



Regulations of the Study Course in Business, Labor and New Technologies Law (Class L-14)

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1. Premises and aims

The present Regulations govern the organizational and teaching aspects of the Course of Studies in Business, Labor and Digital Technologies Law (class L-14), in accordance with the regulations in force, the Statute of the International Telematic University UNINETTUNO, the University Didactic Regulations, as well as other regulations in force.

The Course of Studies in Business, Labor and Digital Technologies Law (class L-14) belongs to the Faculty of Law. The competent collegial body is the Faculty Council, which carries out its activities in accordance with the Statute and the regulations in force on the subject, in so far as they are not governed by these Regulations.

2. Access modes

The enrollment to the Study Course takes place without access test. Enrolment can take place throughout the Academic Year in order to be consistent with the request for flexibility in access that a Telematic University must have. Naturally this access model conditions the course delivery models.

To be admitted to the Degree Course in Business, Labor and New Technologies Law one must have a secondary school diploma or other qualification obtained abroad, recognized and suitable for the Degree Course.

3. Rules for ECTS University Training Credits recognition

Students can request the recognition of ECTS University Training Credits deriving from professional activities and previous certified study paths even if not completed.

The Board of Directors will also decide on the recognition of ECTS University Training Credits for certain professional categories. The deliberations will be published as soon as they are approved.

The acknowledgment of ECTS University Training Credits must always be requested through an application addressed to the Rector. On the University portal, in the section "Student Secretariat", "ECTS Credits Acknowledgement", there are available the forms "Application for ECTS Credits Acknowledgment" and "Form for ECTS Credits Acknowledgment".

The Course of Study appoints a ECT Credits Acknowledgement Committee composed of professors and researchers. The committee engages in responding to ECTS credits acknowledgement applications received within 3 days of receipt.

4. Structure of the study programs

The three-year degree course in Business, Labor and New Technologies meets, in the first place, the need to train professional profiles possessing juridical competences capable of effectively and efficiently answering the demands coming from the labor market.

Therefore, the proposed curricula are aimed at supplying differentiated professional profiles that are, however, tailored to the needs of private companies as well upon those of the public sector. Therefore, on the one hand, expertise linked to the multiple changes introduced by the digital revolution and to the problems linked to innovation and, on the

other hand, the expertise related to specific sectors of intervention such as, for example, workplace safety. The educational objective is primarily that of supplying knowledge and comprehension skills at university level by using advanced textbooks and by getting to know some of the most current issues.

The degree course is aimed also at assuring the skills to apply the acquired knowledge and to show a professional attitude to work and prove to possess suitable skills for conceiving and supporting argumentations as well as to solve problems in one's own field of study; it is also aimed at collecting and interpreting data deemed useful to establish autonomous judgments, including thinking about social and scientific issues and to supply the abilities to communicate information, ideas, problems and solutions to specialized and non-specialized counterparts.

The degree course in Business, Labor and New Technologies Law is structured on three years; the first one is aimed at supplying basic juridical knowledge and skills including also notions related to economics and business management. The further two years are aimed at assuring specific skills in different paths.

Teaching regulations and study program

See annex 1

5. Structure of the teaching activities

The teaching method of the Business, Labor and New Technologies Law (Class L-14), as per UNINETTUNO's psycho-pedagogic didactic model, is consistent with the access modes. It does not follow the traditional six-month scheme, but teaching is provided three times during the academic year. However, it should be noted that students can still access and study all the contents of their course that are available in the Didactic Cyberspace without constraints of course delivery periods.

The course delivery period, however, must give the student the opportunity to be followed in his learning processes by the teacher / tutor of the subject both at a distance through the interactive tools available in the portal UNINETTUNO, both in the face to face meetings as defined by the Schedule of Educational Activities published on the University portal.

When enrolled in a specific module, the student is included into a class and associated with one of the Tutors of the module.

For the Study Course in Business, Labor and Digital Technologies Law, each class may consist of a maximum of 20 students. Each course delivery period has a duration of two and a half months.

The students, through their own "Student's Page" and the "My Courses" feature, autonomously enroll in the disciplines of their interest. The students can choose to enroll in a module independently, respecting the constraints of propaedeuticity and year of enrolment.

6. Preparation of the course contents

The Faculty Council by the first week of July defines the courses to be produced and the updating of the existing ones. It appoints the Lecturers authoring the contents, the Area Teachers and Tutors, whose appointments are then submitted to the opinion of the Academic Senate and approved by the Board of Directors.

With regard to the preparation of new courses, the Video Teacher appointed is trained to the new language he must use to teach through video, and to the relationship between



video language and languages used in the teaching model of the UNINETTUNO platform. He is also trained to prepare texts, lecture notes, exercises, webographies and bibliographies that must be linked to the individual contents of each video lesson that is part of the entire academic course.

As far as the updating of contents is concerned, Area Teachers are in charge of checking the obsolescence of the contents of the discipline to which they refer to, and of working together with the Tutor both to update the contents of the videolessons and to post new teaching materials related to the videolessons in the platform. These activities will be carried on in accordance to the Guidelines established by the University for the preparation of these materials.

7. Course delivery

At the beginning of each delivery period, the Teacher/Tutor is required to send all students a welcome letter, according to the standard model provided by the University, adapted to the specificity of their course.

