

# **Study regulations and Examination Rules for the programme European Online Academy (Certificate in EU Studies Online)**

## **Preamble**

The organisers of the European Online Academy (Centre international de formation européenne and the Jean Monnet Chair of Political Science, University of Cologne) issued the following regulations on August 12<sup>th</sup> 2008, amended on 27 June 2011. The present study and examination regulations apply for the annual *Certificate in EU Studies Online* programme.

The Centre international de formation européenne and the Jean Monnet Chair of Political Science, University of Cologne are responsible for instruction, studies and examinations.

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## 1. Curriculum (see also ECTS-information-package)

### 1.1. Description, structure and goals of the Certificate programme

The one-year programme *Certificate in EU Studies Online* is an ideal training programme and an additional qualification for young professionals, postgraduates and junior officials interested in, or already working in the field of European integration. It aims to convey to the participants a scientific and practical background for diverse fields of professional activity.

1.1.1 The European Online Academy allows the participants to deepen and to supplement their knowledge of the EU integration process. The *Certificate in EU Studies Online* offers a balanced mix of theoretical and practical study. In the annual programme participants gain an enhanced knowledge of recent developments in the European integration process and an up-to-date insight into proceedings and policy areas, EU institutions, EU Law and Economics.

1.1.2 The programme applies blended learning methods through a combination of e-learning and concentrated face-to-face learning phases (at weekends mainly). It includes online courses, online discussion forums, intercultural seminars, simulations, tests, written exams, organised visits to EU and national institutions and dialogue with decision makers. The working language is English.

### 1.2. Curriculum

The curriculum consists of different courses, all available online. The academic year is divided into three terms lasting in general ten weeks each. The programme is composed of a total of 11 courses (either obligatory or optional). Additional options complete the curriculum. The programme finishes with the closing workshop.

The programme is structured as follows:

## Annual Programme – Certificate in EU Studies Online

1 <sup>st</sup> term October – January		2 <sup>nd</sup> term January – April		3 <sup>rd</sup> term April – June		
First workshop October / November	Online Courses	Second workshop January	Online Courses	Third Workshop April	Online Courses	Closing Workshop June
<b>Introduction to curriculum</b>  <b>Introduction to e-learning</b>  <b>Introduction to forthcoming online courses</b>	<b>The institutional architecture of the EU: evolution and reforms (3 ECTS)</b>	1 <sup>st</sup> term exams  Introduction to forthcoming online courses	<b>The EU in World Politics (3ECTS)</b>	2 <sup>nd</sup> term exams  Introduction to forthcoming online courses	<b>Interest Representation in the EU (3ECTS)</b>	3 <sup>rd</sup> term exams  Simulation (3ECTS)  Visit to EU institutions
	<b>European Law I - Basics of European Law (3ECTS)</b>		<b>European Law in action (II): Leading cases: Internal Market and Competition (3ECTS)</b>		<b>Theoretical, political and economic aspects of transition in Eastern Europe (3ECTS)</b>	
	<b>History of European Integration (3ECTS)</b>		<b>The European Economic and Monetary Union and the Stability and Growth Pact (3ECTS)</b>		<b>Economic Challenges for the Enlarged EU (3ECTS)</b>	
			<b>Justice and Home Affairs in the EU (3ECTS)</b>		<b>Sustainable development in the EU (3ECTS)</b>	
<b>Additional Options</b>		<b>Additional Options</b>		<b>Additional Options</b>		<b>Additional Options</b>

### 1.3. Contents of the courses

See ECTS Information Package

### 1.4. Methodology

The standard period of study is one year.

The study material is delivered in the form of online courses, supplemented by workshops (in-house classes). Online courses are imparted via an e-learning platform.

Each course is carried out online and will be conducted by the same expert who presents the relevant attendance workshop. The online courses are imparted via an e-learning platform. The participants will acquire the contents of the online courses through self-study. Communication between experts and participants occurs via the platform (forums). Course presentations, group work, discussions,

simulations or excursions take place as an inherent part of the curriculum during the weekend workshops.

