

Study regulation 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 12th 2008, amended on 15 June 2009.

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 in-

terested 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 in 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, discussion forums, intercultural seminars, simulations, tests, written exams, organised visits to the EU and national institutions, dialogue with decision makers. The working language is English.

1.2. Curriculum at a glance

The curriculum consists of different courses all available online. The academic year is divided into 3 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

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

1.3. Contents of the courses

See ECTS Information Package

1.4. Methodology

The study material shall be delivered in the form of online courses, supplemented by workshops (in-house classes). Each course is carried out online and will be presented 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, as a minimum 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
Total	9	6 (max. 12)	9 (max. 15)

The credits awarded for a successful completion of this Certificate programme add up to 24, corresponding to a workload of 600 hours in total, calculated on the basis that 1 ECTS is equivalent to 25 working hours on average.

75 hours for each course module and the simulation exercise. Participants need to be successful and be awarded a pass grade in order to receive the credits for the course module concerned. The courses and the EU simulation are valued at 3 ECTS credit points each.

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

1.6. The ECTS marking system – Bologna Process

The performance of the participants is documented by the ECTS-grading-system. The ECTS grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance is a prerequisite for applying the ECTS grading system. Grades are assigned among students with a pass grade as follows:

ECTS Grade = % of successful students normally achieving the grade = Definition = German grade

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

The inclusion of failure rates in the Transcript of Records is optional.

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. (Exam 50%, assignment 30 %, forum 20%)

See also ECTS Information Package

2. Admission requirements, application procedure and scholarships

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 (http://www.eu-online-academy.org/Application_for_the_Certificate.159.0.html). In order to be considered for admission, a completed application form, 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
- Explain their interest in the EOA
- 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 lodgings 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 for a scholarship in the official application form (to be found on the website) and prove their eligibility by sending a copy of their tax assessment notice or any other comparable document by email (cife-berlin@cife.eu) or by fax (+49-(0)30-895 951-630) 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 subject 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 written form. 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

4.1 Board of Examinations and Studies

The Board of Examination and Studies (see 7.) is composed of the Director General of CIFE, the holder of the Jean Monnet Chair of Political Science at Cologne University, 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.

Participants must address the Board 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.

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

4.2 Programme:

4.2.1 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: History of European Integration, European Law I, the Institutional Architecture of the EU: Evolution and Reforms.

The combination of compulsory and optional courses later on gives the participants the opportunity to study specific areas of interest in more depth. In order to meet the requirements to complete of the programme, each participant must pass at least four courses in the second and third term.

Participants are requested to submit assignments 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 on offer, 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 participation 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.

4.2.2. EU simulation

A European Council simulation exercise on controversial items 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.)

4.2.3. Participation in workshops

The European Online Academy is not only virtual. The core curriculum will be provided online, but also through the attendance at [workshops in different European cities](#). Face-to-face learning, intercultural communication and "European practical experience" is 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.

4.2.4. Written contributions by the participants

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 considered to promote self-discipline in the e-learning process and to be a preparation for the exams. 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" and accept to mark it once more, then the participant can send one new. The revised version then has to be submitted by the due deadline before the exams.

Forums (20%)

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

Exams (50%)

After each term, the participants have to pass a written examination for each course taken.

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 will conclude with a final written examination. Every chosen course (whether compulsory or optional) must be completed with an exam. A successful assignment completed on time is a precondition for sitting each exam. One re-take possibility is offered in case of failure. The re-take exam will take place during the following workshop. The re-take exams for the last term of the first year will be fixed on one given date.

5.2. Each written exam for the first year courses 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 requested academic standards;
 - the participant is found using material (sheets, books, telephone, laptop, etc.) that is not allowed;
 - the participant is found copying from another participant's 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 "Lisbon Treaty" can be used during the exams of 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 of the other courses will specify the allowed documents on their forum.
- (iii) For the exam 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.
- (iv) 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 general office.

5.4. Rules for assignments and working papers

- (i) For every participant, the paper has to be his own work.
- (ii) Papers have to be submitted on time (i.e. according to the scheduled time of each course). Any delay in the submission of the paper will influence the final grade awarded by the expert.
- (iii) Papers need to be submitted *fully* edited, with references, bibliography and foot notes, as is usually expected for documents fulfilling academic standards.
- (iv) Any reference to primary or secondary sources needs to be *wholly* referred to in proper ways, 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 "not sufficient".
- (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 paper.
- (vii) In cases where repeated forms of plagiarism is proved beyond any doubt, the Board of Examinations and Studies will evaluate the specific case and decide upon the measures to be applied. Its decision will then be final.

6. Certificate

The "Certificate in EU Studies Online" will be awarded after the successful completion, which means taking part and passing the final exams, of the three compulsory courses of the first

term and a minimum of four of the eight courses of 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.

APPENDIX 1

(Example)

CIFE Centre international de formation européenne
European Online Academy

CERTIFICATE IN EU STUDIES ONLINE

Mrs/Mr.....

date and place of birth

has positively passed all the courses and took part in the simulation game, as settled by the regulations for the Certificate in EU Studies Online, of the xx xx 2008, number.....

The achievements concerning the individual courses are listed here below, (with their grades):

Course	ECTS Points	Grade
The institutional architecture of the EU: evolution and reforms	3	
History of European integration	3	
European Law I - Basics of European (constitutional) Law	3	
EU Simulation	3	
1 Optional Course (second term)	3	
1 Optional Course (third term)	3	
1 Optional Course (third term)	3	

**Berlin,
Signature**