

ACADEMIC REGULATIONS FOR THE POSTGRADUTE DEGREE COURSE IN INTERNATIONAL RELATIONS (DEGREE CLASS CODE LM-52 R)

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1. Subject

The Regulations govern the teaching and organizational aspects of the Postgraduate Degree Course (hereafter DC) in International Relations. They are subject to the Statute of the University of Macerata, the University Didactic Regulations, and all other applicable regulations.

2. General information about the degree course

The following information regarding the DC can be found in the SUA-CdS sheet, which is annually updated and serves as an integral part of the Regulations (ANNEX A). It includes:

- general information about the study course;
- educational objectives, outlining the knowledge and skills to be acquired;
- professional profiles and potential employment opportunities;
- referent lecturers of study course and academic tutors;
- admission requirements and preliminary assessment of student preparation;
- list of courses/modules with their corresponding academic credits and relevant disciplinary sectors;
- description of the educational path and any subdivisions into curricula (study plans);
- specifications and procedures for the final examination necessary to obtain the qualification;

i) information on supplementary teaching activities, as well as orientation and tutoring services.

3. Structure and implementation of academic activities

The teaching activities of the DC are organized into two semesters, as outlined in the academic calendar, which also includes exam schedules. The distribution of the teaching activities across the two semesters is generally balanced, allowing students to attend classes and take exams within the designated time frame for each academic year. Teaching activities may consist of various modules conducted through lectures, seminars, classroom exercises, language laboratories, computer labs, case studies, and individual and group projects. Teaching activities can be held by more than one lecturer (co-teaching). Lecturers must specify their chosen teaching methods for each course or module, which will be published annually on their webpages. The course of study is divided into different curricula. Students may switch between curricula upon motivated request, which must be submitted within the deadlines announced via the Department and/or the Degree Course webpage.

The request will be reviewed by the Degree Course Council (hereafter DCC).

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

The DCC is primarily responsible for planning, organizing, and managing the teaching activities of the degree course. It meets at least once a year to review the syllabi, to ensure coherence between the credits assigned to teaching activities and the specific objectives of the study course. Any recommendations made are subject to the approval of the Joint Student-Lecturer Committee.

5. Individual study plans

Students enrolled WITHIN THE SPECIFIED TIME LIMIT FOR COURSE COMPLETION must submit their “study plan” online, at the start of each academic year. Students are strongly advised to fill in their “study plan” before taking exams; failure to do so may hinder the chance to take part in an exam session. Students enrolled in BEYOND THE LIMIT FOR COURSE COMPLETION cannot fill in their online “study plan” form autonomously. If they want to modify it, they must send a mail from their University account @studenti.unimc.it filing a request to the Department’s Student Administration Office which is responsible for updating “study plans” by established rules. The number of academic credits assigned to each discipline – including elective courses – cannot be increased above what was originally set during the programming of the DC teaching activities. For more information on the procedures and deadlines for submitting the study plan, please refer to the Regulations for the administration of students career and the Administrative guide.

6. Acquisition of further credits and assessment of their consistency with Course objectives

In addition to the mandatory and optional courses, students are expected to earn 8 credits as further elective activities, on condition that they are consistent with the chosen study track. Elective activities provide an opportunity for students to deepen and personalize their educational path. The study course offers activities that are consistent with the specified study

plan for the relevant academic year. Students can request recognition of these activities by drawing up their study plan, as detailed in Article 5. Students may also request recognition of further elective activities by submitting a motivated request to the Department's Student Administration Office, to assess whether these activities align with the learning objectives of the study course. The type and validation for any "other elective activities" are defined in the relevant guidelines (Annex B).

7. Request for recognition of credits for extracurricular activities

ECTs (CFU - Crediti Formativi Universitari) may be awarded for extracurricular activities by Ministerial Decree no. 931/2024 under the following conditions:

a) Professional knowledge and skills that are certified in alignment with the applicable legislation.

b) Training activities undertaken within study programs at public administration training institutes or the post-secondary level. Students are permitted to request the recognition of these extracurricular activities to reduce the duration of their standard training pathway.

To initiate this process, students must direct their request to the Student Secretariat and include all relevant documentation that verifies the activities undertaken. The Degree Course Council will assess the request for recognition based on the documentation provided, taking into account the coherence of the activities with the training objectives and expected learning outcomes associated with the Degree Course. The recognition of ECTs (CFU) cannot exceed the maximum limit established in the Degree Course Teaching Regulations, which, as mandated by current legislation, is 24 ECTs (CFU).

8. Attendance and prerequisites

Course attendance is not compulsory, but it is recommended. There are no module prerequisites. However, preliminary knowledge is specified in each module program (syllabus). The number of credits assigned to each subject, including optional courses, cannot exceed the amount established by the Degree Course Council.

9. Procedures for exams and other assessment tests

The methods for conducting exams are determined by the lecturer and are clearly outlined in the syllabus available on the website of the Department of Political Science, Communication, and International Relations, as well as, the webpage of the Degree Course.

Exams are conducted by Commissions nominated according to the University's Didactic Regulations. These Commissions evaluate students based on an understanding of the topics, mastery of specialized vocabulary, accuracy of concepts, ability to apply concepts to individual case studies, effectiveness of expression, and autonomous and original elaboration of content.

Participation in exams is subject to online reservation. If a student is unable to make the online reservation he/she may still be allowed to take the exam at the discretion of the President of the Commission. In this case, the recording of the exam results will depend on verifying that the student can access the exam session; otherwise, it will be automatically canceled.

10. Regulations regarding curricular Internship

The study plan includes an optional curricular internship of 150 hours that allows students to earn 4 ECTS (CFU). For every additional 50 hours, students earn 1 ECTS (CFU), with a maximum total of 6 ECTS (CFU). This internship is offered through institutions or companies in agreement with the University of Macerata.

Participation in the internship is not mandatory; however, it may award credits for further activities selected by the student as outlined in Article 10, Paragraph 5, Section (d) of Ministerial Decree No. 270/2004.

The curricular internship is regulated by the enclosed guidelines (ANNEX C).

11. Double Degree programs

The DC provides opportunities to participate in international cooperation programs that lead to the awarding of double degrees. The specific features of these programs, along with the procedures for obtaining double degrees, are outlined in the agreements available on the website of the Department of Political Science, Communication, and International Relations, as well as on the Study Course webpage.

12. Assessment of teaching quality

The Quality Assurance system (hereafter QA) of the study course is designed in accordance with the Policies and Quality Assurance adopted by the University of Macerata, adhering to the self-assessment, evaluation, and accreditation requirements set by the Italian National Agency for the Evaluation of Universities and Research Institutes (ANVUR).

Key individuals responsible for the QA processes of the study course include the President of the degree course, the Council and the QA Group of the degree course.

The study program undergoes annual monitoring and periodic review activities aimed at continuous improvement. These activities involve analyzing available qualitative and quantitative indicators, feedback from student and graduate surveys, and reports or complaints. This analysis helps in identifying both strengths and areas that need improvement, enabling the implementation of specific enhancement actions.

13. Temporary and permanent provisions

The Regulation is issued by a decree from the Rector and will take effect at the beginning of the academic year 2025/2026. It includes Annexes A, B, and C, which can be amended yearly following modifications of the Degree Course, without prior approval from the academic bodies.