FONDAZIONE ITS TURISMO ACADEMY
Authorized by the Ministry of Education, University, and Research and the Lazio Region in accordance with the Law of January 25, 2008

Notice of Competition for Admission to the Course:
INTERNATIONAL HOSPITALITY MANAGEMENT
(1st Cycle 2024/2026)
CUP F84C24001350009

Establishment

This notice is issued by the Fondazione ITS Turismo Academy of Rome for admission to the course: Hospitality Management (in English).
The Scientific Technical Committee of the Fondazione ITS Turismo Academy has designed study programs that comply with ministerial guidelines and meet the needs of the tourism sector's companies.

Description of the Professional Profile

The Higher Technical Institute for the Management of Services Supporting Hospitality – Hospitality Management – integrates communication technologies within the company's information systems to develop and promote the tourism offering across the entire sector, from travel agencies to the hospitality industry. The course also prepares students to plan and manage actions aimed at optimizing service quality and organizing events and conferences to leverage local cultural resources and heritage.
The Hospitality Management technician will use communication technologies to operate within the company's information systems, promote tourism services, and organize events to highlight and maximize the cultural heritage of the region.

Available Positions and Admission Requirements

Eligibility Criteria:

Applicants who have successfully obtained a five-year high school diploma or an equivalent qualification recognized by Italian law (as acknowledged by the Ministry of Universities and Research) are eligible for the course. This includes young adults and adults with either:

- A five-year Secondary School Diploma, or
- A four-year Vocational Education and Training Diploma (IEFP) along with a post-secondary specialization certificate of at least 800 hours (Higher Technical Education and Training Course – IFTS).

The course is open to all **English-speaking EU citizens** and **non-EU citizens**. Non-EU <u>applicants must also have sufficient knowledge of the</u> **Italian language**.

Residence Permit Requirements:

Non-EU citizens must hold a valid **EU Residence Permit** for one of the following purposes:

- Employment (subordinate, seasonal, or self-employed work)
- Family reunification
- Study and training

Alternatively, non-EU citizens may apply if they hold an **EU long-term residence permit** or a **residence card** for foreign citizens. Refugees or those eligible for **subsidiary protection** in

compliance with European Directives (2004/83/CE, 2005/85/CE, 2011/95/UE, 2013/32/UE, 2014/83/UE) are also eligible.

Additional Conditions for Non-EU Applicants:

- Non-EU applicants must enjoy civil and political rights in their country of origin, with exceptions made for those holding refugee status or subsidiary protection status.

Age Requirement:
Applicants must be at least **18 years of age**.

Admission Applications: Submission Process and Deadlines

How to Apply:
The application for admission can be submitted in two ways:

1. **Online:**
   Applicants can fill out the form on the Fondazione's website via the following link: https://www.itsturismoroma.it/compila-la-domanda/.

2. **In Person:**
   Paper applications can be submitted at the following address:
   Fondazione ITS Turismo Academy per le Tecnologie Innovative per i Beni e le Attività Culturali – Turismo,
   Via Emanuele Filiberto 98/C,
   Rome, Italy.
   Office hours are Monday to Friday, from 9:00 AM to 1:30 PM.

Application Requirements:
On the application form, the candidate must specify which courses they are applying for. If applying to more than one course, they should indicate their preferences by marking their first choice as "1", their second choice as "2", and so on.

Required Documents for Application Submission:

All applications must be accompanied by the following documents:

1. **Photocopy of a valid identification document**, signed by hand.
2. **Photocopy of the diploma or substitute certificate** (indicating the issuing institution, degree title, and grades obtained), confirming the completion of the State Exam, signed by hand.
3. **Photocopy of the Italian tax code (codice fiscale)**, signed by hand.
4. **Curriculum Vitae (CV)** formatted according to the European model, including authorization for the processing of personal data, dated, and signed by hand.
5. **Photocopies of any certificates or attestations** from other courses relevant to the professional profile (language courses, professional certifications, etc.), signed by hand, that you believe would be beneficial for the evaluation of your qualifications.

