



UNIVERSIDADE
PORTUCALENSE

Governing regulations of the Master's degree in Tourism and Hospitality

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Approved by the Scientific Council of 18 November, 2015

Amended by the Scientific Council of 29 May, 2019

Amended by the Scientific Council of 29 January, 2020

Amended by the Scientific Council of 25 November, 2020

Amended by the Scientific Council of 25 May, 2022

Amended by the Scientific Council of 20 March 2024

Amended by the Scientific Council of 24 April 2024

Article 1

Subject and Scope

1. This Regulation, applicable to the 2nd cycle study programme in Tourism and Hospitality of the Department of Tourism, Heritage, and Culture of Universidade Portucalense (UPT), is designed to define the governing regulations related to the matters mentioned in Decree-Law no. 74/2006 of 24 March, in the wording given by Decree-Law no. 63/2016 of 13 September, and by Decree-Law no. 65/2018 of 16 August¹ and other legislation in force.
2. The following Regulations in force at Universidade Portucalense (UPT) are of supplementary application, according to the nature of the cases omitted:
 - a) Pedagogical Regulation;
 - b) Administrative Regulation;
 - c) The Regulation of the study programme leading to the Master's Degree.

Article 2

Name of the programme

The programme, named Mestrado em Turismo e Hospitalidade (Master's degree in Tourism and Hospitality), was published in the Official Gazette no. 57, Series II, of 22 March 2022, Announcement no. 56/2022².

Article 3

Award of the Master's degree ("Mestre")

The degree of "Mestre em Turismo e Hospitalidade" (Master in Tourism and Hospitality) from Universidade Portucalense is awarded to those who, through the approval in all the curricular units that integrate the study plan of the Master's degree programme, have obtained 120 ECTS.

¹ Amendment approved by the Scientific Council of 29 May, 2019.

² Amended by the Scientific Council of 25 May, 2022.

Article 4

Specific admission conditions

Access to the application for the Master's degree in Tourism and Hospitality requires applicants to hold:

- a) A Bachelor's degree ("Licenciado") or its legal equivalent in Tourism, Management, Economics, Social and Human Sciences, Hotel Management, and related areas;
- b) A foreign higher education academic degree from an adhering State that agrees with the principles of the Bologna Process in Tourism, Management, Economics, Social and Human Sciences, Hotel Management, and related areas;
- c) A foreign higher education academic degree that the Scientific Council recognizes as fulfilling the entry requirements to a 2nd cycle study programme;
- d) An academic, scientific or professional curriculum that is recognized by the Scientific Council.

Article 5

Ranking criteria

1. 1. The final classification of candidates, for the purposes of ranking, is obtained by adding the final classification of the degree and the scores obtained for additional academic qualifications (up to a maximum of 3 points), scientific production (up to a maximum of 4 points) and professional experience (up to a maximum of 3 points). The marks are awarded on a scale of 0 to 20, with 20 being the maximum limit, after attributing the increased values, as described in Annex II. The assessment is based on three main criteria³:
 - a) Academic qualifications (HA);
 - b) Relevant professional experience (EP)
 - c) Relevant scientific production (PC).
2. The Coordinator of the study programme is responsible for ranking the candidates.

³ Amendment approved by the Scientific Council of 25 November, 2020 and 20 March, 2024

Article 6

Operating conditions

1. The scientific coordination of the course is the responsibility of a Professor with a PhD in the main scientific area of the cycle of study, working in a full-time regime⁴.
2. Prior to the beginning of each academic year, the Rector, after hearing the Head of the Department responsible for the degree, nominates the coordinator⁵.
3. Attending classes is both a right and a duty of the students, and it may be mandatory, depending on the assessment method set forth in the Curricular Unit File and in accordance with the provisions in the Pedagogical Regulation.
4. The running of optional curricular units is dependent on the enrolment of a minimum number of students.
5. Teaching periods, assessment periods and holidays are set at the beginning of each academic year.
6. Timetabling of assessments must be completed by the academic services within one month from the beginning of teaching activities.