### 1.5. Workload and ECTS according to the Bologna process

Overview of the ECTS Points distribution over the year, showing the minimum points required in order to obtain the Certificate in EU Studies Online:

ECTS Credits	Academic Year		
	1st Trimester	2nd Trimester	3rd Trimester
Compulsory Course/s	9	-	-
Optional Course/s	-	6 (min.) -12 (max.)	6 (min.) - 12 (max.)
Simulation	-		3
<b>Total</b>	<b>9</b>	<b>6 (max. 12)</b>	<b>9 (max. 15)</b>

The credits awarded for the successful completion of this Certificate programme add up to a minimum of 24, corresponding to a workload of 600 hours in total, calculated on the basis that one ECTS is equivalent to 25 working hours on average. The courses and the EU simulation are valued at 3 ECTS credit points each. That means each course, as with the simulation, corresponds to a workload of 75 hours.

Participants need to be successful and be awarded a pass grade in order to receive the credits for the course concerned.

After a successful completion of the annual programme with up to 30 ECTS, it is possible to follow a second year and to achieve a *Diploma Master in EU Studies*. (In this case, please follow the study regulations of the Master programme)

### 1.6. The ECTS marking system – Bologna Process

ECTS is the credit system for higher education used in the European Higher Education Area, involving all countries engaged in the Bologna Process. ECTS credit points are one of the cornerstones of the Bologna process.

The performance of the participants is documented by the ECTS-grading-system.

Whereas ECTS credits are allocated to successful students only, ECTS grades are awarded to all students.

For this purpose participants are first of all divided into those who have passed and those who have failed. They are rated into five subgroups: the best 10 %, receiving the additional grade "A" next to their national grade, the next 25 % a "B", the following 30 % a "C", the next 25 % a "D" and the final 10 % an "E"-grade respectively. In other words, students achievements, expressed in a national or local grade, are rated according to the past performances of former students, who act as a reference group. Those who fail are graded "F".

## 1.7. The EOA marking system

ECTS-grade	percentage	Definition
A	90 – 100 %	EXCELLENT - outstanding performance with only minor errors
B	80 – 89 %	VERY GOOD – above the average standard but with some errors
C	70 – 79 %	GOOD -generally sound work with a number of notable errors
D	60 – 69 %	SATISFACTORY - fair but with significant shortcomings
E	50 – 59 %	SUFFICIENT – performance meets the minimum criteria
F	0 – 49 %	FAIL – considerable further work required

Compulsory assignments and the contribution to forum discussions will be incorporated into the final course result. The evaluation of these activities is included, together with the respective exam performance, as part of the overall course result.

Exams count for 50% of the final grade, assignments for 30 % and forum participation for 20%.

A pass grade in the written examination is a precondition for obtaining the respective course ECTS, i.e. exams marked as “F” (fail) must be retaken and given a pass grade, regardless of the performance of this participant in the assignment and or the forum activity.

## 2. Admission requirements, application procedure and scholarships

CIFE and the European Online Academy are committed to equal opportunity and non-discrimination in all programmes.

### 2.1 General Admission requirements

Applicants are invited to apply for the European Online Academy (Certificate in EU Studies Online) by submitting the online application form. In order to be considered for admission, a completed application form including **a motivation letter**, together with the following documents should be received by the EOA office by the announced closing date published on the website.

- **Curriculum Vitae** ([Download Europass CV](#))
- **Copy of Diploma(s)** (original + translation)
- **Transcript of results** (original + translation)
- **Letters of reference** from two persons (employer, university professor or similar).

#### Applicants must fulfil the following academic criteria:

- Bachelors degree or comparable degree awarded by a higher education institution, achieved by the beginning of the academic year
- Fluency in the English language

Applicants will be notified in writing as to whether or not their application has been successful. Should the required documents not be available by the published closing date, a preliminary confirmation is issued until the completed documents are received by the EOA office in due course.

