



## GUIDELINES FOR IUIES MA STUDENTS

Academic Office  
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**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

**Segreteria dei Master**

Piazzale Europa, 1 - CAP 34127-TRIESTE - Edificio Centrale dell'Ateneo (edificio A) - ala destra - II piano

**Opening hours:**

Tuesday and Wednesday from 9.00 - Compulsory booking: from 8:30 to 10.30;

Monday and Thursday from 15.15 - Compulsory booking: from 14.45 to 15.45.

E-mail: [master@amm.units.it](mailto:master@amm.units.it)

Phone 040558 7960 - from 12.00 to 13.00 Mon-Fri

Fax: 040558 3250

### • Lectures

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

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 every week.**

Lectures are held in **Gorizia at the University of Trieste** (Via Alviano), **ROOM 404**.

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 courses syllabus will be available on the IUIES website. The students shall prepare **WELL** in **ADVANCE** for the lectures using the indications provided.

The evaluation is given at the end of each lecture, 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€

### • 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

### • 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](http://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:
  - 3 copies of the final dissertation

- the **Application for final exam**
- 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.

## **FACILITIES**

### **• Libraries**

IUIES students can access all the libraries of the University of Trieste, the ISIG and the IUIES library.

In order to access university libraries, students are required to first address to the library of the university in Gorizia with a valid ID, in order to receive the library card.

With this card you could borrow books, accordingly with the regulation of each library, both in Gorizia and in Trieste and also from all the libraries of the University network.

To access ISIG library, students could address directly to the reference librarian during the opening hours.

To access IUIES library, students should address to the IUIES office during the working hours and respect the following regulations:

- Books can be taken out by IUIES students only.
- IUIES students can take out 3 books maximum each time.
- Books can be handed out by IUIES staff only.
- Books can be handed in to IUIES staff only.
- Students must fill in a book-receipt which should be kept and handed in when returning the book/s.
- Books must be handed in by 3.00 pm, of the following day to IUIES staff.
- Books cannot be taken out during weekends
- Access to the course collection will not be permitted to students with a record of three late returns.

### **• Computer lab**

IUIES students can access the computer lab of the University of Trieste.