Article 7

General objectives of the study programme

The general objectives of the Master's degree in Tourism and Hospitality are:

1. To promote understanding and mastery of hospitality in the areas of tourism knowledge, based on a spirit of curiosity, creativity, innovation, and entrepreneurship;
2. To develop student-centred learning in which students should demonstrate the ability to develop autonomous work and analytical and critical reflection and a strong social and cultural awareness;

⁴ Amendment approved by the Scientific Council of 25 November, 2020.

⁵ Amendment approved by the Scientific Council of 25 November, 2020.

3. To promote skills in the technical and scientific fields of Tourism and Leisure, based on consumer needs and with the involvement of local communities;
4. To develop training in the area of Tourism and Leisure, which aims to specialise and give continuity to the 1st cycle study programme;
5. To develop dissertations, internships, and projects within the scope of international research allocated to the research lines developed by Universidade Portucalense, which promotes the evolution of the state of the art;
6. To think about Tourism and Hospitality considering the social and cultural development of the territory based on collaboration with partner institutions.

Article 8

Learning objectives of the study programme

The following are learning objectives of the 2nd cycle study programme in Tourism and Hospitality:

1. To understand the concept of hospitality by acquiring knowledge and skills that allow acting with quality and innovation in the domains of the social and cultural interests of consumers;
2. To apply specialized research and design techniques in the fields of tourism and hospitality;
3. To understand the importance of collaboration between the community and institutions for the development of a cultural and heritage identity, within the scope of hosting, safeguarding, and communicating cultural and heritage values;
4. To know the marketing strategies applied to the contexts of hospitality in tourism;
5. To understand the importance of planning in tourism and leisure, supported by dynamics of observation, monitoring, and critical analysis, to be applied in the development of the territory and the competitiveness of the tourism system;
6. To know operations in the field of hospitality taking into account the personal and professional development of human resources and the reception of the public in Tourism.

Article 9

Curricular structure and study plan

1. The study programme in Tourism and Hospitality comprises an organized set of curricular units and a Dissertation, or Project, or Internship, corresponding to a total of 120 ECTS, in accordance with the study plan set forth in Annex I.
2. The 1st year of this study programme comprises a specialization course, named Curso de Mestrado (Master's Course), consisting of ten compulsory curricular units, distributed in different scientific areas, to which correspond 60 ECTS.
3. In the 2nd year, the study programme comprises a Dissertation, or Project, or Internship, totalling 60 ECTS.

Article 10

Crediting procedure

Crediting follows the rules set forth in the Skills Recognition and Crediting Regulation in force at Universidade Portucalense.

Article 11

Knowledge assessment regime

1. Knowledge assessment in the Curricular Units in the study plan is set forth in the Pedagogical Regulation in force at Universidade Portucalense.
2. The elements and criteria for assessment of the curricular units are the responsibility of the teachers responsible for them and are described in the corresponding file.

Article 12

Process for calculating the final grade

1. A student's final grade corresponds to the weighted average of the grades obtained in the various course units, according to their relative weight in ECTS.

2. The student's final grade is expressed in the 10 to 20 range of the integer scale from 0 to 20.

Article 13

Rules for presenting and submitting the dissertation, project work, internship report

1. The rules for presenting and submitting the master's dissertation, project work, and internship report follow the provisions of the Regulation of the study programme leading to the Master's degree in force at Universidade Portucalense.
2. The master's dissertation, internship report, and project work must follow UPT's Norms for Formatting Master's degree dissertations and Doctorate Theses and comply with the Curricular Unit File ⁶.

Article 14

Maximum deadlines for performing the public act of defence of dissertation, project work, or internship report, and rules thereof

1. The maximum deadlines for performing the public act of defence of dissertation, project work, or internship report follow the provisions of the Regulation of the study programme leading to the Master's degree in force at Universidade Portucalense.
2. The rules for the defence of the dissertation, project work, or internship report follow the provisions of the Regulation of the study programme leading to the Master's degree in force at Universidade Portucalense.

Article 15

Rules for composition, appointment, and operation of the Jury

The rules for composition, appointment, and operation of the Jury follow the provisions of the Regulation of the study programme leading to the Master's degree in force at Universidade Portucalense.

⁶ Amendment approved by the Scientific Council of 25 November, 2020.