### 2.2. Tuition fees

The total participation fee is 3600 euro.

This amount covers the educational and technical support, the use of the special internet workspace and board and lodging during the four workshops. Travel costs are to be covered by the participants themselves.

### **2.3 Scholarships – reduction of tuition fees**

Applicants who apply for a scholarship are asked to declare their eligibility on the official application form and prove their eligibility by sending a copy of their tax assessment notice or any other comparable document by email, and fill in the appropriate document “Declaration of Finances” that will be sent by CIFE. These two documents have to be sent back to CIFE by email ([cife-berlin@cife.eu](mailto:cife-berlin@cife.eu)) or by fax (+49-(0)30-8600 840 20) before the annual application deadline published on the website. The organisers will only be able to examine the applicant’s eligibility on the basis of the documents available to them. A limited number of scholarships are available to reduce the financial burden of the course fees.

## **3. Selection Procedure**

The Selection Committee is composed of the Director General of CIFE, the holder of the Jean Monnet Chair of Political Science at the University of Cologne and the programme director of the European Online Academy. The Committee can co-opt other experts, especially the core subjects experts, to the meetings of the Selection Committee. It meets regularly to decide on admission and the allocation of scholarships.

In urgent cases, candidates must address the Committee in writing. The meeting and the minutes of the Selection Committee are not open to the public. The Selection committee is responsible to the Federal Council of CIFE.

The applicant will receive written notification about his/her admission to the programme.

## **4. Academic requirements**

### **Board of Examinations and Studies**

The Board of Examinations and Studies stipulates the following academic requirements:

#### **4.1. Participation in the courses**

All participants have to pass [all three compulsory courses](#) in the first term which provide the necessary introductory and multidisciplinary background relating to the development of the EU system. The compulsory courses in the first term are: (1) History of European Integration, (2) European Law I, (3) The Institutional Architecture of the EU: Evolution and Reforms.

Later on the combination of compulsory and optional courses gives the participants the opportunity to study specific areas of interest in more depth. In order to meet the requirements of the programme, each participant must pass at least six courses in the second and third term, including the obligatory courses on European Law II: Internal market and Economic challenges for the enlarged EU.

Participants are requested to submit assignments by the due date and to the required standard and to take an active part in all forum discussions offered by the experts. The evaluation of these activities is marked together with the respective exam as part of the overall course result.

As an additional facility, the participants have the opportunity to take part in different types of [additional options](#) which shall provide them with practical knowledge and skills necessary for their par-

ticipation in the course as well as for their professional development in general. There are no final exams for these extracurricular lectures. Additional options and training sessions, if attended, can also be mentioned on request on an appendix to the Master's degree but will not lead to extra ECTS credits.

In case participants fail to complete courses (see 4.2.4.), they can address the Board of Examinations and Studies and apply for repetition of courses. Courses can only be repeated once. Tuition fees have to be paid for each repeated course.

#### **4.2. EU simulation**

A European Council simulation exercise on controversial issues taken from real political scenarios is scheduled for one of the workshops. Participation is compulsory. Those not present have to prepare and send in position papers and outcome analysis papers.

#### **4.3. Participation in workshops**

The European Online Academy is not only virtual. The core curriculum will be provided online, but also supported through attendance at [workshops in different European cities](#). Face-to-face learning, intercultural communication and "European practical experience" are provided to complement the e-learning process. For this reason, participation in three out of the four workshops is compulsory to complete the annual programme.

#### **4.4. Written contributions by participants**

Compulsory assignments and the contribution to forum discussions and workshops are incorporated into the final course grade. The evaluation of these activities is included, together with the respective exam performance, as part of the overall course result.

During the first year of the Master in EU Studies, exams count for 50%, assignments for 30% and forum participation for 20% of the final grade.

