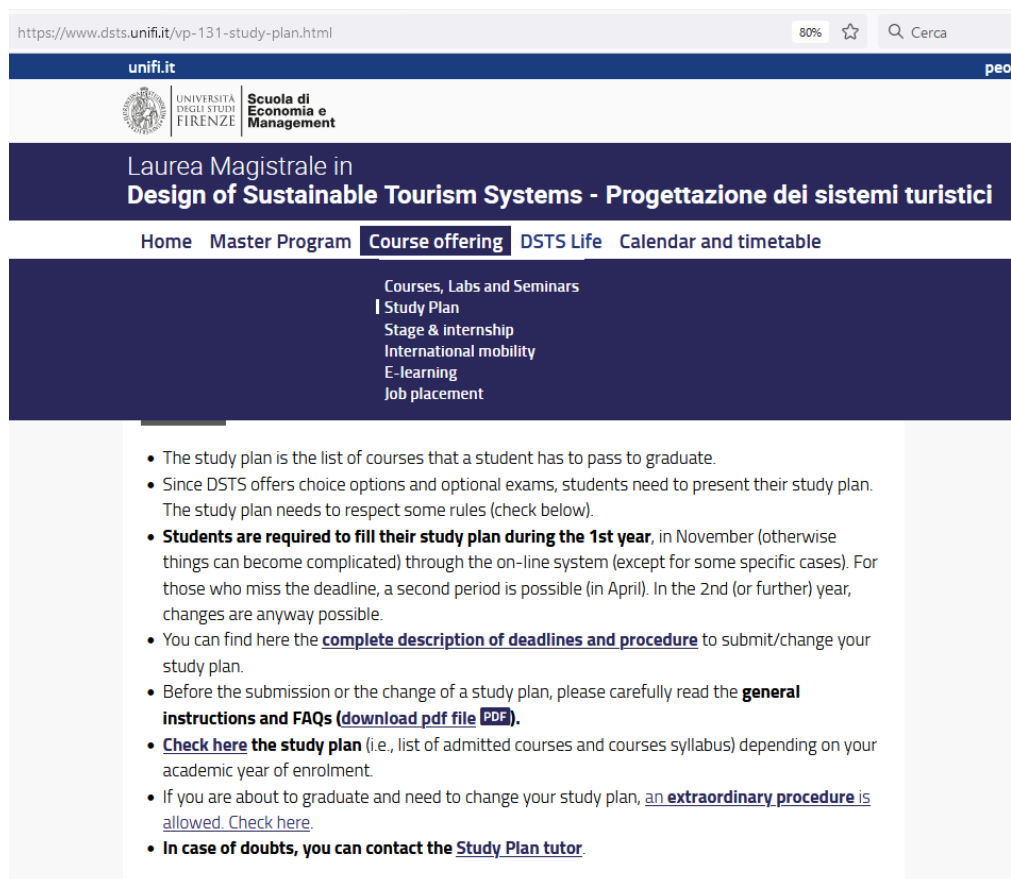


STUDY PLAN FAQs

for students enrolled in 2024/25 or earlier

GENERAL INFORMATION ABOUT THE STUDY PLAN	2
STUDY PLAN SUBMISSION, CHANGES, REJECTION	3
COMPULSORY EXAM OF FOREIGN LANGUAGE	5
FOREIGN LANGUAGE LABS	6
OPTIONAL EXAMS.....	7
STAGE & LABS.....	9
ERASMUS.....	10

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 DSTS website interface. At the top, there's a browser address bar with the URL <https://www.dsts.unifi.it/vp-131-study-plan.html>. Below it is the unifi.it header with the university logo and the text 'UNIVERSITÀ DEGLI STUDI FIRENZE Scuola di Economia e Management'. The main navigation bar includes 'Home', 'Master Program', 'Course offering', 'DSTS Life', and 'Calendar and timetable'. The 'Course offering' menu is expanded, showing options like 'Courses, Labs and Seminars', 'Study Plan', 'Stage & Internship', 'International mobility', 'E-learning', and 'Job placement'. The 'Study Plan' option is selected. The main content area contains a list of instructions for students:

- 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 possible.

GENERAL INFORMATION 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, a few “**optional** courses”, for a total of 18 credits, 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 required to complete their study plan at the beginning of their academic career. In any case, the plan can be modified later if needed. Each year, a study plan meeting with students is held at the end of October/beginning of November.

When filling in the study plan, students must follow specific rules and restrictions. For any question, 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>).

Before submitting the plan online, students should carefully read the instructions and check the list of exams available for their cohort (see <https://www.dsts.unifi.it/cmpro-v-p-184.html>).

If questions remain, please contact the study plan tutor by email (clearly explain your doubts and your specific situation). Otherwise, we cannot guarantee a prompt answer.

STUDY PLAN SUBMISSION, CHANGES, REJECTION

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

Besides the **mandatory** exams, the DSTS program includes some exams that have to be chosen among **specific groups**, and a few **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 still not included in your 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 mind, you can subsequently modify 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 (i.e., beyond deadline) to accommodate credits for scholarship reasons are not allowed; students must follow the appropriate procedures.

