

**PROGRAMME REGULATIONS FOR THE POSTGRADUTE
DEGREE COURSE IN INTERNATIONAL RELATIONS
(DEGREE CLASS LM-52)**

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1. About these Regulations

These Regulations govern teaching and organizational aspects of the Postgraduate Degree Course in International Relations. They are subject to the Statute of the University of Macerata, its General Regulations as well as its other current Ordinances and Regulations.

2. General information about the Degree Course

Relevant information about the Degree Course (hereafter DC) is available in the ministerial Higher Education Provision database known as *Scheda SUA*. The *Scheda SUA*, which is annually updated to keep it in line with the approved educational

provision, is available on www.universitaly.it, and is attached to these Regulations as an integral part of them **(See Annex A)**.

It includes:

- a) General information about the study course;
- b) General and specific course objectives, including an outline of knowledge, skills and competencies to be acquired;
- c) Professional profiles and employment opportunities;
- d) Referent lecturers of study course and academic tutors;
- e) Admission requirements and modalities, and preliminary assessment of student preparation;
- f) List of courses/modules with their corresponding academic credits and relevant disciplinary sectors;
- g) Description of educational contents and study plans;
- h) Features of the final exam and procedures aimed at assessing the achievement of expected learning objectives;
- i) Additional teaching, orientation and tutoring activities.

3. Structuring and implementation of teaching activities

Teaching activities of the DC are divided into two periods (semesters) that are scheduled on the basis of the academic calendar along with exam and graduation sessions. The subdivision into two semesters is usually balanced in terms of the credits to be acquired, so that students can attend classes, and sit for exams within the expected time frame for each academic year.

Teaching takes the form of lectures, face-to-face and/or video-conferencing modalities. Teaching activities can be divided into modules, and can be held by more than one instructor (co-teaching). Instructors define the range and nature of educational activities by selecting the most suitable typologies (e.g. discussion

classes, group exercises, analysis of audiovisual and multimedia materials, case studies, individual or group production activities, etc.) in line with the contents and learning objectives of the specific course/module, and of the Degree Course programme as a whole.

Some modules may also involve seminars and/or workshops, or language and IT laboratory sessions.

Instructors must specify the selection of teaching activities in their course/module programmes, annually published on each instructor's individual portal (*portale docenti*).

The Degree Course Council (hereafter DCC) establishes which modules may include on-line learning.

4. Organization, coordination and assessment of learning outcomes

The main task of the DCC is to plan, organize and manage the teaching activities of the Course, and exercise the responsibilities conferred to it by current legislation, the University Statute, and the Regulations.

Through ad hoc Committees, the Council verifies – at least once a year – the consistency of teaching activities with the specific learning objectives and/or with the credits allocated to each educational activity, taking into account the advice 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” on-line, 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 BEYOND THE LIMIT FOR COURSE COMPLETATION 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 that is responsible for updating “study plans” in accordance with established rules.

The number of academic credits assigned to each individual discipline – including elective courses – cannot be increased above that which was originally set during the programming of the DC teaching activities.

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

Besides core modules and electives, students are expected to carry out OTHER CREDIT-BEARING ACTIVITIES (Art. 10, Par. 5, Section (d) of Ministerial Decree No. 270/04) as envisaged for each programme of study.

On condition that they are consistent with the chosen educational path, these activities are intended as opportunities to enhance, complete, and personalize the student’s educational experience.

Type and mode of validation of any 'Other Learning Activity' are set out in the relevant Guidelines (See **Annex B**).

Students can insert additional exams into their study plan, in compliance with art. 30 of the University’s General Regulations.

7.Attendance and preliminary knowledge

Course attendance is not compulsory but is strongly recommended.

There are no module pre-requisites. However, preliminary knowledge that is deemed essential is specified in each module programme (*Allegato C*).

8.Procedures for exams and other assessment tasks

Exams can be oral, written, or both (i.e. written paper followed by oral discussion). Assessment methods are published before the beginning of each academic year, along with the module/course programme.

Assessment criteria are based on: understanding of the topics, mastery of specialized vocabulary, accuracy of concepts, ability to apply concepts to individual case studies, effectiveness of expression, autonomous and original elaboration of content.

Participation in exams is subject to online reservation. If the student cannot sign up online, he/she will be allowed to take the exam after students who have properly made the reservation. Registration of the mark is in any case subject to the student's actual entitlement to entering for the given exam. If, upon verification, the student was not entitled to sit the exam, the exam will be annulled.

The Board of Examiners and their assessments are subject to the University's General Regulations.

9. Curricular work placements

If they wish, students who have enrolled in the DC may take part in a work placement scheme run by public or private operators in agreement with the University of Macerata. Placements are not compulsory, yet they may award credits to "Other Optional Activities" that students have inserted into their study plan, in line with Art. 10, Para. 5, Section (d) of Ministerial Decree No. 270/2004.

Work placement scheme and schedule are regulated by the enclosed Guidelines (See **Annex C**).

At the University of Macerata, the Work Placement Office (*Ufficio Stage e Placement*) is the liaison between higher education and work, offering students and graduates the opportunity to enhance their employability through a work placement experience.

10. Awarding of joint degrees

The DC offers students the opportunity to take part in international cooperation programmes granting double/multiple degrees.

The awarding of joint degrees in collaboration with partner universities is regulated by the relevant agreements for joint awards.

11. Quality evaluation

The University of Macerata adopts a system of Quality Assurance (Assicurazione Qualità – AQ) developed in accordance with the document entitled “Autovalutazione, Valutazione e Accreditamento del Sistema Universitario Italiano” issued by the Italian National Agency for the Evaluation of Universities and Research Institutes (ANVUR). The AQ system is based on a process approach and is properly documented. It identifies the needs of students and all stakeholders, outlining the requisites that the educational provision must comply with.

Student needs are identified through:

- surveys on the access of graduate students to the labour market and on post-graduate needs;
- statistics related to the labour market in the geographical area of reference;
- data on student satisfaction; students are required to fill in evaluation questionnaires about the courses/modules and the prescribed examinations. Questions concern course contents, learning materials, the organization of teaching activities, as well as the quality of facilities and equipment. Findings serve as useful indicators to improve services and attain quality goals.

12. Transitory and final provisions

These Regulations are issued by Provost Decree, and enter into force at the beginning of A.Y. 2021/2022 the beginning .



They include ANNEXES A, B and C which can be amended yearly following modifications of the Degree Course, without prior approval by either the Government or the Department.