If the candidate wishes to take advantage of the provisions of D.P.R. (Presidential Decree) of December 28, 2000, no. 445, they are invited to provide all the necessary elements for the assignment of the points outlined in the section "titles and experiences" in accordance with the details found in Table B – assignment of scores.

TABLE B	
Grade of the Upper Secondary School Diploma (or equivalent)	**10 points** **For each grade from 65 to 70: 0.1 points; from 71 to 80: 0.2 points; from 81 to 90: 0.3 points; from 91 to 100: 0.4 points; with honors: 0.4 points**
Field of Study (relevance to the educational path)	**Up to 2 points**
Language certificate	**Up to 3 points**

For information, please fill out the orientation interview request form on the website www.itsturismoroma.it
Or call the Foundation's office:
Landline: 0640414436

For any further information, fill out the interview application on the website www.itsturismoroma.it or call the number 0640414436

The application form, in order to be admitteed to the selections, will have to be delivered jointly to of the required documents within the 14th of October 2024 by time 12.00, at the Fondazione ITS Turismo Academy Administration Office,

The Fondazione ITS Turismo Academy declines any responsabilities about the impossibility to comunicate with the attendees in case of:
- inaccurant or desueted delivery address in the application,
- potential mistakes of the postal service or telegraphics,
- events/causes attributuable to third parties
- fortuitous event or majeure force

The admission application, complete with the required documents, must be submitted by 12:00 PM on November 11, 2024, to the Foundation's protocol office.
The Foundation declines any responsibility regarding the inability to communicate with candidates in the case of:

- Inaccuracies or obsolescence of contact details provided in the application,
- Postal or telegraphic delays,
- Events/causes attributable to third parties,
- Unforeseeable circumstances or force majeure.

Selection Procedure of the Application
The selection procedure for applications will be based on the indisputable judgment of a committee of psychological and technical experts appointed by the Scientific Technical Committee.

In the selection the Committee could attribute, to any candidate, a maximum of 100 scores as divided:

Selection of Applications

The selection procedure for applications will be carried out, at its sole discretion, by a Commission composed of experts in the subjects indicated in the notice and psychologists, appointed by the Scientific Technical Committee of the Foundation.

In the selection process, the Commission may award each candidate a maximum of 100 points, distributed as follows:

- **Titles and Experience:** maximum 15 points
  Written Test: maximum 35 points
  Interview: maximum 50 points

For titles and experience, the Commission evaluates the curriculum and documents submitted by candidates. The list of titles and experiences in Table B, attached, constitutes evaluable titles.

Selection Procedure of the Application

The selection procedure for applications will be conducted, at its sole discretion, by a Committee composed of experts in the relevant fields and psychologists, appointed by the Scientific Technical Committee of the Foundation.

In the selection, the Committee may award a maximum of 100 points distributed as follows:

- **Titles and Experience:** maximum 15 points
- **Written Test:** maximum 35 points
- **Interview:** maximum 50 points

For titles and experience, the Committee evaluates the curriculum and documents submitted by the candidates. The list of titles and experiences in Table B, attached, constitutes evaluable titles.

Written Test The written test will consist of open and/or closed questions to assess knowledge in the following areas: logic, text comprehension, general culture, English language, and basic IT skills. The test will refer to the competencies acquired at the end of secondary education.

Oral Test The oral test will assess the candidates' motivations and technical-professional aptitudes.

The written and oral selection tests, unless otherwise communicated, will take place on November 13, 14 2024, and will continue on subsequent days if necessary. The selection schedule will be published on November 12, 2024, by 6:00 PM at the Foundation's office at via Emanuele Filiberto 98/C, 00185 Rome, and will be sent via email to each candidate and available on our website at www.itsturismoroma.it.