2. *When and how can I submit 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 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, as well as to download the proper paper form for their cohort of enrollment: <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 submit 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.

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

If you completed 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 instructions provided in the rejection email.

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 approximately 2 months before graduation. The request must be submitted using the appropriate form, to be sent to the student

secretary (segreteriastudenti.novoli(AT)unifi.it). The student secretary will give you the details about the fee that should be paid.

Please check the website for all details: <https://www.dsts.unifi.it/cmpro-v-p-166.html>).

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, how can I justify/explain my choices?*

If you choose an optional course from the wider teaching offer of the University of Florence that is not closely aligned with the objectives of the Master's program, we recommend providing a justification for your choice (please check also FAQ in the section about 18 optional credits). In this case, or in any other situation where you need to add a note, you can do so as follows:

- online procedure: on the last page of the online system, before saving your plan, you will find a button labelled 'Insert note'. Please click there and explain your choice if needed.
- paper form procedure: at the end of the form, you will find a designated space where you can indicate the reasons for the change.

If no explanation is provided, your study plan may 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

Not-English natives <u>without</u> 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 <u>with</u> 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 <u>without</u> 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 <u>with</u> 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?*

The 3 credits in foreign language labs (English, French, German, Spanish) deal with language skill and competences in general and in the specific frame of tourism. They are offered as a part of the 9-credit course. Please contact the professors of the 9-credit language course for further information. Remember that attending classes is strongly recommended for language courses and labs.

2. *What is the skill level of the Foreign language lab?*

Language labs are offered at an intermediate/advanced level (not basic). 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?*

NO. Exceptions for study plan when students need to attend an intermediate level lab before attending the 9-credit compulsory course of French, 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. CLA offers 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 Italian Language Lab.

Although the Italian language lab is formally a learning activity of the second year, students who do not know Italian should start the courses as soon as possible. For updated information about the course, please check the DSTS website. Dates about Italian language courses are provided by CLA usually in mid-September (for those courses starting in mid-October) and in mid-February (for those courses starting in April).

6. *How can I register to French/English/German/Spanish lab?*

There is no specific exam session for the language lab. Please contact the professor of the 9-credit language course (who is entitled of the lab), and agree with them the way to pass the exam (for instance in the same day of the 9-credit exam).

7. *What I need to do to validate the credits from the foreign language lab?*

For French, English, Spanish, German Lab: After you passed the exam, the professor will communicate it to the secretary, and the lab will be recognized in the student career.

For Italian Lab: After attending the course and passing the exam you must ask the CLA to send your certification to [english.msc\(AT\)economia.unifi.it](mailto:english.msc(AT)economia.unifi.it)

8. *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 a Master degree program** (not bachelor);
- (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 include exams:

- 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)
- from the offer of the School of Economic and Management
- taken during the Erasmus period abroad.

Exams from other Schools of the University of Florence may be included in the study plan, the choice should be motivated in the “note” section of the study plan application.

Finally, the 18 optional credits can be composed in these ways: 9+9; 6+6+6; 9+6+3. Students 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).

Please note that it is not possible to include in the study plan an exam which, at the date of the submission of the plan, is not offered in that year by the University, unless you have to re-enter a course already included in the last approved plan. If the student chooses a course not directly offered by DSTS master program (i.e., offered by another master program of the University), it is a student’s responsibility to check that course is offered in the current year.

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

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).

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 does provide a numerical mark between 18/30 and 30/30: “VOTO FINALE”	Informazioni generali	
	Corso di studi	DESIGN OF SUSTAINABLE TOURISM SYSTEMS – PROGETTI
	Tipo di corso	Laurea Magistrale
	Anno di offerta	2025/2026
	Anno di corso	1
	Tipo Attività Formativa	Caratterizzante
	Crediti	9 CFU
	Tipo attività didattica	Laboratorio, Lezione
	Valutazione	Voto Finale
	Periodo didattico	Primo Semestre (dal 15/09/2025 al 10/12/2025)
	Tipo insegnamento	Obbligatorio
	Responsabili	PIRANI ELENA
	Docenti	VIGNOLI DANIELE
	Durata	72 ore (12 ore Laboratorio, 60 ore Lezione)

This exam does not provide a numerical mark, but a qualitative evaluation: "GIUDIZIO FINALE"	General information	
	Course	DESIGN OF SUSTAINABLE TOURISM SYSTEMS
	Course type	Laurea Magistrale
	Academic year	2025/2026
	Year	2
	Training activity type	Other
	CFU	3 CFU
	Didactic Activity Type	Laboratorio, Lezione
	Evaluation	Giudizio Finale
	Teaching period	Primo Semestre (from 15/09/2025 to 10/12/2025)
	Teaching type	Opzionale
	Main teachers	GRASSINI LAURA
	Length	24 hours (12 hours Laboratorio, 12 hours Lezione)
	Frequency	Mandatory

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 (please check the FAQs above).

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 credits 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 it possible to stay abroad for the Erasmus program? Can I stay abroad for one academic year?*

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

4. *Is it possible to do the thesis during the Erasmus period?*

NO.

5. *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 your 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.

6. *Can I participate twice to the Erasmus Program? Can I participate to both the EU-Erasmus+ and extra EU-Erasmus?*

NO.