#### **Assignments (30%)**

Throughout the academic year, the participants will be asked by their lecturers to send in written assignments which will be marked. These assignments are designed to check how studies are progressing and to be a preparation for the exams. Furthermore they should promote self-discipline in the e-learning process. Participants must submit assignments on time and to the required standard as a prerequisite to sitting an exam. If the expert marks the result of the assignment as "insufficient" but agrees to mark it once more, then the participant can submit another one. The revised version then has to be submitted within the allotted time period before the exams.

#### **Forums (20%)**

Active and substantial contribution to forum discussions (during the e-learning phases) will be incorporated into the final course result. Forum activity will be marked.

#### **Exams (50%)**

At the end of each term, the participants sit a written examination in each course taken.

A pass grade in the written examination is a precondition for obtaining the respective course ECTS, i.e. exams marked as "F" (fail) must be retaken and given a pass grade, regardless of the performance of this participant in the assignment and or the forum activity.

## 5. Rules for written contributions

The Board of Examinations and Studies stipulates the following examination rules:

### RULES FOR EXAMS

5.1. During the whole programme every term concludes with a final written examination. Every chosen course (whether compulsory or optional) must be completed with an exam. The submission of the assignment on time is the precondition for sitting each exam. One re-take possibility is offered in case of failure. The re-take exam takes place during the following workshop. The re-take exams for the last term must be written on one given date.

5.2. Each written exam takes place during the workshops and lasts 30 minutes.

5.3. Examination rules:

- (i) An exam will be marked as 'not sufficient' (i.e. the participant fails) if:
  - the exam does not meet the required academic standards;
  - the participant is found using material (sheets, books, telephone, laptop, etc.) that is not allowed;
  - the participant is found copying from another exam paper;
  - the participant hands in the examination paper before the end of the given time and asks the tutor not to evaluate it.
- (ii) A hard copy of the so-called "Treaty on European Union" and "Treaty on the Functioning of the European Union" can be used during the exams for the following courses: *European Law I - Basics of European (constitutional) Law*, *European Law II: Internal Market*, *European Law in action (II): Leading cases: Internal Market and Competition*. The experts teaching the other courses will specify the permitted documents on their forum.
- (iii) For the exams in the courses mentioned in (ii) it is not permitted at any point to use a digital version of the Treaty. The participants have to provide themselves with a copy of the treaty.

In cases where the participant is absent from the exam on grounds of illness, sickness, etc. a written certificate attesting to the causes of the absence is required. The document has to be submitted during the next three working days to the Berlin office of CIFE (cife-berlin@cife.eu). If the documents submitted provide an indisputable reason for the absence of the participant, the Board of Examinations and Studies will discuss the possibility of the participant taking the exam during the next exam session.

5.4. Rules for assignments and working papers

- (i) For every participant, the assignment has to be his own work.
- (ii) Assignments have to be submitted on time (i.e. according to the scheduled time of each course). Any delay in the submission of the assignment will influence the final grade awarded by the expert.
- (iii) Assignments need to be submitted *fully* edited, with references, bibliography and footnotes, as is usually expected for documents fulfilling academic standards.

- (iv) Any reference to primary or secondary sources needs to be *wholly* referred to in the proper way, as is usually expected for documents fulfilling academic standards.
- (v) Any form of plagiarism is *completely* forbidden and results in the automatic evaluation of the paper as "F = not sufficient" = 0%.
- (vi) In cases of plagiarism, the severity of the offence will be taken into consideration when evaluating whether or not the expert should allow the participant to submit a new assignment.
- (vii) In cases where repeated forms of plagiarism are proved beyond any doubt, the Board of Examinations and Studies will evaluate the specific case and decide upon the measures to be applied. Exclusion from the study programme may result. The decision taken by the Board is final.