Tests will be held at the Foundation's office at via Emanuele Filiberto 98/C – 00185 Rome. Candidates must present a valid identification document. The selection will create a merit list and admit the top 28 candidates to the course. The number of admitted candidates may be increased if there is a possibility to expand the number of students. If there are any withdrawals among the admitted candidates during the first 10% of the total hours, they will be replaced by candidates on the list. In the case of a tie, preference will be given to younger candidates.

The final rankings will be published at the Foundation's office at via Emanuele Filiberto 98/C.

Course Organization and Content

The organization of the courses will follow the standards set by the Ministry of Education and the Lazio Region. The total duration of the courses is two years, corresponding to 1800 hours, including:

- 1000 hours of teaching and laboratory activities
- 800 hours of internships at public or private entities or companies

The modules for the Hospitality Management course will cover the following subjects:

Modules for Year I and II

- The culture of hospitality in Hospitality
- Organization and management of hospitality businesses
- Organization and management of international brand companies – Standards
- Hotel services from Food & Beverage to Room Division: Organization and management of services and internal management costs
- Marketing, web marketing, and social media marketing for Hospitality
- Territorial marketing and synergies between macro and micro business marketing
- Hospitality management
- The importance of Guest Relations and experience building
- The importance of ancillary services and complaint management
- The Luxury sector: Brands and standards
- Management and structure of human resources in Hospitality
- Pricing policies (Revenue management)
- Business management
- Laboratory and simulation of Booking & Revenue policies
- Italian/Deutch language
- Spanish language

The Technical Scientific Committee may introduce adaptations to the individual modules.

At the end of each educational module, there will be an assessment session. At the end of the internship phase, each candidate must submit a project work based on their work experience. This project will be an essential part of the final exam.

The training strategy of the course requires mandatory attendance of 4/6 daily hours for 5 days a week.

Activities will occur at Via Emanuele Filiberto 98/C, or at other locations of the Fondazione ITS Turismo Academy. The course is scheduled to start, unless otherwise communicated, on November 29, 2024. Attendance is compulsory. The course will be activated following evaluation, acceptance, and financing by the funding institution.

N.B.: The course will not be activated if the number of students does not reach 20.

Final Certification and Awarding of the Title

A verification of the skills achieved will be conducted at the end of each educational path. Those who attend at least 80% of the course will be admitted to the final exam. Those who pass the final exam will receive a Higher Technician diploma from the Ministry of Education, corresponding to Level V of the European Qualifications Framework (EQF), provided with an additional EUROPASS supplement.

The Higher Technician diploma represents a qualification for public competitive exams according to Article 5, Paragraph 7 of the DPCM of January 25, 2008.

Final Certification and Awarding of the Title

Competence verification is planned at the end of each Capitalizable Training Unit. Candidates who have attended at least 80% of the training course will be admitted to the final exam. Those who pass the final exam will be awarded the Higher Technician diploma from the Ministry of Education, which corresponds to Level V of the European Qualifications Framework (EQF) and will include an EUROPASS supplement.

The Higher Technician diploma qualifies for public competitions according to Article 5, Paragraph 7 of the DPCM of January 25, 2008. Recognition of university credits is also foreseen in accordance with the implementing decree referred to in Article 14, Paragraph 3, of Law No. 240 of December 30, 2010.

Personal Data Processing

The processing of personal data is governed by Legislative Decree No. 196 of June 30, 2003, "Code regarding the protection of personal data," published in the Official Gazette on July 29, 2003, General Series No. 174, Ordinary Supplement No. 123/L.

The personal data provided by candidates with their applications will be processed solely for the purposes of managing this call and other activities of the foundation. Providing such data is mandatory for assessing participation requirements; failure to provide it will result in exclusion from the selection process. The data subject has rights under the mentioned law, including the right to access their data and the right to have inaccurate, incomplete, or unlawfully collected data corrected, updated, completed, or deleted.

Publication and Effective Date

This notice will be published on the Foundation's website www.itsturismoroma.it.

Signed by the President of the Foundation
Marco Brogna
(original copy filed with the Foundation's office)