



THE UNIVERSITY OF PAVIA

DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES

COURSE REGULATIONS

2016/2017 Entering Class

SECOND CYCLE DEGREE IN  
WORLD POLITICS AND INTERNATIONAL RELATIONS  
Class LM-62

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## **PART ONE – GENERAL PROVISIONS**

### **Art. 1 – Name, class, department and duration**

1. The second cycle degree course in World Politics and International Relations, set up by the Department of Political and Social Sciences of the University of Pavia, belongs to class LM-62 of second cycle degree courses in Political Science, in accordance with the Ministerial Decree of 16 March 2007.
2. The duration of the second cycle degree course is two years.

### **Art. 2 – Regulatory texts**

1. In accordance with the freedom of teaching and the rights/obligations of teaching staff and students, course organization and the carrying out of training activity envisaged for the second cycle degree course is regulated by the present text, by the Statute of the University of Pavia, by the general University Regulations, by University Teaching Regulations, by Student Regulations and by the Regulations of the Department of Political and Social Sciences (consultable at <http://www.unipv.eu/site/home/ateneo/statuto-e-regolamenti.html> and <http://www-3.unipv.it/webdps/it/moduli/altro/Regolamento%20DSPS.pdf>).
2. For all matters not expressly provided for in these Regulations, the existing provisions of the law apply.

### **Art. 3 – Body responsible for didactic and organizational coordination**

1. The second cycle degree course in World Politics and International Relations is offered by the Department of Political and Social Sciences.
2. The Department Board appoints a course director from among its permanent staff, who is responsible for the coordination of teaching and the organization of the course.
3. The Course Director is assisted in his/her work by a Management Group for Quality Assurance (AQ), also appointed by the Department Board.

### **Art. 4 – Administrative services**

1. A Department Office has been set up to provide administrative support for the educational activities of the degree programme, to which the student may turn in the case of problems concerning the activities themselves.
2. For matters and practices relating to students' courses of study (registration, transfers, taxes, student mobility etc.), authority lies with the Student Administration Office.
3. An Orientation Centre (C.OR.) has also been set up to assist students in their choice of university studies, to provide them with support during their courses, and to facilitate the entry of graduates into the working world. The services offered by C.OR. can be consulted at <http://cor.unipv.it/>.

## **PART TWO – ORGANIZATION OF DIDACTIC ACTIVITIES**

### **Art. 5 – Annual degree-programme report**

1. Within the deadlines specified by the Ministry, an annual degree-programme report (SUA) for the degree course is made available; it contains all the information regarding the training envisaged for the entering class of reference, consultable at <https://sonl.unipv.it/ava/index.php/2016SUA03405.pdf>.

### **Art. 6 – Admission requirements**

1. The programming of admissions for the second cycle degree course is undertaken locally; the number of eligible students, the deadlines and the enrolment procedure for the entrance examination are all set annually and are made known through a special notice published on the University website.
2. In order to be admitted, the student must hold a degree or a three-year university diploma, or another qualification gained abroad that is acknowledged by the competent bodies of the University.  
Conditional registration may be granted to whomever is in the process of being awarded a suitable qualification (which, however, must be conferred before 1 March of the same academic year), and who, at the time of the deadline for applications for the entrance examination, has already acquired at least 150 university credits (CFU).
3. Enrolment in the second cycle degree course also requires that the student is in possession of specific curricular prerequisites, of an adequate personal preparation, and has a knowledge of English at C1 level.
4. The minimum curricular prerequisites consist of at least 36 university credits (CFU) gained in one or more of the following scientific subjects: SPS/01; SPS/02; SPS/03; SPS/04; SPS/05; SPS/06; SPS/07; SPS/08; SPS/09; SPS/10; SPS/11; SPS/12; SPS/13; SPS/14; M-GGR/02; M-STO/02; M-STO/03; ;M-STO/04; IUS/01; IUS/02; IUS/08; IUS/09; IUS/10; IUS/13; IUS/14; IUS/21; SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/06; SECS-P12; SECS-S/01; SECS-S/04. The student must have already gained these credits at the time of the deadline for applications for the entrance examination.
5. The adequacy of students' personal preparation, and their knowledge of the English language shall be verified by means of an admission test organised by a special commission appointed by the Head of the Department.
6. The date of the entrance examination and other relevant details shall be disclosed via the notice referred to in paragraph 1., and by way of the course website <http://www-5.unipv.it/wpir/>.
7. In the event that, during the entrance examination, the Commission, even when presented with the minimum required for the registration, deems that further preparation is necessary in some academic areas pertaining to the second cycle degree, it shall indicate to the student the most appropriate methods of satisfactorily meeting the training.

