

Master Course in
Planning and Management of Tourism Systems
Vademecum for traineeships

Presentation

The Master Course in Planning and Management of Tourism Systems allows students to carry out a curricular traineeship as a highly professional training and orientation experience as it allows to acquire a qualified specialization in the management, planning and governance of tourism systems. The traineeship allows students to participate in the life of companies, institutions, agencies and their projects, observe the work dynamics, acquire the ability to interact with operators in the tourism sector, to have a critical look on the activities they carry out, both to acquire innovative management competences and to apply methodologies learned during the course.

Reference people

Within the teaching staff, an academic tutor is chosen to follow the students' internships. His/her name appears in the list of teachers assigned each year by the Academic Board of the Course. The academic tutor works in coordination with the President of the Course and with the Reference person for Traineeships of the Department and with the Orientation and International Office of the University.

The student is also supported by a tutor of the host institution/company who is responsible for the implementation of the individual training project and the insertion and support of the trainee in the workplace for the duration of the internship, updating the documentation related to the training (register, etc.) and preparing a final report.

Host institutions and companies in Italy and abroad

Traineeships activated at the PMTS Course are carried out in public and private bodies, companies and institutions related to tourism or cultural and productive activities in interface with the tourism phenomenon (museums, consortia and territorial associations, publishing groups, etc.), both in Italy and abroad.

In fact, the University offers PMTS students a wide range of traineeships to be held in the surrounding areas, in companies that are variously linked to the world of services and tourism products, and abroad, by accessing a consolidated program within the Orientation and International Office of our University (Austria, France, Germany, Great Britain, Ireland, Lithuania, Malta, Netherlands, Norway, Portugal, Slovenia, Spain), with three-month scholarships in institutions or companies, and through ex-Cariplo or Euromondo in non-European countries (eg Argentina, Australia, USA, Spain).

General information

Admission criteria

In the study plan of the PMTS Course, traineeships are scheduled in the second year (5 cfu for a total of 125 hours' activity), in order to hopefully link this activity with the curricular workshop and with the preparation of the final dissertation. The student is required to have reached at least 40 credits in the first year, before applying for traineeships. The Erasmus mobility traineeship is worth 10 cfu. Students can receive extra credits (up to 20 cfu) to be inserted in their Career Student Card.

Obbligations

Before the traineeship starts, students write a project of activity in agreement with the academic tutor and with the tutor of the host organization, and must complete a register of the activity carried out at the end of the traineeship and to be submitted to the Orientation and International Office.

Suggestions

Students should:

- **Choose an area of interest**, related to their final dissertation project and consult the Orientation and International Office page: <https://en.unibg.it/study/attendance/internships>
- **Fix a meeting** with the Traineeship Tutor of the PMTS Master Course <https://dllcs.unibg.it/it/corsi/opportunita/tirocini-curricolari>
- **choose a suitable hosting organisation** with their aspirations by consulting the “Sportello Internet” (<https://sportello.unibg.it/Home.do>) at the section “Tirocini e Placement” (guidelines can be found here: https://www.unibg.it/sites/default/files/campus_e_servizi/vademecum_studenti_0.pdf)
- In the case a host institution is not listed in the **Traineeship Agreements**, it is possible to invite the company to sign an agreement by accessing the Sportello Internet.
- **complete the online traineeship application** and send it to the Orientation and International Office
- once the application has been submitted, **wait for the assignment answer**, and then proceed to the completion of the training project (the form can be found on-line)
- **fill out the training register** daily
- **submit the register to a verification and signature** by the academic tutor and the tutor of the host organization

Contacts

President of the Master Course: Prof. Federica Burini (federica.burini@unibg.it)