

# STUDY PLAN FAQs

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This document is expressly prepared for DSTS students to help them in filling the study plan. Before contacting the study plan tutor, check the section on study plans on DSTS website and read these instructions.

The screenshot shows the website interface for the University of Florence (unifi.it) and the Scuola di Economia e Management. The page is titled 'Laurea Magistrale in Design of Sustainable Tourism Systems - Progettazione dei sistemi turistici'. The navigation menu includes 'Home', 'Master Program', 'Course offering', 'DSTS Life', and 'Calendar and timetable'. A dropdown menu is open under 'Course offering', listing 'Courses, Labs and Seminars', 'Study Plan', 'Stage & internship', 'International mobility', 'E-learning', and 'Job placement'. Below the menu, a list of instructions is provided:

- The study plan is the list of courses that a student has to pass to graduate.
- Since DSTS offers choice options and optional exams, students need to present their study plan. The study plan needs to respect some rules (check below).
- **Students are required to fill their study plan during the 1st year**, in November (otherwise things can become complicated) through the on-line system (except for some specific cases). For those who miss the deadline, a second period is possible (in April). In the 2nd (or further) year, changes are anyway possible.
- You can find here the [complete description of deadlines and procedure](#) to submit/change your study plan.
- Before the submission or the change of a study plan, please carefully read the **general instructions and FAQs (download pdf file PDF)**.
- [Check here the study plan](#) (i.e., list of admitted courses and courses syllabus) depending on your academic year of enrolment.
- If you are about to graduate and need to change your study plan, an [extraordinary procedure is allowed](#). [Check here](#).
- **In case of doubts, you can contact the Study Plan tutor.**

If you need to contact the study plan tutor, please clearly explain your problem, indicate your name and matricola number, and the year of enrollment.

Please think about your study plan in advance, last-minute changes are not always possible (although this could impede you from applying for a scholarship or similar). Remember that study plan procedures (submission, changes, or approval, need time and the collaboration of various UniFI offices.

## GENERAL INFORMATION AND CAUTIONS ABOUT THE STUDY PLAN

The study plan is the list of exams you have to take before graduation. For the DSTS Master program, **120 credits** must be taken. The study plan of the DSTS Master program includes some **mandatory** exams; other exams have to be chosen within **specific sub-groups** of exams; finally, you have 18 credits called “**optional** courses” for which you can also consider courses offered by the other Master Program of the University of Florence or Erasmus courses (check following FAQs for more details). Your final study plan must reflect the study plan scheme of the DSTS Master program (check here: <https://www.dsts.unifi.it/cmpro-v-p-184.html>, depending on your enrollment cohort).

Students are asked to fill out their study plan at the beginning of their academic career. In any case, the study plan can be subsequently changed if needed. Any year, a study plan meeting with students is organized at the end of October/beginning of November.

When filling in the study plan, it is necessary to respect some rules and restrictions. For any doubt, please read this document carefully, including the FAQs, and check the instructions in the study plan section on the DSTS website (<https://www.dsts.unifi.it/vp-131-study-plan.html>). If doubts remain, contact the study plans tutor 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 your cohort (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 overlaps (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 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). Optional credits may also be used to recognize exams taken during the Erasmus program.
- 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 allowed under some restrictions (see the FAQs for more details).

## STUDY PLAN SUBMISSION, CHANGES, REJECTION

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

Besides the mandatory exams, the DSTS program includes some **mandatory** exams, some exams that have to be chosen among **specific groups**, and some **optional** exams. This choice has to be evaluated and approved by the study plan tutors. If you select a course that is not allowed, this exam will not be validated (even if you have already taken the exam). Therefore, to be sure that your choice is correct and the exam will be validated, you need to submit the study plan as soon as possible in your academic career.

Please note that although it 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 (check the website for exact dates). Clearly, if you then change your idea, you can modify subsequently the study plan.

In addition, remember that only the exams included in an approved study plan are considered in the computation of the credits to get a scholarship. Last-minute study plan changes to accommodate credits for scholarship reasons are not allowed; students must follow the appropriate procedures.

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

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

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/vp-131-study-plan.html>.