### **Art. 7 – Didactic organization**

1. Training activities that are part of the second cycle degree course lead to the acquisition, by the students who undertake them, of university credits (CFU) in accordance with prevailing regulations.

2. The average workload and study-time for a student engaged in full-time university study activities is conventionally established at 60 credits (CFU) per year.
3. Each credit granted in the course corresponds to an average total of 25 hours work, of which at least 50% is set aside for personal study or other activities involving individual learning. In particular, 1 CFU is acquired through attendance at about 7 hours of lectures or equivalent teaching activities, and through around 18 hours of individual study (a subject worth 3 credits therefore corresponds to 20 hours of classroom lessons and 55 hours of individual study, a subject worth 6 credits corresponds to 40 hours of classroom teaching, and 110 hours of study, and a subject worth 9 credits corresponds to 60 hours of classroom lessons and 165 hours of study).
4. Credits for each educational activity are acquired by the student upon passing an examination, or following other methods of verifying preparation or acquired skills.
5. The period of validity of credits earned is equal to the number of years specified in the Student Regulations before loss of student status. After that period, the Department Board provides methods of verifying credits earned in order to assess that the student's knowledge is not obsolete.
6. Classes are held according to the schedule approved annually by the Board of Directors, at the proposal of the Academic Senate. The usual period for the holding of lectures, tutorials, seminars and supplementary activities for each academic year is, as a rule, from 1 October to 30 May. Classroom teaching is structured in semesters (October / December to March / May). Each semester generally includes 10 weeks of lessons. Lesson timetables are published on the website of the Department within the time limits set annually by the Ministry for the compilation of the SUA and in any event no later than June 30 for the first semester of lessons, and no later than 30 September for the second semester.
7. Exam dates, set in periods when classes are not held, follow a schedule published on the website of the Department within the time limits established annually by the Ministry for the compilation of the SUA, and are uploaded to the platform for on-line registration at least two months before the relative examination session. There are 3 regular exam sessions, each with at least two exam dates for each subject, and an extraordinary session (reserved for students who have not yet successfully passed the examinations). For all courses there must be 8 separate exam dates each academic year, organized as follows: in January-February, three exam dates; in June-July, three exam dates; in September two exam dates for each course; in April, one exam session open to students who have not yet successfully passed the examinations. The interval between two successive exam dates cannot normally be less than two weeks.
8. Six dates are envisaged each year for the final exam (defence of thesis). Dates and times are published on the website of the Department within the time limits set annually by the Ministry for compilation of the SUA. Further details regarding the final examinations can be found in art. 14 of the present Regulation.

#### **Art. 8 – Study plans**

1. Under the terms established annually by the university, the student is required to file a study plan in the manner specified by the relevant office.
2. The term 'study plan' refers to all those activities, both within and without the university, that students are required to fulfil, in terms of credits, for the purposes of obtaining their degree.

3. The study plan is inclusive of mandatory activities, any optional training activities, and activities individually chosen by the student.
4. There are two different types of study plan: "standard" and "individual".
5. The standard study plan is approved annually by the Department Board and, upon being presented by the student, is deemed officially approved.
6. For the entering class of reference, the standard study plan is reproduced in **Appendix no. 1**, which is an integral part of the present Regulation.
7. Students who intend following a course of studies different from that indicated in **Appendix no. 1** may proceed with the submission of an individual study plan provided that the teaching activities in it correspond to restrictions imposed in the programme of the second cycle degree course, and that the plan involves the acquisition of no fewer university credits than those required for conferment of the degree.
8. Approval for an individual study plan is required from the Department Board, which, after consulting the teacher in charge of the course, shall take into account the needs of the academic and personal background of the student and will be able to suggest appropriate changes in order to make the tuition more consistent with the educational objectives of the course.

#### **Art. 9 – Joint-degree programmes**

1. There is no double-degree programme.

#### **Art. 10 – Attendance and curricular prerequisites**

1. Compulsory attendance at lectures, as well as active and critical participation in all educational activities provided by the second cycle degree course is required of all students.
2. There are no obligatory prerequisites for the various course subjects.

#### **Art. 11 – Student elective activities**

1. Subjects chosen freely by the student (TAF D) must be consistent with the programme of the second cycle degree course.
2. The range of subjects offered in second cycle degree courses set up by the Departments of Political and Social Sciences, Economic and Business Sciences, and Law are considered to be consistent with the education programme.
3. In the event that the elective subjects are offered in second-cycle degree programmes run by departments other than those referred to in paragraph 2, or that they belong to three-year first cycle degree courses, students are required, before filling in the study plan, to communicate the subjects chosen to the teacher responsible for the course who, after consultation with the Management Group for Quality Assurance, shall assess their coherency.
4. Elective subjects offered in courses in the medical and health fields that have a nationwide *numerus clausus* may not be included by students in their study plan.

