



ANNEX B

Guidelines for the awarding of academic credits to further activities of the Postgraduate Degree Course in International Relations (LM-52 R)

Art. 1 Recognition of credits for seminars

Participation in seminar activities that confer credits shall be formally documented through recorded attendance. The awarding of credits is subject to a final assessment test requiring students to obtain a simple pass result or a pass mark on a grading range from 18 to 30. In cases where the seminar is organized by another department, recognition of credits is contingent upon prior approval from the Degree Course Council (DCC). Students may participate in seminars regardless of exams taken.

Art. 2 Awarding of credits for courses and other activities provided by external operators

1. Academic credits concerning OTHER LEARNING ACTIVITIES (See Ministerial Decree No. 270/04, Art. 10, Para. 5, Section (d)) may also be awarded if students have taken part in courses/learning activities offered by operators other than the University of Macerata, on condition that: (a) they have filed a formal request beforehand. Students must address their request to the DCC, along with documentation showing: name of operator offering the seminar, number of hours involved, topics covered (consistently with Course subjects and learning objectives), name and CV of speaker.

In particular, the following conditions must be fulfilled:

- the course must include a learning assessment test that students are required to pass;
- the operator managing the course – e.g. an operator recognized at national or international level, a university, or an operator in partnership with a university institution – must have obtained prior authorization.

2. If the DCC approves the request, at the end of the course students must submit final course documents with evidence of attendance, successful conclusion and passing of final test

Art. 3 Recognition of credits for additional exams

Credits awarded in connection to further learning activities (Ministerial Decree No. 270/04, Art. 5, para. 5, Section (d)) may also include credits obtained for passing a larger number of exams than those required in the degree course. In these cases, credits are awarded on the basis of their original weighing, and do not entail exemptions from student compliance with the programme of study.

Art. 4 Awarding of credits for work placements

Work placement schedule and scheme are regulated by special Guidelines (Annex C) set out by the DCC.

Art. 5 Awarding of credits for information technology skills

1. For the purpose of credit recognition in connection to information technology skills gained in courses offered by external operators students must submit the following documents:
 - a) a qualification certifying the student has a Full Standard ECDL competence (4 credits are awarded if all 7 modules have been passed);
 - or
 - b) a certificate providing evidence that the student has attended a university course or a course that has been officially organized by a university institution. Such certificate is validated individually.
2. Unlike certificates issued by public operators specified under Par. 1 above, those issued by private operators do not award credits.

Art. 6 Recognition of credits from partnerships with other

1. Credits are awarded to students who transfer from other universities only in connection to exams they have passed at other state universities or officially recognized higher education private institutions. Credits awarded by other universities on the basis of special agreements cannot be recognized.
2. Although the exit qualification is legally valid, credits awarded by other universities on the basis of special agreements to students transferring from those universities cannot be taken into consideration in the assessment of entry requirements as specified under Art. 2 of the Programme Regulations. Only exams that have been passed at other state universities or officially recognized higher education private institutions may be validated for entry.

Art. 7 Credit recognition for work activity

1. Student work experience may be recognized as an alternative to a work placement and may be awarded up to 4 credits (provided the activity is consistent with course subjects and learning objectives).
2. For the purpose of assessing the above, students must submit their application to the DCC along with relevant documentation (i.e. a self-declaration statement as envisaged by existing laws, and a statement by their supervisor) of length of employment, position, and details on work tasks.

Art. 8 Deadlines

All applications for credit recognition provided for by Articles 2, 5 and 7 above must be submitted to the Student Administration Office at least 4 months before the expected date of graduation.

Art. 9 Final provisions

Circumstances not regulated by these Guidelines that are nevertheless well-documented and grounded on criteria set out in Art. 2, Para 1, Section (a), are a matter of judgment for the Student Files Committee, who will decide following consultation with the DCC.