



## ACADEMIC REGULATIONS FOR THE DEGREE COURSE IN

### *INTERNATIONAL, EUROPEAN AND COMPARATIVE LEGAL STUDIES (IECoLS)*

#### L-14

##### **Art. 1 - Subject**

These regulations govern the organizational and academic principles related to the Degree Course in International, European and Comparative Legal Studies (IECoLS) in compliance with the relevant existing laws, the Statute and the Academic Rules of the University of Macerata as well as other regulatory standards.

##### **Art. 2 - General course information**

Information about the Degree Course is available from the ministerial database of available degree courses via the SUA-CdS course description page. This webpage is annually updated to include accredited courses on offer and is available on the following website: [www.universitaly.it](http://www.universitaly.it). The course description page is attached to this document as an integral part of these regulations (ATTACHMENT A).

The attached SUA-CdS description page includes:

- a) General information on the Degree Course;
- b) General and specific educational goals of the Course, including a framework of the competences, skills and knowledge to be acquired;
- c) Occupational profiles and employment opportunities;
- d) Supervising faculty members of the Course and academic tutors;
- e) Admission requirements and procedures, and preparation assessment;
- f) List of courses and related educational credits, as well as the scientific-disciplinary sectors of reference, along with the possible subdivision into modules;
- g) Description of the academic course and of any subdivision into study plans;
- h) Features of the final graduation exam and related procedures aimed at assessing academic achievement to obtain the degree;
- i) Supplementary academic activities, orientation and tutoring;
- l) Possible introduction of specific organizational methods of educational activities for students not studying full-time.

**Art. 3 - Structure and implementation of academic activities**

The academic activities of the Degree Course are divided into two academic sessions (semesters), along with the exam session, which are established by the academic calendar. The subdivision into two semesters is usually balanced in accordance with the credits to be assigned in order for students to attend classes and take exams within the expected time frame for each academic year.

Academic activities are carried out mainly as lectures, which may be held by several professors in co-teaching mode and divided into modules. Some academic subjects are taught in seminar courses.

For each academic year, the Class Council decides which courses also include the activation of e-learning activities.

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

The Council of the Degree Course is in charge of planning, organizing and managing the academic activities of the Course; to this end, the Council shall exercise all responsibilities laid down by the current legislation, the Statute and the Regulations of the University of Macerata.

The Council organizes at least one meeting a year for the collegial evaluation of the teaching programs in order to ensure consistency between the credits assigned to each activity and the specific objectives of the course, after consulting the Joint Professor-Student Committee.

**Art. 5 – Individual study plans**

The academic program includes the preparation of an individual study plan for elective courses and other academic activities chosen by the student; the latter must be consistent with the academic program. Elective courses are listed in the study plan in Attachment B.

Enrolled students must fill in their online study plan (“career plan”) at the beginning of each academic year.

Students are required to fill out their study plan before taking exams. Failure to comply may result in the inability to book any exam.

Supplementary-year students cannot fill in their online study plan, but, should they decide to make any changes, they are required to send an e-mail with the requested



changes, which have to be compatible with the study program, from the institutional e-mail address *@studenti.unimc.it* to the Student Administration Office.

The number of ECTS set for each discipline, including the activity chosen by the student, cannot be increased beyond that established when planning the academic program of the Course.

ECTS credits are also included in the study plan as:

- 1) Elective activities (13 ECTS), in accordance with the procedures set forth in art. 6 below;
- 2) Additional Language Proficiency (3 ECTS);
- 3) Internship (6 ECTS).

The ECTS credits required for “Additional Language Proficiency” can be earned through proficiency tests organized at the university language center (CLA) or through language certificates submitted upon request to the Student Administration Office, which will then be evaluated by the Council of the Degree Course. Alternatively, students may earn credits related to Additional Language Proficiency:

- a) By passing a qualification test or by submitting an English Proficiency Certificate, which certifies a higher level of language proficiency, according to the Common European Framework of Reference for Languages (CEFR), compared to the one certified upon enrollment. Should students submit upon enrollment a C2 or a Native Language Certificate of proficiency in English, they will obtain the ECTS for Additional Language Proficiency by following the procedures described below;
- b) By passing a qualification test or by submitting a Certificate of Proficiency in a language other than English or the student’s native language – which may be Italian for foreign students – which certifies at least a B1 level for the CEFR.

Italian, English, French, German and Spanish language courses are held annually in preparation for the proficiency tests. Students with good language skills may have direct access to the tests. The CLA will organise the proficiency test sessions and automatically send the results of each test to the Student Administration Office, which will record the ECTS in the students’ career plan.

For information on earning ECTS credits related to the internship, please refer to Attachment C of this document.

**Art. 6 - Earning elective educational credits and evaluation of consistency with the objectives of the Degree Course**

The academic regulations of the Degree Course in *International, European and Comparative Legal Studies* allow students to choose how to earn 13 ECTS.

Provided that they are consistent with the Degree Course, the academic activities chosen autonomously by students should be considered as opportunities to further develop, complete and personalise the academic course itself.

The elective activities chosen by students may consist in:

- 1) Participating in individual seminars or a series of seminars, workshops or other activities approved by the Council of the Degree Course;
- 2) Passing exams related to the lectures or to the other academic activities offered within this Degree Course or other degree courses at the University of Macerata.