#### **Art. 12 – Internships and placements**

1. Internships are an integral part of the training process and help to achieve the educational objectives of the second cycle degree course.

- A maximum of up to 12 credits can be reserved for this type of training activity in the study plan; 1 credit is regarded as corresponding to a total 25 hours of study for the student.
2. Within the framework of the Erasmus Traineeship programme, internships at European institutions or companies lasting from three to twelve months may be recognised. Upon request by the student, such activity is acknowledged in the study plan with up to a maximum of 12 credits. For the acknowledgment of the relative credits, the student is required to prepare a report (approximately 6000 characters) which describes the activity engaged in and the skills obtained through such activity, and evaluates the organizational context in which the student was placed. This report is assessed in terms of suitability by an internal tutor, a tenured lecturer at the Department, who is assigned to the student at the commencement of the activity itself.
  3. If they are consistent with the objectives of the second cycle degree course, the following activities:
    - a) training courses for career guidance undertaken voluntarily, and
    - b) other vocational training aimed at facilitating career choices and acquiring useful knowledge for entering the world of workare also recognised with up to a maximum of 12 credits that can be included as elective activities.
  4. In order that the activities referred to in paragraph 3) be recognised, the student is required to submit a special request.
  5. If they are to be approved, the above-mentioned activities must be agreed upon in advance by the teacher delegated by the Head of the Department; retrospective recognition can be carried out on the advice of the teacher delegated by the Head of the Department once the Management Group for Quality Assurance of the course has been consulted, but only if the activities are carried out within the period of enrolment in the second cycle degree course.
  6. Concerning the activities referred to in paragraph 3), 1 credit is considered to correspond to a 25 hour workload for the student. Should the time spent on these activities be insufficient with regard to the number of credits required, the student shall carry out an integration through the preparation of a report (approximately 5000 words) that investigates the activities carried out by using conceptual and methodological curricula tools; this report is assessed in terms of suitability by the internal tutor, the tenured lecturer at the Department who was assigned to the student at the beginning of his/her activity.
  7. The maximum number of credits that can be recognised from the activities referred to in paragraphs 2) and 3) is 12.

### **Art. 13 – Examinations and end-of-course assessments**

1. No more than 12 examinations or assessments can be programmed in a second cycle degree course.
2. Foundation subjects, similar and integrative subjects, and subjects chosen by the student should be taken into consideration in the calculation of examinations or assessments. Examinations or final assessments related to these activities are considered in the count as corresponding to one unit (even if the credits give rise to more examinations or final evaluations). All other activities envisaged in the study plan are not included when

- calculating the maximum number of final examinations or assessments; the tests provided for such activities should not exceed 5 in number, including the final defence of the degree.
3. Provision may be made for integrated examinations involving coordinated subjects, whose lecturers participate jointly in the overall evaluation of students; such assessment cannot, however, be divided into separate assessments for the individual subjects. In the event that the examination is integrated, each subject must be indicated in students' studyplans.
  4. Examinations may be written, oral or a combination of the two.
  5. Examinations involve an evaluation that must be expressed in a mark out of thirty and then entered in the appropriate register. Credits are considered acquired if the mark is equal to or greater than 18/30. In the case of a maximum score of 30/30, the examination commission may unanimously concede the awarding of a degree *cum laude*. Failure is not accompanied by a mark, and although it may be officially recorded in the register, for statistical purposes, it is not transcribed in students' record books nor does it appear in their academic transcripts.
  6. The re-sitting of an exam that has already been passed and registered is not allowed.
  7. Students who fail an exam will be permitted to retake it on any of the subsequent exam dates.
  8. Some training activities (internships, Erasmus Traineeship programme etc.) do not entail an examination and/or a mark, but an evaluation of competency that is attained through an attestation of the actual carrying out of the planned activities.
  9. Examination commissions are appointed by the Head of the Department in accordance with the provisions of the University Regulations.
  10. With regard to assessment procedures that call for written assignments, students must be familiar with and respect the rules adopted by the Department regarding plagiarism.

