



ANNEX C

Guidelines for Work Placement Schemes in the Postgraduate Degree Course in International Relations (LM-52 R)

Art. 1 Definition

Participation in a Work Placement Scheme, although not compulsory, constitutes a valuable aspect of the Master's degree program in International Relations (hereafter referred to as DC). Internships are classified as optional training activities, as outlined in Article 10, paragraph 5, letter d of Ministerial Decree 270/2004.

Art. 2 General Objectives

The educational objectives of the program should correspond with the professional profiles delineated by the Degree Course.

2. the Degree Course in International Relations includes external activities such as internships and training placements at central and local administrations, universities, international organizations, non-governmental organizations, and companies operating in relevant sectors. These external activities are designed to help students acquire specific technical and operational knowledge about the structure and functioning of these organizations, ultimately facilitating job placement for graduates.

Art. 3 Implementation

In order to take part in a Work Placement Scheme students must follow the procedures set out by the Work Placement Office (Ufficio Stage) of the University of Macerata and in compliance with these Guidelines.

Art. 4 Length

The minimum duration for an internship is established at one month, inclusive of holidays, or a total of 150 hours. Furthermore, each working day is required to have a minimum duration of 4 hours.

Art. 5 Academic Credits

1. Work placements that last a minimum of 150 hours are awarded 4 credits. For each additional 50 hours completed beyond the initial 150 hours, students will receive an additional credit, up to a maximum total of 6 credits. However, if a placement exceeds 250 hours, no more than 6 credits will be awarded.

2. The Degree Course Council (DCC) grants these credits based on the submission of final documentation, which includes the student's work placement assessment, the partner's assessment of the student, and evidence of the student's attendance.

Art. 6 Work Placement Tutoring

1. All members of the Degree Course Council (DCC) are eligible to serve as academic tutors in the Work Placement Scheme. The academic tutor collaborates with the tutor from the partner organization.

2. Prior to the beginning of the work placement, students must define a learning project together with their academic and partner organization tutors. The project must be signed by both tutors before the placement can start.

3. The Department Delegate is in charge of the Work Placement learning and organization activities.

Art. 7 Placement Application Requirements

Students may take part in work placements starting from their first year of study.

Art. 8 Final Provisions

These Regulations shall come into force as from the date of their approval.