



GUIDELINES FOR IUIES MA STUDENTS

Academic Office
Via Mazzini, 13 - 34170 Gorizia
iuiies@isig.it
Phone: +39.0481.533632
Fax: +39.0481.532094
www.interuniv.isig.it

Opening hours:
Tuesday to Thursday
10.00 - 13.00 and
14.00 -17.00

Attendance certificates and grade transcripts should be asked for in advance by email.

Appointments for special queries should be arranged by email or by phone.

- Please, check frequently our website for updated information! -

The MA is activated by the University of Trieste, therefore for all questions regarding the tuition fees and certificates of enrolment you have to refer to the Secretary of the University of Trieste.

INDEX

- Lectures
- Tuition fee
- Deadlines
- Grading
- Food stamps
- Teachers' evaluation
- Stage/Summer School
- Final dissertation

• Lectures

Lessons will start on the second week of **March** and will finish in **July**.

Lectures shall be held **from Monday to Friday**, both in the morning and in the afternoon.

All classes will be given in **English**.

Please note that, due to sudden instances, the timetable might change. Therefore it is important to check it week per week.

Lectures are held **in Gorizia at the University of Trieste** (Via Alviano).

The University of Gorizia is not able to tell us in advance which classrooms will be given to our courses so students will have to check at the **Portineria (1st floor)** at the beginning of each week where lectures will take place.

To achieve the course credits, students are required to attend **at least the 70% of the hours of each lecture** and to obtain a positive evaluation.

From January the syllabi for the courses will be available on the IUIES website. The students shall prepare themselves for the lectures using the indications provided on the syllabi.

The evaluation is given on a paper written by the student at the end of each course, although some professor may decide for a different procedure. In order to have more precise information on the evaluation procedure for each lecturer, please check the courses' syllabi.

• Tuition fee

- the tuition fee is of 1500,00€
- students coming from countries whose GDP is lower than Portugal will pay only 300,00€

• Deadlines

For courses which will take place in:

- March and April, students have to send the paper within the month of July
- May, June and July, students have to send the paper within the month of September.

Papers delivered after the deadline will not be evaluated. If this happens, the student will have to reattend the course the year after.

IMPORTANT: The papers must be sent directly to the IUIES secretary and not directly to the lecturers.

• Grading

The grading for each course is based on the ECST-grading system:

- A = EXCELLENT-outstanding performance with only minor errors
- B = VERY GOOD-above the average standard but with some errors
- C = GOOD-generally sound work with a number of notable errors
- D = SATISFACTORY-fair but with significant shortcomings
- E = SUFFICIENT-performance meets the minimum criteria
- FX = FAIL-some more work required before the credit can be awarded
- F = FAIL-considerable further work is required

• Food stamps

The IUIES Consortium in order to in order to facilitate the participation of students coming from countries whose living standard would not let them to bear the costs during the attendance period to the course, awards every year a certain number of scholarships (food stamp) to Non-EU students non-EU citizens coming from countries with a Gross Domestic Product lower than the one of the EU-15 with the lowest GDP. Each scholarship has an amount of 520,00 Euro for each month of attendance with the intent of satisfy the lodging and board needs of students during the months in which lectures are held and whose attendance is compulsory.

• Teachers' evaluation:

In order to evaluate the didactic activities of the teaching body and consequently help IUIES to improve the didactical level of its courses, students are kindly request to answer the questionnaire they will receive by email and send it back to the IUIES Secretary right after the end of the courses.

•Stage/Summer School:

Master students might fulfil the credit requirement either by participating to the Summer School or through a stage placement; The International Summer School is organised by the University of Trieste, the International Sociology Institute of Gorizia in collaboration with IUIES, CEI, AIS, ESRS and the Westminster University.

The Summer School lasts two weeks and usually it is organised at the end of August – beginning of September.

Stages can be done in public agencies, national/international organisation, and private companies; We recommend students to start looking for their internship since the first year. IUIES will cover the health

insurance costs of the stage activity, will support students' own initiatives in finding a place most suitable to their curricula and will commit itself in finding a stage opportunity upon students' request.
For more information visit www.summerschool.isig.it

• Final Dissertation

- IUIES students are required to present and discuss a long essay on an approved title at the end of their second year and after having acquired all the necessary credits; - the final thesis has to be an original work based on the results of the activities and researches attended during the course;
 - students can ask for the assignment of the title since the first year. The title must be approved by the professor which will tutor the process of the long essay;
 - the professor tutoring the student by the might be chosen among the professors of his/her programme;
 - the student have to send to the Presidency of the Institute the **final dissertation notification** in which they communicate the title of the thesis and the language chosen. This form has to be delivered by the student at least two months before the scheduled date of the final exam;
 - the final dissertation can be written both in English and Italian;
 - the final exam consist in the discussion of the dissertation. The 25 credits of the thesis will be given overtaking this final examination.
 - the examination Commission is formed by at least three members appointed by the IUIES Presidency.
 - There are 3 scheduled session for discussing the final dissertation (March, July, November). To have more precise information on the dates, please check the news on the IUIES website.
 - To discuss the final dissertation in one of the over mentioned sessions, the students shall send to the IUIES secretary:
 - o 3 copies of the final dissertation
 - o the **Application for final exam**
 - o the presentation letter prepared and sent by the dissertation's tutor
- All this documents must be sent 30 days before the date of the exam.