### 3. *I'm not sure about my choices, and I need clarification. What do I have to do?*

Twice a year, when the period to fill out the study plan starts (namely, at the beginning of November and at the beginning of April, the DSTS master program organizes a meeting with students to explain procedures, give insights to students, and answer questions and doubts. The student's presence is really important on these occasions. The study plan tutor can also answer specific questions by e-mail, but please remember that an answer is not guaranteed for last-minute e-mails.

When you contact the study plan tutor, remember to use your institutional e-mail address; present yourself (name and master program); provide your matricola number and year of enrollment; clearly explain your problem, providing all details. If these aspects are not clear, the study plan tutor will be obliged to send back your e-mail and the procedure will take time for both you and the tutor.

### 4. *My study plan has been rejected by the tutor; what do I have to do?*

If you filled out 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 communicates the problem so you can fill again the study plan using the same platform by the deadline, following the indications provided.

### 5. *May I change an approved study plan?*

An already approved study plan can be modified following the procedure described above (namely, in the two periods of the year dedicated to study plan changes).

Students who are about to graduate and need to change their study plan may exploit the

“extraordinary procedure.” This procedure can be activated 1-2 months before graduation. The request must be submitted using the appropriate form (to be sent to the student office; check the website for all details: <https://www.dsts.unifi.it/cmpro-v-p-166.html>) and a fee have to be paid.

The Didactic Committee will evaluate the request also considering if it is really necessary and urgent (if not, the student will have to submit the study plan change following the standard procedure, and no refund will be possible).

**6. *When I fill in the study plan in the online system, how can I justify/explain my choices?***

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, why you have chosen a specific optional course among those taken from all the teaching offer of the University of Florence, especially if the course is not closely in line with the Master program objectives). 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 competencies and skills in two foreign languages different from the 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 the 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 for foreign languages?

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 a compulsory exam previously contact the tutor in order to check the validity of the study plan.

**In any case, English may be chosen as an 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 tutor in order to check the validity of the study plan.

#### Language courses: examples of approvable study plans

<b>Not-English natives <i>without</i> another language at C1 level</b>		<b>One from the list</b> ( <i>native language not allowed!</i> ) 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 <i>with</i> another language at C1 level (native language included) CASE 2b</b>	<b>option A</b>	<b>One from the list</b> ( <i>native language not allowed!</i> ) 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 <i>without</i> 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 <i>with</i> 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?*

The 3 credits in foreign language labs (English, French, German, Spanish) may be obtained by attending the 9-credit courses and passing a final assessment. Please **contact the language course professors** for further information.

The **English** laboratory is strongly recommended if you may not (or do not) choose English as a compulsory/optional exam. See also: <https://www.dsts.unifi.it/cmpro-v-p-185.html>

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

French, German, and Spanish labs are offered both at an intermediate level. If you need to improve your level before the lab, you can profit from the language courses offered for free by the CLA (Centro Linguistico di Ateneo).

### 3. *May I choose the same language for the 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 attending 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 tutor).

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

NO.

### 5. *May I study the Italian language?*

Yes, this opportunity is possible (and, indeed, warmly suggested) for foreign students. To acquire the 3 credits of the Italian Foreign Language lab, students must 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 an Italian language basis, we offer A1-A2, A2-B1, and B1-B2 30-hour courses both in the first and second semesters. A1-A2 and A2-B1 courses are preparatory courses and are not sufficient to get 3 credits of B031180 Foreign Language Lab (Italian).

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

Generally, NO. Some exceptions may be made under special conditions. In this case, contact the study plan tutor to explain 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 18 credits. They concur to the total amount of 120 credits needed to graduate, but, differently from the others, there are no specific rules as for their choice. The two unique (but essential) requirements are: (1) they must be **exams of Master's degrees** at University of Florence; (2) **they must 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 a mandatory exam in the second year, you can select Economic Statistics for tourism and/or Statistical information systems for tourism as an optional exam). Choices like this will be approved because they refer to exams offered by the Master's 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 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 study plan tutor will evaluate the choice.

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 within the optional exams more than one 3-credit lab/stage because the maximum number of 3-credit exams is two (and another one is already included in the section “other activities, see also next FAQ). The only exception to this is for students selected for “extended internships”.