#### 5.5. Rules for forum contributions

- (i) For every participant, the contribution, comments or any other similar forum activity has to be his/her own work
- (ii) The contribution must adhere to the general standards of respect, politeness and avoid any prejudicial remarks in whichever form;
- (iii) When referring to other people's ideas, papers or any other the contributor is expected to refer to the sources;
- (iv) Any form of plagiarism is *completely* forbidden and results in the automatic evaluation of the overall forum participation as "F = failed" = 0%.

## 6. Board of Examinations and Studies

The Board of Examination and Studies (see 4.) is composed of the Director General of CIFE, the holder of the Jean Monnet Chair of Political Science at Cologne University and the programme director of the European Online Academy. The Committee can co-opt other experts to the Board's meetings.

The Board of Examinations and Studies meets regularly, decides on all questions of exams and the study programme and supervises the adherence to these regulations and rules.

For an interruption in the academic year, the participants should address the Board of Examinations and Studies.

Participants must address the Board in any case in writing. The meetings and the minutes of the Board are not open to the public. The Board of Examinations and Studies is responsible vis-à-vis the Federal Council of CIFE.

## 7. Certificate

The "Certificate in EU Studies Online" will be awarded after successful completion, which means taking and passing the final exams, of the three compulsory courses of the first term and a minimum of four of the eight courses in the second and third term of the academic year, as well as the simulation (compulsory). All passed courses will be mentioned on the Certificate.

### Enforcement of rules and regulations

These regulations as well as the appendices are valid for all participants who take up their studies in the European Online Academy (Certificate in EU Studies Online) after these have come into force.

The present regulations come into force on the day after their publication on the website of CIFE/European Online Academy [www.eu-online-academy.org](http://www.eu-online-academy.org).

**(Example)**

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**CERTIFICATE IN EU STUDIES**

**Transcript of records**

**It is hereby certified that**

**XX**

has successfully taken part in the post-graduate curriculum of the European Online Academy (EOA) organised by the Centre international de formation européenne (CIFE Nice/Berlin) and the Jean Monnet Chair for Political Science and European Affairs, University of Cologne.

During the academic year 2010/11 he has:

- participated, submitted written assignments (online quizzes and essays) and passed successfully all final written examinations of 7 different course modules;
- taken part in 3 presence workshops in Rome, Budapest and Brussels;
- participated in a multi-cultural EU summit simulation;

for an overall amount of **XX ECTS** credit points.

Berlin, XX

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Dr. Helgard Fröhlich

Programme Director  
Centre international de formation européenne

List of ECTS credit points awarded to **XX** for the successful completion of the following courses:

Course Title and Tutor (First year)	Grade	ECTS
<b>History of European Integration</b> by Prof. Hartmut Marhold, CIFE, Nice	B	3
<b>Introduction to European Law</b> by Prof. Ingolf Pernice, Walter Hallstein-Institut, Humboldt University Berlin and Mr. Edgar Lenski, Federal Ministry of Economics and Technology and Research fellow Walter Hallstein-Institut, Humboldt University Berlin, Berlin	C	3
<b>The institutional architecture of the EU: evolution and reforms</b> by Prof. Wolfgang Wessels, Jean-Monnet Chair for Political Science and European Affairs at the University of Cologne, Cologne	B	3
<b>Theoretical, political and economic aspects of transition in Eastern Europe</b> by Prof. François Bafail, Institut d'Etudes Politiques de Paris, Paris	C	3
<b>The EU in International Politics</b> by Dr. Robert Kissack, Institut Barcelona d'Estudis Internacionals (IBEI), Barcelona	B	3
<b>Justice and Home Affairs in the EU</b> by Prof. Sandra Lavenex, University of Lucerne, Switzerland	B	3
<b>Economic dimension of EU integration in an enlarged EU</b> by Prof. András Inotai, Institute for World Economics, Hungarian Academy of Sciences, Budapest	D	3
<b>Multi-cultural EU summit simulation</b>	C	3