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Chaplin School of  
Hospitality & Tourism  
Management

FLORIDA INTERNATIONAL UNIVERSITY

# Tour\_Hosp\_Man

## Erasmus Mundus Design Measures Action

Joint Guidelines and Recommendations

to implement the Multiple Degree programme among partners

Final Meeting

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# Introduction

Tour\_Man\_Hosp project aims to sign a multiple degree that **combines the three study programmes** of the Partner Universities(already existing); therefore, it guarantees the student the achievement of (existing) three (or two) Master's degrees rather than a “single” Joint Master's degree.

Consequently each partner University maintains its own organisational, legal, financial and didactic autonomy.

# Introduction

The purpose of this document is to propose common and shared guidelines for all partners in order to ensure that the multiple/double degree program is implemented with high standards of quality.

Therefore, it is suggested to identify an organizational structure capable of constantly monitoring the different aspects of the program.

As a result, the document will be shared and signed by the coordinators of the already existing master's degree programs.

# Joint Guidelines

The Joint Guidelines **describes the relationship** among all the partners for the implementation of a two-year full-time Erasmus Mundus multiple Master Degree in Tourism Systems and Hospitality Management.

**It harmonises** with the meaning of the Agreement of Multiple Master's degree; this agreement identifies the management bodies suitable for defining, agreeing and implementing common strategies for the realization of all the activities related to each Master's degree programme, including (but not restricted to) the selection of students, educational offer, administrative procedures, educational results and, finally, the relationship with stakeholders.

# Board

**The advisory bodies**, “Board”, **will meet periodically** in order to identify common procedures and practices among the three partner Universities; each Board will have the task of discussing a specific topic.

The Board provides for the collaboration of all three institutions through the participation of their representatives. **The task of each Board is to establish common guidelines that make the educational offer, the evaluation and selection criteria and parameters and the services offered by each university homogeneous and coherent.**

# Board

Based on the needs that may arise from the implementation of the multiple/double degree program, the following Boards could be established:

- Administration Board
- Student Board
- Educational Board
- Stakeholder Board
- Admission Board

# Board

**The Administration Board** is responsible for organisation and coordination of administrative issues within the Programme. Each Partner appoints an administrative staff member to become part of this Board.

He is responsible for implementing the administrative tasks within their respective university, advising students on logistical matters, and any other task as delegated by the Administration Board.

Responsibilities of this board include, but are not limited to, arranging the visa documents for the students, arranging health and travel insurance coverage, assisting with registration to courses and updating the website.

# Board

**The Student Board** is responsible for student entry into the new culture and school environment at their respective premises, where applicable and appropriate through an induction week.

It shall ensure that students participating in the degree programme shall benefit from all services offered by the Partner Institution to its regular students enrolled in local programmes, which include, as a minimum, access to appropriate library, ICT and learning facilities.

Students' rights and responsibilities are the same as those valid for any other student at the institution where the student is studying at the specific moment. The student must comply with the requirements of the institution in question as regards documentation for registration procedures and documentation for visa purposes.

# Board

**The Educational Board** is responsible for the overall quality and standards of the degree programme and for agreeing upon the academic standards, it decides on the students' study tracks. It is responsible for analysing the curriculum of the programme and its potential evolution, so that it better targets the needs of future employers in the domain.

The Educational Board also takes care of directing practices regarding the drafting of the final thesis; the three Partner Universities will consult in order to identify research topics, simplified and standardized procedures for the request of the supervisor and the assignment of the co-supervisor of the degree.

# Board

**The Stakeholder Board** deals with the management of relations with companies and other stakeholders such as political decision makers and social partners.

It will have the task of :

- standardizing the regulation for carrying out curricular internships;
- verifying and evaluating the quality of the internship offer proposed by the companies,
- expanding the quantity and quality of the stakeholders involved in order to guarantee better placement opportunities for the student,

# Board

- monitoring with the placement office of the individual partners the success rate of the internships and relative employment within the companies.

The Stakeholder Board is also responsible for disseminating and communicating the multiple/double degree title to the European community and will deal with the internationalization of the study programme.

# Board

**The Admission Board** shall be responsible for the selection and admission of all students to the degree programme. The Admission Board shall consist of one representative from each Partner Institution; the Partner Institution is responsible for appointing its representative in accordance with its own procedures and national regulations.

# Board

It have to:

- Define common standards for admission, a common application procedure and to organize a multiple student and scholar selection process.
- Review admission and selection criteria annually and make necessary changes.
- Agree on the selection procedure and methods
- Agree on the allocation of evaluation tasks between partners.
- Select the students and establish the proposed list of scholarships holders to be sent to EACEA.

# Recommendations for Student Admission

Each partner university will select students based on criteria that will be shared by the **Admission Board**;

However, the selection, admission procedures, and selection criteria are described in the agreement of the joint degree program. **The Admission Board** may implement and improve the procedures over time.

# Recommendations for Student Admission

- The maximum number of students who could be enrolled in each multiple or double degree programme is 10 (ten), for each academic year, by each University;
- Each university will announce yearly the application call for participating in multiple or double degree programmes;
- The evaluation of the applications and applicant's selection will be mainly based on their motivation, academic career and the level of knowledge of the official language at the hosting university.

**Thank you!**