Florence. In this case, please remember to motivate your choice in the “note” section of the study plan application, and the choice will be evaluated by the study plan tutor.

Remember that the 18 optional credits can be composed in various ways. For example, you can select 2 9-credit exams (9+9=18), or 3 6-credit exams (6+6+6=18), but also one 9-credit exam, one 6-credit exam and one 3-credit lab/stage (9+6+3=18). You are not allowed to include here more than one 3-credit lab/stage, because the maximum number of 3-credit exam is two (and another one is already included in the section “other activities, see also next FAQ).

### 2. May I choose courses which are not evaluated with a numerical mark?

The 18 optional credits can be composed in various ways, and a maximum of **3 credits** without numerical mark can be included within optional exams. Definitely, you may include in your study plan max **6 credits in total of laboratories or stage** (summing Optional exams and Other activities such as Stage, Data Analysis Lab, Foreign language lab).

Remember that numerical marks are generally required to evaluate students’ productivity, in order to partially refund the tuition fee, so the choice to include courses without a numerical mark should be carefully evaluated.

### 3. How can I know if an exam provides a numerical mark?

Generally, 3 credit course does not imply a numerical score but only a qualitative evaluation. To be sure, you can check the syllabus of the course on the University website, for example:

This exam <b>does not provide</b> a numerical mark, but a qualitative evaluation (“GIUDIZIO FINALE”)	This exam <b>does provide</b> a numerical mark between 18/30 and 30/30 (“VOTO FINALE”)
<p><b>Anno Accademico 2020-21</b></p> <p>Coorte 2019 - <a href="#">Laurea Magistrale in DESIGN OF SUSTAINABLE TOURISM SYSTEMS – PROGETTAZIONE DEI SISTEMI TURISTICI</a></p> <p><b>Anno di corso</b> Secondo Anno - Primo Semestre</p> <p><b>Dipartimento di Afferenza</b> Statistica, Informatica, Applicazioni “G. Parenti” (DISIA)</p> <p><b>Tipo insegnamento</b> Attività formativa monodisciplinare</p> <p><b>Settore Scientifico disciplinare</b> -</p> <p><b>Crediti Formativi</b> 3</p> <p><b>Ore Didattica</b> 24</p> <p><b>Periodo didattico</b> 14/09/2020 ⇒ 09/12/2020</p> <p><b>Frequenza Obbligatoria</b> <b>Si</b></p> <p><b>Tipo Valutazione</b> Giudizio Finale</p>	<p><b>Anno Accademico 2021-22</b></p> <p>Coorte 2021 - <a href="#">Laurea Magistrale in DESIGN OF SUSTAINABLE TOURISM SYSTEMS – PROGETTAZIONE DEI SISTEMI TURISTICI</a></p> <p><b>Anno di corso</b> Primo Anno - Secondo Semestre</p> <p><b>Dipartimento di Afferenza</b> Statistica, Informatica, Applicazioni “G. Parenti” (DISIA)</p> <p><b>Tipo insegnamento</b> Attività formativa monodisciplinare</p> <p><b>Settore Scientifico disciplinare</b> AGR/O1 - ECONOMIA ED ESTIMO RURALE</p> <p><b>Crediti Formativi</b> 6</p> <p><b>Ore Didattica</b> 48</p> <p><b>Periodo didattico</b> 21/02/2022 ⇒ 31/05/2022</p> <p><b>Frequenza Obbligatoria</b> <b>No</b></p> <p><b>Tipo Valutazione</b> Voto Finale</p>

4. ***May I choose English/French/Spanish/German for tourism as an optional exam?***

Yes.

5. ***May I choose optional exams held in Italian language?***

Yes.

6. ***May I choose an exam from an undergraduate program as an optional exam?***

**NO.**

7. ***May I choose exams from another Master program/School?***

Yes, but these courses must be consistent with the study program of the Master degree.

8. ***Can I include in my study plan exams that I have taken for the "Percorso formativo 24 CFU" (PF24 exams)?***

**NO.**



## **STAGE & LABS**

### **1. *May I choose a 6 credit stage?***

Yes, 6 credit stages are allowed.

### **2. *How can I add a 6 credit stage in my study plan?***

You should select the 3 credit stage (B019360) among the groups of compulsory 3 credit exams. Then, you should select another 3 credit stage in the group of the optional exams (for example using the code B019480 – INTERNSHIP, that is the 3 credit stage offered by the Master Degree in Finance and Risk Management).

### **3. *May I use the code B019359 Laboratory?***

The code Laboratory B019359 can be used only to recognize some activities. The choice of this code can be done only after an agreement with the study plan tutors. Please refer to them if you think you need to use this code. If you use this code, please explain your choice in the “note” section (at the end of the online procedure, before save the plan), on the contrary the plan might be rejected.

## ERASMUS

### 1. ***Which exam can I take during my Erasmus program?***

Once you have been admitted to the Erasmus program and you decided your destination, you have to look for exams coherent with DSTS Master Program. Before to leave, you have to contact the professor in charge of the Erasmus program (check the website: Master Program > Contacts and Organization > Contacts), and he/she will decide if your Learning Agreement can be approved.

You should dedicate the 18 optional credits to the exams you plan to take during the Erasmus period, to avoid problems as for their recognition.

### 2. ***If I plan to leave for the Erasmus program, which exams I have to indicate in my study plan?***

If you plan to apply for the Erasmus program, even if you still don't know exactly the exams you will do during your period abroad, please fill the 18 cfu of optional exams with "potential" exams (in any case they must be admissible exams). Then specify in the "note" section that you plan to go to Erasmus. Those exams will be change later in your study plan, when you will fill your Learning Agreement or when you will come back in Italy (a specific request have to be done).

### 3. ***How long is possible to stay abroad for the Erasmus program? Can I pass abroad 1 year?***

The maximum period allowed for the Erasmus program is 6 months (one semester). No extensions will be authorized.