

ACADEMIC REGULATIONS FOR THE DEGREE COURSE IN
INTERNATIONAL, EUROPEAN AND COMPARATIVE LEGAL STUDIES (IECoLS)

L-14

Art. 1 - Subject

These regulations govern the organizational and academic principles related to the Degree Course in *International, European and Comparative Legal Studies (IECoLS)* in compliance with the relevant existing laws, the Statute and the Academic Regulations of the University of Macerata as well as other regulatory standards.

Art. 2 - General course information

Information about the Degree Course is available via the SUA-CdS course description page annually updated and attached to this document as an integral part of these regulations (ATTACHMENT A).

The attached SUA-CdS description page includes:

- a) General information on the Degree Course;
- b) General and specific educational goals of the Course, including a framework of the competences, skills and knowledge to be acquired;
- c) Occupational profiles and employment opportunities;
- d) Supervising faculty members of the Course and academic tutors;
- e) Admission requirements and procedures, and preparation assessment;
- f) List of courses and related educational credits, as well as the scientific-disciplinary sectors of reference, along with the possible subdivision into modules;
- g) Description of the academic course and of any subdivision into study plans;
- h) Features of the final graduation exam and related procedures aimed at assessing academic achievement to obtain the degree;
- i) Supplementary academic activities, orientation and tutoring;
- j) Possible introduction of specific organizational methods of educational activities for students not studying full-time.

Art. 3 - Structure and implementation of academic activities

The academic activities of the Degree Course are divided into two academic sessions (semesters), along with the exam session, which are established by the academic calendar. The subdivision into two semesters is usually balanced in accordance with the credits to be assigned in order for students to attend classes and take exams within the expected time frame for each academic year.

The teaching activities are carried out using the methods and methodologies most appropriate to achieving the expected learning outcomes, mainly by means of lectures, seminars, classroom exercises, and laboratories, including language and computer laboratories.

Teaching activities may be held by several lecturers in the form of co-teaching and may be divided into modules.

The Council decides for each academic year on the possible activation of additional teaching services in e-learning mode.

Art. 4 - Organization, coordination and assessment of the results of academic activities

The Council of the Degree Course is in charge of planning, organizing and managing the academic activities of the Course; to this end, the Council shall exercise all responsibilities laid down by the current legislation, the Statute and the Regulations of the University of Macerata.

The Council organizes at least one meeting a year for the collegial evaluation of the teaching programs in order to ensure consistency between the credits assigned to each activity and the specific objectives of the course, after consulting the Joint Professor-Student Committee.

Art. 5 - Individual study plans

The academic program includes the preparation of an individual study plan for elective courses and other academic activities chosen by the student; the latter must be consistent with the academic program. Elective courses are listed in the study plan in Attachment B.

Enrolled students must fill in their online study plan ("career plan") at the beginning of each academic year.

Students are required to fill out their study plan before taking exams. Failure to comply may result in the inability to book any exam.

Supplementary-year students cannot fill in their online study plan, but, should they decide to make any changes, they are required to send an e-mail with the requested changes, which have to be compatible with the study program, from the institutional e-mail address @studenti.unimc.it to the Student Administration Office.

Further information on the procedure and deadlines for submitting a study plan can be found in the Regulations for the Administration of Students' Careers and the Administrative Guide.

The number of ECTS set for each discipline, including the activity chosen by the student, cannot be increased beyond that established when planning the academic program of the Course.

ECTS credits are also included in the study plan as:

- 1) Elective activities (13 ECTS), in accordance with the procedures set forth in art. 6 below;
- 2) Additional Language Proficiency (3 ECTS);
- 3) Internship (6 ECTS).

The ECTS credits required for "Additional Language Proficiency" can be earned through proficiency tests organized at the Language Services Office or through language certificates submitted upon request to the Student Administration Office, which will then be evaluated by the Council of the Degree Course. Alternatively, students may earn credits related to Additional Language Proficiency:

- a) By passing a qualification test or by submitting an English Proficiency Certificate, which certifies a higher level of language proficiency, according to the Common European Framework of Reference for Languages (CEFR), compared to the one certified upon enrolment. Should

students submit upon enrolment a C2 or a Native Language Certificate of proficiency in English, they will obtain the ECTS for Additional Language Proficiency by following the procedures described below;

- b) By passing a qualification test or by submitting a Certificate of Proficiency in a language other than English or the student's native language – which may be Italian for foreign students – which certifies at least a B1 level for the CEFR.

Italian, English, French, German and Spanish language courses are held annually in preparation for the proficiency tests. Students with good language skills may have direct access to the tests. The Language Services Office will organise the proficiency test sessions and automatically send the results of each test to the Student Administration Office, which will record the ECTS in the students' career plan. For information on earning ECTS credits related to the internship, please refer to Attachment B of this document.

Art. 6 - Earning elective educational credits

The academic regulations of the Degree Course in *International, European and Comparative Legal Studies* allow students to choose how to earn 13 ECTS.

Provided that they are consistent with the Degree Course, the academic activities chosen autonomously by students should be considered as opportunities to further develop, complete and personalise the academic course itself.

The elective activities chosen by students may consist in:

- 1) Participating in individual seminars or a series of seminars, workshops or other activities approved by the Council of the Degree Course;
- 2) Passing exams related to the lectures or to the other academic activities offered within this Degree Course or other degree courses at the University of Macerata.