The academic activities referred to in n. 1) may be organized – even upon the initiative of students themselves – by the faculty teaching any of the Degree Courses offered by the Department.

Usually the number of ECTS credits for each activity cannot exceed 3 ECTS, nor is it possible to earn more than 3 ECTS for one activity for each subject and each professor. Faculty members must inform the Council of their proposals for elective activities before the beginning of each semester.

Each seminar assigning ECTS credits for elective activities is subject to the approval of the Council, which will verify:

- a) The program of the seminar;
- b) The proportion between the overall academic commitment required of the student and the ECTS credits;
- c) The conformity of each seminar to the criteria and rules set forth by the Department.

The lectures of each seminar must be proportional to the overall academic commitment, taking into account the criteria set forth by the Department for standard courses (a five-hour lecture for each ECTS credit).

Given the demanding nature of attending seminars in English, or in another foreign language, each ECTS credit will correspond to a lecture lasting from three to five hours. The decision of how seminars are held is left to the discretion of the professors.

In order to obtain the ECTS credits, students must pass the final exam at the end of the seminar,. It may consist in an exam on the specific subject(s), in a qualification test with a written and/or oral report, in the evaluation of the activities carried out by the participants – in the case of workshops and practical demonstrations – or using other assessment tools defined by the professors, provided that the students are informed beforehand.

The Examination Board for the final exam may be the same one assessing the exams of the course or courses related to the seminar or it may be appointed by the Council's President.

Should students wish to take exams related to subjects or other academic activities held by Degree Courses of other Departments of the University of Macerata in order to acquire ECTS for elective activities, they are required to submit their request to the Student Administration Office by motivating their choice of the academic activity and related program on plain paper. This request will be discussed by the Council or a special committee appointed by the Council itself, which evaluates the consistency of the academic objectives of the Degree Course with the chosen academic activity and ascertains that this activity has not already been chosen in a previous Course.

The elective exam cannot be a subject for the graduation exam.

#### **Art. 7 – Attendance and prerequisites**

Course attendance is not compulsory.

However, during the course, there may be partial exams, either written or oral (on topics related to part of the program), for students attending the lectures.

The professors will specify how non-attending students can achieve an equivalent supplementary study load.

No prerequisites are necessary and therefore access to the exams is free regardless of the year of enrollment. However, it would be beneficial for students to take the exams on *Foundations of Private Law, Constitutional Law e Comparative Legal Systems* before starting with the subjects taught from the second year onward.

#### **Art. 8 - Procedures for exams and other advancement tests**

The exams may be oral, written, or both (a written exam followed by an oral exam). Professors must inform the students beforehand whether they are scheduling the

exams either at the end of the course or during the course, in which case attending students will sit partial exams as part of the assessment for the final exam. It may be possible to use the digital platform for distance learning of the University for both partial and final exams. Should the professor deem it suitable, the final exam may be replaced by a paper written by students following the professor's instructions.

The format of the exams is decided by the professors, who must inform the students in advance using the professors' webpage.

The assessment takes into account the level of understanding of the topics, the use of the specific lexicon of the discipline, the accuracy of the notions, the ability to apply the notions to individual case studies, the effectiveness of communication, the autonomy and originality of the elaboration of the contents.

The final exams are subject to online booking. For partial exams, professors must autonomously inform the students of booking procedures.

Should students be unable to proceed with the booking for justified reasons – ascertained by the President of the Examination Board – they may still be admitted, but will take their exams after the students who properly booked them. The registration of the passing mark is subject to the validity of the students' condition to access the exam session, under penalty of disqualification.

The Examination Board is governed by the Academic Regulations of the University of Macerata and appointed annually by the Council.

### **Art. 9 - Assessment of teaching quality**

The University of Macerata has decided to adopt a Quality Assurance (QA) system, developed in accordance with ANVUR's "Self-Assessment, Evaluation and Accreditation of the Italian University System". The Quality Assurance system is based on a process approach and is properly documented.

The QA system is designed to identify the needs of students and all interested parties, and then translate them into requirements that the academic courses must meet. The tools used to determine the students' needs are:

- Surveys on the level of integration of graduates into the labor market and post-graduate expectations;
- Statistics related to the labor market within the geographical area of reference;



- The opinion of the standing steering Committee, formed by the Council's President, course professors and representatives of the main stakeholders, with consulting functions concerning the effectiveness of academic courses;
- Data on the level of satisfaction of students: evaluation questionnaires are administered to students for each subject in which they will take the exam, and they include questions about teaching methods used during the course, teaching materials and aids, the organisation of the course, and facilities.

The results collected from the data analysis on the level of student satisfaction will become input data in the design process of the service and/or for the achievement of quality standards.

#### **Art. 10 - Temporary and permanent provisions**

These Regulations are issued by the Rector's Decree and come into force on the fifteenth day following their publication on the website.

These Regulations include: ATTACHMENT A, consisting of an excerpt from the SUA-CdS description page, subject to annual changes corresponding to the ones related to the Degree Course, but not to the annual approval by the governing and Department bodies of the University; ATTACHMENT B, containing the study plan of the Course; ATTACHMENT C, related to the regulations regarding internship activities.