



FACULTY OF ARTS, TOURISM AND MARKETS

MASTER'S DEGREE COURSE IN HOSPITALITY AND TOURISM MANAGEMENT

1. PROCEDURES FOR ASSIGNING AND ASSESSING THE INTERNSHIP OR FIELD PROJECT

In order to complete their studies, students on the Master's degree course must have acquired 3 CFU credits by carrying out an internship (work experience at a company or an institution outside the University) or a **field project** (work and/or research experience at a research centre, a laboratory or an institute inside or outside the University coordinated by a teacher on the degree course) in preparation for admission to the final exam.

The Internship and the Field Project provide the equivalent of 3 CFU credits and have a minimum duration of 3 months and a maximum duration of 6 months.

Early interruption of an internship, in the absence of serious and justified reasons, will result in the non-recognition of curricular credits.

Students will normally carry out their internship/field project during the second semester of the second year of their Master's degree course. However, the coordinator of the degree course may authorise the activity to be carried out in the first year of the course after the end of the lessons in the second semester. The final approval of the internship/field project is the responsibility of the coordinator of the degree course, and this is carried out using digital means for internships that take place in Italy, and through the compilation of forms for other cases. The approval of the field project is the responsibility of the academic advisor for the degree course internship/field project.

2. INTERNSHIP

Together with their academic advisor for the degree course internship/field project, and subsequently with the University's Career Service and Office for Corporate Relations, students agree upon the assignment of an internship consistent with their degree course to be carried out at a company already affiliated or willing to enter into an agreement with the Career Service and Office for Corporate Relations.

The duration of the internship, agreed upon with the employer, must be respected by the student. If the internship agreed upon with the company has a longer duration than that required to obtain the required CFU credits, the Career Service and Office for Corporate Relations, will draw up and send to the student a certificate of partial completion of the internship.

At the end of the internship, at the same time as submitting the degree application as established for each session, students must submit to the Students Office a copy of the certificate of completion of the internship (or certificate of partial completion of the internship) issued by the Internship Office for the purpose of registering the CFU credits.



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3. FIELD PROJECT

The student shall agree with the teacher/company representative in charge of the field project upon work and/or research experience in a research centre, a laboratory or an institute inside or outside the University consistent with the Master's degree course. The contents and objectives of the Field Project must be approved by the academic advisor for the internship/field project of the degree course by signing the *Annex - Field Project Form (section: for approval of the Field Project)*.

Once the compulsory period for the field project has been completed in order to acquire the CFU credits, and within the time scales established for submitting the degree application, students must submit a *brief report on the Field Project (maximum 3,000 characters)* to their academic advisor for the degree course internship/field project, which must be signed by the student and the teacher/company representative responsible for the field project. If the documentation submitted meets requirements, the academic advisor for the Internship/Field Project and the coordinator of the degree course will express their approval thereby authorising the acquisition of the corresponding number of CFU credits by signing the form *Annex - Field Project Form (section: For approval of the end of Field Project report for purposes of granting CFU credits)*, which students must submit to the Students Office for recognition of the CFU credits, together with their degree application.

4. OTHER EMPLOYMENT FOR WORKING STUDENTS

Students already in employment (project contract, open-ended contract, other) carrying out work that is consistent with their Master's degree course, and the duration of which is at least 3 months, may request that this employment be considered equivalent to the curricular internship for the purposes of acquiring the related CFU credits. In this case, the procedure is as follows:

1. within the month following the registration of the title of the thesis, students must submit to the academic advisor for the degree course internship/workshop the form *Annex - Form for Approval of Other Employment* to request the granting of equivalence of their employment with an internship, attaching a copy of the documentation certifying the nature of the employment and the tasks performed. Having assessed the congruity of the work experience with the content of the Master's degree course, the academic advisor for the internship/field project and the degree course coordinator will express their approval by signing the form;
2. at the same time as submitting their degree application by the set date for each session, students must submit the above-mentioned form signed by the coordinator of the degree course to the Students Office.

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Head of Faculty
Prof. Vincenzo Trione