The academic activities referred to in n. 1) may be organized – even upon the initiative of students themselves – by the faculty teaching any of the Degree Courses offered by the Department.

Usually the number of ECTS credits for each activity cannot exceed 3 ECTS, nor is it possible to earn more than 3 ECTS for one activity for each subject and each professor.

Faculty members must inform the Council of their proposals for elective activities before the beginning of each semester.

Each seminar assigning ECTS credits for elective activities is subject to the approval of the Council, which will verify:

- a) The program of the seminar;
- b) The proportion between the overall academic commitment required of the student and the ECTS credits;
- c) The conformity of each seminar to the criteria and rules set forth by the Department.

The lectures of each seminar must be proportional to the overall academic commitment, taking into account the criteria set forth by the Department for standard courses (a five-hour lecture for each ECTS credit).

Given the demanding nature of attending seminars in English, or in another foreign language, each ECTS credit will correspond to a lecture lasting from three to five hours. The decision of how seminars are held is left to the discretion of the professors.

In order to obtain the ECTS credits, students must pass the final exam at the end of the seminar. It may consist in an exam on the specific subject(s), in a qualification test with a written and/or oral report, in the evaluation of the activities carried out by the participants – in the case of workshops and practical demonstrations – or using other assessment tools defined by the professors, provided that the students are informed beforehand.

The Examination Board for the final exam may be the same one assessing the exams of the course or courses related to the seminar or it may be appointed by the Council's President.

Should students wish to take exams related to subjects or other academic activities held by Degree Courses of other Departments of the University of Macerata in order to acquire ECTS for elective activities, they are required to submit their request to the Student Administration Office by motivating their choice of the academic activity and related program on plain paper. This request will be discussed by the Council or a special committee appointed by the Council itself, which evaluates the consistency of the academic objectives of the Degree Course with the chosen academic activity and ascertains that this activity has not already been chosen in a previous Course.

The elective exam cannot be a subject for the graduation exam.

The student may include supernumerary exams in the study plan in accordance with Art. 30 of the Academic Regulations of the University of Macerata.

Art. 7 - Award of credits for extracurricular activities

ECTS credits for extracurricular activities may be awarded in the following cases:

- a) professional knowledge and skills certified in accordance with the relevant legislation in force;
- b) training activities carried out in the course of study at public administration training institutes or at post-secondary level.

The student may request the award of extracurricular activities in order to shorten the ordinary course of study.

The request for award is assessed by the Course Council on the basis of the documentation provided, taking into account the consistency of the activity carried out with the training objectives and the expected learning outcomes referable to the course.

Art. 8 - Attendance and prerequisites

Course attendance is not compulsory.

However, during the course, there may be partial exams, either written or oral (on topics related to part of the program).

For non-attending students, lecturers will indicate how to achieve the corresponding level of preparation required of attending students.

No prerequisites are necessary and therefore access to the exams is free regardless of the year of enrolment. However, it would be beneficial for students to take the exams on *Foundations of Private*



Law, Fundamental Rights and Comparative Legal Systems before starting with the subjects taught from the second year onward.

Art. 9 - Procedures for exams and other advancement tests

The exams may be oral, written, or both (a written exam followed by an oral exam). Professors must inform the students beforehand whether they are scheduling the exams either at the end of the course or during the course, in which case attending students will sit partial exams as part of the assessment for the final exam. Should the professor deem it suitable, the final exam may be replaced by a paper written by students following the professor's instructions.

The format of the exams is decided by the professors, who must inform the students in advance using the professors' webpage.

The assessment takes into account the level of understanding of the topics, the use of the specific lexicon of the discipline, the accuracy of the notions, the ability to apply the notions to individual case studies, the effectiveness of communication, the autonomy and originality of the elaboration of the contents.

The final exams are subject to online booking. For partial exams, professors must autonomously inform the students of booking procedures.

Should students be unable to proceed with the booking for justified reasons – ascertained by the President of the Examination Board – they may still be admitted, but will take their exams after the students who properly booked them. The registration of the passing mark is subject to the validity of the students' condition to access the exam session, under penalty of disqualification.

The Examination Board is governed by the Academic Regulations of the University of Macerata and appointed annually by the Council.

Art. 10 - Regulations of curricular internships

The study plan provides for a compulsory curricular internship of 6 ECTS credits.

The characteristics of the curricular internship are described in the "Regulations on internship activities" attached to these Regulations as an integral part of them (ATTACHMENT B).

Art. 11 - Assessment of teaching quality

The Quality Assurance (QA) system of the course of study is designed in accordance with the Policies and the QA System adopted by the University of Macerata, in compliance with the requirements of self-evaluation, assessment and accreditation of courses and university venues defined by ANVUR.

The main persons responsible for the study course QA processes are: the President of the study course, the Study Course Council, the Study Course QA Group.

The study course is subject to annual monitoring and periodic review activities aimed at continuous improvement. These activities are based on the analysis of the available qualitative and quantitative indicators, the results of the survey of students' and graduates' opinions, reports and complaints, and make it possible to identify strengths and weaknesses to be addressed with specific improvement actions.



Art. 12 - Temporary and permanent provisions

These Regulations are issued by the Rector's Decree and come into force at the start of the 2025/2026 academic year.

These Regulations include ATTACHMENT A and ATTACHMENT B, subject to annual variations resulting from changes in the course of study and not subject to approval by the academic bodies.