Article 16

Objectives of Dissertation, Internship, and Project

The Dissertation of the 2nd cycle study programme in Tourism and Hospitality is meant for the student to be able to:

1. Demonstrate autonomy in research techniques and literature review appropriate to provide the rationale for the proposed research questions with sufficient theoretical relevance, timeliness, and centrality for the scientific domain;
2. Select, according to the research objectives, the universe/sample and the appropriate data collection and analysis methodology;
3. Implement the research project in the scientific area in which the field of study fits;
4. Collect and analyse data using research methods suited to the research objectives;
5. Critically discuss the results obtained, demonstrating abilities to integrate knowledge, manage complex issues, and develop proposals or issue opinions that take into account the theoretical models established for the field of study;
6. Communicate the conclusions and the knowledge and reasoning from which they stem, in a clear and unambiguous way, to both experts and non-experts.

The Internship of the 2nd cycle study programme in Tourism and Hospitality is meant for the student to be able to:

1. Show adaptability to new situations;
2. Show responsibility, commitment, and availability in the performance of the internship tasks;
3. Demonstrate understanding, critical thinking, and problem-solving skills in new and unfamiliar situations in broad and multidisciplinary contexts;
4. Demonstrate ability to deal with complex issues, develop solutions or issue opinions, including reflections on the implications and responsibilities resulting therefrom;
5. Perform teamwork, in an inter and transdisciplinary perspective;
6. Demonstrate technical autonomy;
7. Communicate their conclusions, and the knowledge and reasoning from which they stem, in a clear and unambiguous way;
8. Understand the context of the activities undertaken within the tourism and hospitality sector.

The Project of the 2nd cycle study programme in Tourism and Hospitality is meant for the student to be able to:

1. Demonstrate advanced knowledge in research techniques and literature review appropriate to substantiate the proposed research questions with sufficient theoretical relevance, timeliness, and centrality to the scientific domain;
2. Select, according to the research objectives, the universe/sample and the appropriate methodology for data collection and analysis;
3. Implement the research project in the scientific area in which the field of study fits;
4. Collect and analyse data using research methods suited to the research objectives;
5. Critically discuss the results obtained, demonstrating abilities to integrate knowledge, manage complex issues, and develop proposals or issue opinions that take into account the theoretical models established for the field of study;
6. Communicate the conclusions and the knowledge and reasoning from which they stem, in a clear and unambiguous way, to both experts and non-experts.

Article 17

Start and duration

1. The student is placed at the beginning of the academic year, and the internships should preferably start within the first month of the semester.
2. The Internship has a minimum duration of 600 annual hours of activity carried out at the internship place, plus 80 annual contact hours at the university with the Internship Supervisor, and 15 hours of seminars.

Article 18

Supervision

1. The appointment of the supervisor follows the provisions of the Regulation of the study programme leading to the Master's degree in force at Universidade Portucalense.
2. Each student shall have one supervisor at the University (Supervisor) and one supervisor at the cooperating institution (Cooperating Supervisor).
3. The supervisor shall:

- a) Become familiar with the operation of the host institutions, in order to ensure the most suitable placement for each student, depending on their profile;
- b) Coordinate activities, mediating between the University and the host institutions;
- c) Arrange weekly meetings with students, ensuring the connection between theoretical learning and practical demands in the work context;
- d) Carry out an ongoing assessment of the students;
- e) Periodically contact the host institution's Cooperating Supervisor to collect information on the students' evaluation and pursuit of internship activities;
- f) Take responsibility for solving any difficulties arising during the supervised internship;
- g) Organise seminars with professionals in the field, using practical teaching methodologies, namely discussion of case studies, simulations, debates, or problem solving.

