

ALLEGATO C

Guidelines for Work Placement Schemes in the Postgraduate Degree Course in Global Politics and International Relations

Article 1 – Definition

1. Taking part in a Work Placement Scheme, albeit not compulsory, is a vital element of the academic curricula of students registered on the Degree Course (hereafter DC).
2. Work Placements are part of freely-chosen Other Learning Activities provided for by Art. 10, Para. 5, Section (d) of Ministerial Decree No. 270/2004.

Article 2 – General Objectives

1. Learning Objectives are to match career opportunities connected to the Course.
2. For the purpose set above, the DC includes external activities, such as placements and internships carried out in partnership with central and local institutions, universities, international organizations, non-governmental bodies, and businesses operating in relevant sectors. External activities help students develop specialist skills and knowledge on specific operators and their functioning, with the final objective of enhancing graduate students' employability.

Article 3 – Implementation

1. 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 (<http://adoss.unimc.it/it/stage>) and in compliance with these Guidelines.

Article 4 – Length

1. Work placements last at least one month, including holidays; that is 150 hours. Each work placement day consists of at least 4 hours of activity.

Article 5 – Academic Credits

1. Work Placements of at least 150 hours are awarded 4 credits. If the placement lasts longer, 1 credit is awarded for every 50 additional hours, up to a maximum of 6 credits. If the placement lasts longer than 250 hours, no more than 6 credits are awarded.
2. The Degree Course Council (hereafter DCC) awards credits against students' submission of the final documentation (i.e. student's work placement assessment, partner's assessment of student, evidence of student attendance).

Article 6 – Work Placement Tutoring

1. All DCC members may act as academic tutors in the Work Placement Scheme. The academic tutor works in agreement with the partner organization tutor.

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.

Article 7 – Placement Application Requirements

1. Students may take part in work placements from the first year onwards.

Article 8 – Final Provisions

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

