INFORMATION AND CAUTIONS ABOUT THE STUDY PLAN

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).

- 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, 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

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. Grassini) 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. Grassini) in order to check the validity of the study plan.

Language courses: examples of approvable study plans

Not-English natives *without* another language at C1 level		***One from the list*** *(native language not allowed!)* French for tourism Spanish for tourism German for tourism	Another language (lab or 9-credits exam) is <u>possible</u> but not mandatory
Not-English natives *with* another language at C1 level (native language included) CASE 2b	**option A**	***One from the list*** *(native language not allowed!)* French for tourism Spanish for tourism German for tourism	Another language (lab or 9-credits exam) is possible but not mandatory
	option 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)
English natives *without* another language at C1 level		***One from the list*** 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)
English natives *with* another language at C1 level		***One from the list*** 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.
French, **German** and **Spanish** labs are offered both at advanced and intermediate level. Please contact the professors of the language courses for further information.
English lab is only at advanced level. Please contact the professor of the course for additional information. The English laboratory (**only advanced level**) is strongly recommended if you may not (or do not) choose English as a compulsory/optional exam.

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

It is not at a very 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 French, German, Spanish, you must contact the professors of language for planning the work.
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 B1 level, attending the course held in the second semester (for updated information about the course please check the DSTS website). In order to facilitate students who do not possess Italian language basis, we also offer an A1-A2 Italian language lab in the first semester. It is a preparatory course and is not sufficient to get credits alone.
In order to Italian as foreign language lab, you have to choose "Foreign language lab – Other language" and specify "Italian" in the field "Note" of the study plan form.

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

Optional courses should be exams evaluated with a numerical mark (mark between 18/30 and 30/30). Nevertheless, as an exception, 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 (http://www.unifi.it/vp-7689-rimborsi-delle-tasse-e-agevolazioni-economiche.html), so the choice to include courses without a numerical mark should be carefully evaluated.

2. *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 **does not provide** a numerical mark, but a qualitative evaluation ("GIUDIZIO FINALE")	This exam **does provide** a numerical mark between 18/30 and 30/30 ("VOTO FINALE")

3. *May I choose English for tourism as an optional exam?*

Yes (NO if English is your native language). If you choose English for tourism as an optional exam, you cannot choose English laboratory (3 CFU).
The course English for tourism as optional exam is suggested for students who cannot (or did not) choose English as a compulsory exam.

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

Yes (clearly not the same chosen as compulsory exam).

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 should be consistent with the study program of the Master degree.

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 to recognize only 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.