4. The Cooperating Supervisor must be an active tourism technician, selected according to rules and ranking criteria agreed between Universidade Portucalense and the Cooperating Institution, with functions in the field of knowledge in question at the cooperating institution, and must:

- a) Facilitate the integration of the students in the work context, helping them to become familiar with the several contexts of the cooperating institution;
- b) Monitor the students' activities, in accordance with a plan previously designed and agreed between Universidade Portucalense and the Cooperating Institution, creating the conditions for progressive autonomy, taking direct responsibility for guiding the work of interns who are under their supervision;
- c) Provide the students with the means to perform their activities;
- d) Take an active role in the elaboration of working plans, guiding the students when setting goals and selecting strategies, according to the needs of the community, the action object, and the available resources;
- e) Contact the Supervisor whenever deemed necessary so that both can continuously assess and monitor the activities carried out during the internship;
- f) Collaborate in the students' assessment, in accordance with the assessment grids prepared for this purpose and with the Internship Plan, proposing readjustments whenever necessary, and recording the fundamental aspects of the students' evolution.

Article 19

Place

1. The Internship will take place in institutions proposed by the Course Coordinator, presented to the Department Director for approval and, subsequently, for formalization of the protocol.
2. The Internship will be monitored, at Universidade Portucalense and at the cooperating institution, by supervisors and cooperating supervisors, in accordance with the agreement between the student, the course coordinator, the supervisor, and the cooperating supervisor, and will be conducted according to the nature and structure of the cooperating institution in which the student will carry out the internship.
3. After integration into the host institutions, which is monitored by the supervisors, students must remain there for the established period, except for exceptional conditions that require changing the internship place. The intention to change must be made effective through a request addressed to the Department Director. This request will then be analysed by the Department Director who, after hearing the parties, will decide whether or not it is necessary to change the internship place.

Article 20

Students' duties

Interns have the following duties:

1. To develop a cooperation relationship with all the elements of the cooperating institution;
2. To respect the institution's operating procedures, as well as its dynamics and on-going activities, responding to all the tasks that are assigned to them in a professional way.
3. To follow the labour standards in force in the workplace, namely the ones concerning assiduity and punctuality;
4. To attend all the weekly meetings with the Supervisor for tutorial supervision, and attend all meetings scheduled by the Cooperating Supervisor;
5. To keep their internship file up-to-date and accessible.

Article 21

Public presentation of internship report

1. The internship report shall be defended by the student before a Jury.
2. The student will only be able to present the internship report if s/he obtains a positive classification by the supervisor and the cooperating supervisor in the evaluation elements as described in the curricular unit file.
3. The presentation and public discussion of the Internship Report will take place before a jury composed as defined in the Regulation of the study programme leading to the Master's degree of Universidade Portucalense.
4. The final classification obtained by the student in the presentation and public discussion of the Internship Report will correspond to the average of the scores assigned by each member of the jury, rounded to the nearest whole number.

Article 22

Procedure to set and publish the number of places and the application deadlines

1. The maximum number of students to be admitted in each specialization course of a study programme leading to the Master's degree is defined in the accreditation of the course by the Accreditation Agency (A3ES)⁷.
2. Annually, the Rector fixes the vacancies for the programme, upon proposal of the directors of the departments involved⁸.
3. It is the responsibility of the Course Coordinator to ensure the dissemination/placement of this information on the UPT institutional website⁹.

Article 23

Deadlines for issuance and elements that must be included in diplomas and course completion letters (“Cartas de curso”)

1. The deadlines for issuance of the diploma, the completion letter, and the diploma supplement follow the rules set forth in the Administrative Regulation in force at Universidade Portucalense.

⁷ Amendment approved by the Scientific Council of 25 November, 2020.

⁸ Amendment approved by the Scientific Council of 25 November, 2020.

⁹ Amendment approved by the Scientific Council of 25 November, 2020.

2. The diplomas and completion letters shall include the elements provided for in the Administrative Regulation in force at Universidade Portucalense.

Article 24

Monitoring by pedagogical and scientific bodies

Monitoring by pedagogical and scientific bodies follows the rules set forth in the Pedagogical Regulation in force at Universidade Portucalense.

Article 25

Omissions and uncertainties of interpretation and application

The omissions and uncertainties of interpretation and application of this regulation shall be resolved by the Director of the Department in charge of the programme, after consulting, if deemed necessary, the department's Technical-Scientific Committee.

Article 26

Entry into force

The regulations approved by the Scientific Council of 18 November 2015 were amended by the Scientific Councils of 29 May 2019, 29 January 2020, 25 November 2020, 25 May 2022, 20 March 2024 and 24 April 2024. The latest changes approved by the Scientific Council on 24 April 2024 will come into force in the 2023/2024 academic year¹⁰.