#### **Art. 14 – Final examination and awarding of degree**

1. Degrees are awarded after students have satisfactorily passed a final examination to verify the attainment of the educational objectives of the second cycle degree course.
2. The final examination, which carries 24 credits, consists of the preparation and discussion, on the part of the student, of a thesis based on original research under the guidance of a supervisor who is helped by an assistant supervisor.
3. The thesis must be written and discussed in English.
4. The final mark (from a minimum of 66 points to a maximum of 110, with the possibility of *cum laude* being attributed, and awarded unanimously, to a thesis of outstanding merit) is assigned by a special commission in a session that is open to the public; it takes into account both the quality of the final test and the student's entire course of studies.
5. The procedure for determining the final mark is as follows: a) the calculation of the arithmetic mean of the student's exam marks (the examinations with the highest and the lowest marks are excluded from this calculation); b) the assigning of from 0 to 7 points, according to the assessment made by the Commission for the final examination. In the event of awarding 'commendation', the supervisor shall provide prior communication (within the deadline for submitting the thesis) to the Head of the Department, who then appoints an assistant supervisor.
6. The Commission shall consist of a minimum of seven teachers, including the supervisor and assistant supervisor, both appointed by the Head of the Department.
7. It is the duty of students to adhere strictly to the rules governing intellectual property. Without prejudice to any further legal sanctions, plagiarism is condemned by the academic



community. It is intended, in accordance with art. 14 of the Code of Ethics, as the partial or total attribution to oneself, or to another author, of words, ideas, discoveries, and/or research results, or as the omission of the citation of sources. Plagiarism - be it intentional or resultant from less than diligent conduct - determines the application of disciplinary sanctions. The head of the course of study or individual teachers must inform the Chancellor, in writing, of the violation of the rules relating to plagiarism. Disciplinary jurisdiction is exercised in accordance with art. 42 of the Student Regulations.

### **PART THREE – PROVISIONS REGARDING STUDENTS' COURSE OF STUDY**

#### **Art. 15 – Criteria for recognition of duly certified, extra-university knowledge and skills**

1. The following can be recognized as credits: a) knowledge and professional skills certified in accordance with local regulations; b) other knowledge and skills acquired through educational activities at a post-secondary level that have been organised and implemented in part by a university.
2. Under Article 14 of Law n. 240 of 30 December 2010, the maximum number of credits recognizable for both of the above types is in total equal to 12.
3. The recognition, decided by the Department Council after consultation with the Joint Commission, is made solely on the basis of the knowledge and skills of the individual student, and excludes any form of collective recognition.

#### **Art. 16 – Criteria for recognition of credits earned**

1. The Department Board, on a proposal from the teacher appointed by the Head of the Department, shall deliberate the recognition of credits in cases of transfer from another university or from another degree course, or in cases where part of the training has been undertaken at another university, either Italian or foreign.
2. In case of transfer of a student between courses that belong to the same class, the number of directly recognized credits relative to the same scientific field cannot be less than 50% of those already accrued.
3. For those students who transfer from another course or from another university, examinations are recognized with the number of credits attributed to the subjects in the second cycle degree course. If the exam taken at the course or university of origin carries a lower number of credits, then the student is required to integrate it in order to reach the necessary number of credits.
4. The Department Board shall also act on the proposals of the teacher delegated by the Director regarding the recognition of study undertaken by students who have already obtained a degree at the University or at other Italian universities and who, at the time of enrolment, ask for a reduction in their study load. This may be granted after an assessment and the validation of those credits considered recognisable in relation to the second cycle degree course.
5. If a student transfers from another university or another course, any credits earned but not recognized for the attainment of second cycle degree will in any case remain registered on his/her academic transcript.

6. The Department Board decides on possible admission to the second year by students who have earned at least 20 credits, passing examinations in required subject areas among those of the first year of the second cycle degree course.

**Art. 17 – Criteria for recognition of educational activities undertaken at foreign universities**

1. Students can pursue their studies at foreign universities within the framework of conventions that govern the exchange of students for training activities.
2. Opportunities for undertaking study abroad are made known to students through special notices giving details of, among other things, participation requirements and selection criteria.
3. During the period of mobility abroad, students can perform the following activities:
  - a) attend subjects and take the relative examinations; b) carry out research in preparation for the final assessment.
4. Prior to departure, as indicated on the notice, students are required to present their *learning agreement*, in which they will have carefully specified the list of subjects to be studied while abroad and the correspondence of these subjects with those set out in their study plans. In compiling the *learning agreement*, which is a prerequisite for the subsequent recognition of activities carried out abroad, the search for course content that is the same as that of the second cycle degree course is not as important as coherence with its educational objectives.

**Art. 18 – Admission to subsequent years**

1. There are no barriers to enrolling in the following year of the course.

**Art. 19 – Certifications**

1. International certifications attesting language proficiency may be considered by the teachers of the individual languages in order to reduce the number of examinations.