He starts his activity by indicating in the Agenda the day in which he will deliver a introductory Virtual Classroom to the course in which he will explain both the content of the course but also the methods to develop collaborative learning. As said above, the course delivery starts when the Teacher/Tutor follows the students' learning process.

The Teacher/Tutor always in the first virtual classroom, shows how the Agenda must become the tool with which both students and teachers plan interactive activities. The Teacher/Tutor provides students with indications on how to use the Virtual Workshops and exercises section and how to implement their own self-assessment processes that will be the tracing of their self-learning activities and the tracing of interactive activities with the Tutor. The Teacher/Tutor also indicates that the quality of the tracing is an element of mid-term evaluation that becomes the basis to be then admitted to the examination.

The other Virtual Classroom sessions are decided autonomously by the Teacher/Tutor or specifically requested by the students. When delivering the Virtual Classrooms, the Teacher/Tutor will have to answer the students' questions. Only in cases where there are lessons not yet updated, the Teacher/Tutor can himself call the Area Teacher or an expert in the subject to carry out Virtual Classrooms to update the course.

The Virtual Classrooms are live webstreamed on the University platform, and for students who could not follow the live broadcast they are digitized and published in the Virtual Classrooms section. Each teacher is required to deliver at least three virtual classrooms for each didactic delivery.

In addition to the standard virtual classroom tool, the portal also offers the use of the virtual classroom on UNINETTUNO's Island of Knowledge on Second Life, a three-dimensional environment that offers multi-audio conferencing functionality. Teachers/Tutors who decide to use Second Life in their teaching activities receive additional training from the Second Life UNINETTUNO experts. The teaching meeting sessions are preceded by technical training sessions to the students themselves, who are guided to the first steps in this virtual world (from the creation of the account and the avatar to the mastery of the main commands and interaction tools and the presentation of the functionalities present in the UNINETTUNO Knowledge Island).

The exercises and, where available, the virtual laboratories and other practical activities, should be used as a tool to assess the mid-term learning level of students, before the final exam, and therefore can be an essential feedback tool useful both to Teacher and

Tutor to modulate their teaching activities, and to the student to get aware of his own learning progress and adopt the most appropriate study strategies in preparation for the exam. How to use and evaluate the exercises are entrusted to the discretion of the individual teacher / tutor.

8. Exams modes and organization

At the end of each of the three course delivery periods an examination session is carried out, each consisting of two turns. If requested by the students, an additional exam turn can be scheduled in October.

The exam is held in written form in the face-to-face mode at UNINETTUNO's headquarters in Rome, at UNINETTUNO's decentralized offices in Italy and abroad (Technological Poles), or at the Italian Embassies or Italian Cultural Institutes in various countries around the world. If students ask for the oral examination method, this is carried out at the UNINETTUNO headquarters in Rome.

As far as the exams in the decentralized offices are concerned, these take place in the presence of two or more UNINETTUNO Teachers/Tutors who also have the task of personally bringing the exam papers, sealed in closed envelopes, which contain the recording forms, the stamped papers and the stamped protocol sheets that the students will use to take the exam.

Teachers/Tutors have the obligation to supervise the exam, to verify students' documents and credentials, and to personally hand over the papers to the head office in Rome, where they will be corrected and recorded within 15 days from the date of completion.

The evaluation must be published on the Web in the appropriate space of the Administrative Secretariat devoted to the results of the exams.

The exams are filed by the Faculty's President's Office together with the minutes, following the order of the subject, the date and the session.

The student who has not passed the exam can repeat the exam at the next session.

9. Final exam

The final test, which the student accesses after the acquisition of 174 credits, has the value of 6 CFU and consists in the preparing of a written dissertation written by the student under the guidance of a supervisor on a topic related to the specific issues of the study program in which the student demonstrates critical appreciation skills, orderly compilation and acquisition of specific professional skills. The assignment of the thesis may be requested from the first semester of the third year of enrollment. Once all the exams provided for in the Study Program have been taken, the degree can be awarded only after the complete enrolment in the third year, in the first useful session.

The calendar of the thesis discussion sessions is available on the University portal and is updated before the start of the teaching activities of each Academic Year.

10. Degree awarding

The degree is obtained with the acquisition of 180 ECTS credits, including the successful passing of the final test referred to in the previous article. The final grade is expressed in one hundred and tenths.

The minimum grade to pass the test is sixty-six / one hundred and tenths.

The final assessment, which must in any case take into account the student's entire career within the Study Course, the timing and methods of acquisition of ECTS credits,



previous training activities and the final test, as well as any relevant elements, is made by the Graduation Commission, defined by the Faculty Council. The President of the Graduation Committee communicates to the candidate the final grade by public proclamation.

11. Assessment of the teaching activity

The Faculty Council and in particular the Quality Manager of Study Course implements forms of evaluation of the quality of teaching activities following the quality guidelines of the University in relation to

- monitoring the quality of teaching content;
- monitoring of teaching activities;
- mid-term and final monitoring of students' learning performance;
- organization of exam tests;
- evaluation of ECTS credits.

12. Final and transitory rules

For the purposes of the current legislation on the transparency of courses of study, any further information regarding the characteristics of the Study Course Business, Labor and Digital Technologies Law implemented at the Faculty of Law, as well as student services and other administrative aspects is published and updated on the University portal. For anything not expressly indicated, please refer to the University Regulations.