¹⁰ Amendment approved by the Scientific Council on 25 May 2022. Last amendment at the Scientific Council on 20 March 2024.

ANNEX I – Curricular structure and study plan¹¹

1- Scientific areas and credits needed to obtain the degree or diploma:

TABLE No. 1

SCIENTIFIC AREA	INITIALS	CREDITS	
		MANDATORY	OPTIONAL
Tourism and Leisure	TL	103.0	0
Business Sciences	CE	6.0	0
History and Heritage	HP	6.0	0
Other Area	OA	5.0	0
<i>Subtotal</i>		120.0	0
Total		120.0	

Note:

Post-work or daytime regime.

¹¹ Amended by the Scientific Council of 25 May, 2022.

2 - Study Plan

1st Semester

TABLE No. 2

Curricular Unit	Scientific Area	Type	ECTS	Contact Hours	Total hours
Research Methodology	TL	Semester	7	20:TP; 5:S; 15:PL	189
Hospitality and Tourism: Theoretical approaches and Trends	TL	Semester	6	25:TP; 5:S	162
Project Design in Tourism and Hospitality	TL	Semester	6	25:TP; 5:S; 10: OT	162
Heritage, Culture, Tourism, and Hospitality	HP	Semester	6	35:TP	162
Data analysis	OA	Semester	5	30:TP	135

2nd Semester

TABLE No. 3

Curricular Unit	Scientific Area	Type	ECTS	Contact Hours	Total hours
Planning and Strategy in Tourism and Leisure	TL	Semester	6	30:TP	162
Strategic Marketing	CE	Semester	6	30:TP	162
New technologies applied to Tourism	TL	Semester	6	15: TP; 30 PL	162
Innovation in Tourism and Hospitality	TL	Semester	7	25:TP; 10:S	189
Practices in Events, Tourism, and Hospitality	TL	Semester	5	25:TP; 10:S	135

3rd and 4th Semesters

TABLE No. 4

Curricular Unit	Scientific Area	Type	ECTS	Contact Hours	Total hours
Dissertation/Project work	TL	Annual	60	90:OT; 15:S	1620
Internship	TL	Annual	60	80:OT; 600:E; 15:S	1620

Note:

The dissertation, Project, and Internship are optional

ANNEX II - RANKING CRITERIA¹²

Criteria	Weighting score
Academic qualifications (HA)	Till 3 points
Bachelor in the field of Tourism and Hospitality	1
Master degree in another related area	2
Doctorate degree in another related area	3
Non-degree training activities in the main scientific area of the study cycle: <ul style="list-style-type: none"> • < 50 hours • 50-100 hours • > 100 hours 	0,5 (each) 0,75 (each) 1 (each)
Relevant Professional Experience (EP)	Till 3 points
a) Length of service relevant to the study cycle: <ul style="list-style-type: none"> • More than 10 years • 5 to 10 years • Less than 5 years 	Até 3 1-2 0-1
b) Coordination or management positions held in the main scientific area of the study cycle	1
Relevant Scientific Production (PC)	Till 4 points
a) Presentation of papers at scientific meetings	0,25 (each)
b) Articles published in the proceedings of scientific meetings	0,5 (each)
c) Articles published in national or international journals without indexation	0,5 (each)
d) Articles published in national or international journals with indexation	2 (each)
e) Published book chapter	0,5 (each)
f) Book publication	2 (each)
g) Participation in research projects	Até 2 (each)

¹² Amendment approved by the Scientific Council of 29 January, 2020 and 25 November 2020. Last amendment approved by the Scientific Council on 20 March 2024.

The final grade of the candidates, for ranking purposes, is obtained by adding the final grade of the degree and the scores obtained for additional academic qualifications (up to a maximum of 3 points), scientific production (up to a maximum of 4 points) and professional experience (up to a maximum of 3 points). The grades are awarded on a scale of 0 to 20, with 20 being the maximum, after adding the values.

Criteria for evaluating candidates, assessed by interview:

- a) Motivation for attending the course (50%);

- b) English language proficiency (50%).