### 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:

<p>This exam <b>does provide</b> a numerical mark between 18/30 and 30/30: “VOTO FINALE”</p>	<table border="1"> <thead> <tr> <th colspan="2">Informazioni generali</th> </tr> </thead> <tbody> <tr> <td>Corso di studi</td> <td><a href="#">DESIGN OF SUSTAINABLE TOURISM SYSTEMS – PROGETTAZIONE D</a></td> </tr> <tr> <td>Percorso</td> <td><a href="#">GENERICO</a></td> </tr> <tr> <td>Tipo di corso</td> <td>Laurea Magistrale</td> </tr> <tr> <td>Anno di offerta</td> <td>2024/2025</td> </tr> <tr> <td>Anno di corso</td> <td>1</td> </tr> <tr> <td>Tipo Attività Formativa</td> <td>Caratterizzante</td> </tr> <tr> <td>Ambito</td> <td>Discipline del territorio</td> </tr> <tr> <td>Crediti</td> <td>6 CFU</td> </tr> <tr> <td>Tipo attività didattica</td> <td>Lezione</td> </tr> <tr> <td>Tipo esame</td> <td>Scritto</td> </tr> <tr> <td>Valutazione</td> <td>Voto Finale</td> </tr> <tr> <td>Periodo didattico</td> <td>Primo Semestre (dal 16/09/2024 al 11/12/2024)</td> </tr> <tr> <td>Tipo insegnamento</td> <td>Obbligatorio</td> </tr> <tr> <td>Responsabili</td> <td><a href="#">PIRANI ELENA</a></td> </tr> <tr> <td>Docenti</td> <td><a href="#">VIGNOLI DANIELE</a></td> </tr> </tbody> </table>	Informazioni generali		Corso di studi	<a href="#">DESIGN OF SUSTAINABLE TOURISM SYSTEMS – PROGETTAZIONE D</a>	Percorso	<a href="#">GENERICO</a>	Tipo di corso	Laurea Magistrale	Anno di offerta	2024/2025	Anno di corso	1	Tipo Attività Formativa	Caratterizzante	Ambito	Discipline del territorio	Crediti	6 CFU	Tipo attività didattica	Lezione	Tipo esame	Scritto	Valutazione	Voto Finale	Periodo didattico	Primo Semestre (dal 16/09/2024 al 11/12/2024)	Tipo insegnamento	Obbligatorio	Responsabili	<a href="#">PIRANI ELENA</a>	Docenti	<a href="#">VIGNOLI DANIELE</a>
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**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's 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 tutor. If you use this code, please explain your choice in the “note” section when filling in the online study plan (at the end of the online procedure, before saving the study plan); on the contrary, the plan will be rejected.

## ERASMUS

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

Since the study plan should be submitted at the beginning of the first year, you probably don't know which exams you will take during your Erasmus stay. In any case, please fill the 18 cfu of optional exams with "potential" exams (in any case, they must be admissible). Then specify in the "note" section that you plan to go to Erasmus. Those exams will be changed later in your study plan.

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

Once you have been selected for the Erasmus program and you have decided your destination, you must look for exams that are coherent with the DSTS Master Program. Before leaving, you must contact the professor in charge of the Erasmus program to check and approve your Learning Agreement (please also check the Erasmus section of the DSTS website for more details about this).

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

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

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

### **4. *When and how should I change my study plan once concluded my Erasmus period?***

Once you return to Florence, you must ask for the recognition of exams taken abroad (follow the instructions of the International Relationships Office). Three situations (so different solutions) are possible:

- The exam taken abroad is similar to an exam offered by DSTS, and this exam is already included in your study plan (both for choice group and optional credits): you don't need to do anything more; exam recognition is sufficient, and the exam will be validated.
- The exam taken abroad is comparable to an exam offered by DSTS, but this exam was not yet included in your study plan (both for choice group and optional credits): after recognition, you also need to change the study plan including the DSTS exam you indicated in the LA, so we can validate it.
- The exam taken abroad does not have a comparable subject in the DSTS offer (possible only if the credits are included in the optional group): after the recognition, you need to change your study plan, adding the recognized Erasmus exams, namely with the original name. In case of change with the online system you will find it in the system; in case of paper procedure, you have to indicate it in the form.