

Study regulations and Examination Rules for the programme European Online Academy (Master 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 27 June 2011. The Centre international de formation européenne and the Jean Monnet Chair of Political Science, University of Cologne, are responsible for instruction, studies and examinations during the above mentioned programme.

The present study regulations and examination regulations apply for the two-year *Master in EU Studies Online* programme.

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

1.1. Description, structure and goals of the Master programme

The two-year Master programme *Master 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 at conveying to 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 degree *Master in EU Studies* offers a balanced mix of theoretical and practical study. In the first year 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. During the second year they specialise in one of the core subjects (Political Science, Economics and EU Law) – though here the approach to the issues and tasks is an interdisciplinary one.

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, interdisciplinary online working groups, workshops and intercultural seminars, simulations, tests, written exams, organised visits to EU and national institutions and dialogue with decision makers. The working language is English.

1.1.3 The programme awards a Diploma Master in EU Studies for an overall value of 60 ECTS.

1.2. Curriculum at a glance

The academic years are divided into terms, each of them lasting ten weeks (first year) or three to four months (second year).

The curriculum consists of different courses, all available online.

The first year is composed of a total of 11 courses (either obligatory or optional).

The second year includes three courses on Political Science, Economics and EU Law lasting the whole academic year (from now on these courses will be referred as “annual courses”).

Additional options planned during the study programme complete the curriculum.

The programme finishes with the Master thesis.

The programme is thus structured as follows:

FIRST ACADEMIC YEAR – Master in EU Studies Online

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

SECOND ACADEMIC YEAR – Master in EU Studies Online

1st phase July – September			2nd phase September - January				3rd phase January – June			
Online Activities July - August		Workshop September		Interdisciplinary phase / preparation of the intensive workshop		Intensive workshop January		Online Activities	Closing Workshop June	
Studying course material and forum discussions (12 ECTS)	Core subject: EU Law	Expert Lectures on	EU Law	Preparation for the interdisciplinary courses	EU Law	Submission of 4 assignments 6 ECTS	Working groups on the Core Subjects and interdisciplinary lectures Co-teaching studies Triple-teaching studies 2 ECTS	Editing of the Master Thesis (10 ECTS)	Master Thesis online 31 May	Written Exams in the three Core Subjects
	Core subject: Political Science		Political Science		Politics					
	Core subject: Economics		Economics		Economics					
		Methodology course in one of the core Subjects	Preparation for the interdisciplinary courses	first steps towards the Master Thesis	Forum discussions about:		Consultation for editing of the Master Thesis	Forum discussions		
		Introduction to the interdisciplinary courses			<ul style="list-style-type: none"> • Core Subjects • Methodological problems 					
		Additional Options					Additional Options			Additional Options

1.3. Contents of the courses

See the ECTS Information Package

1.4. Methodology

The standard period of study for this master programme is two years.

The study material is delivered in the form of online courses and supplemented by course introductions and lectures during workshops (in-house classes).

Online courses are imparted via an e-learning platform.

Each course is carried out online and will be presented by the same expert who presents the relevant attendance workshop. 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 workshops.

1.4.1. Enhanced interdisciplinary study during the second year

During the second year each participant must choose one of the three annual courses as her/his special field of interest. A methodology course and special assignments and tasks also belong to this specialisation and count as preparation for the submission of the Master Thesis in the chosen annual course.

During the second year, assignments/working papers and presentations and other course units as presented by the relevant expert fully count as parts of the course materials. Each course part is committed to the interdisciplinary approach of the study programme and aims at preparing the participants for the intensive workshop (see 4.3.5.)

1.5. Workload and ECTS according to the Bologna process

Overview of the ECTS) points distribution over the 2 years:

ECTS Points	First Year			Second Year	Total
	1st Trimester	2nd Trimester	3rd Trimester	3 phases and 3 workshops (12 months)	
Compulsory Course/s	9	3	3	4 for each core course = 12	
Optional Course/s	-	6	6	-	
Simulation	-		3	-	
Interdisciplinary assignments and preparation and intensive workshop	-	-	-	8	
Master Thesis	-	-	-	10	
Total	9	9	12	30	

The credits awarded for the successful completion of the Masters programme are 60 ECTS – after a successful completion of the first year with 30 ECTS credits. This corresponds to a workload of 750

hours in total per academic year, calculated on the basis that one ECTS credit is equivalent to 25 working hours on average.

First year:

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 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)

Second year:

12 ECTS credits are awarded for the three annual courses, 8 ECTS credits for the preparation, attendance and presentation of the intensive workshop within the interdisciplinary teaching and 10 ECTS credits for the Masters Thesis.

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 participants only, ECTS grades are awarded to all participants.

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 performance 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.

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 (Master 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**
- **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:

- Bachelor 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. Admission requirements for the second year of the Master

Applicants for the Master programme can be

- Participants in the first year of the programme who fulfil all academic criteria. During the first year participants have to collect 30 ECTS credits.
- External applicants to whom 30 ECTS credits were awarded by other institutions of Higher Education. The ECTS credits must be awarded through the completion of study programmes with contents and goals relevant to the Master in EU Studies Online. Applicants have to submit the relevant documents from the institutions of Higher Education offering the above mentioned programmes in due course.

In individual cases the Selection Committee can decide upon written request.

2.3. Tuition fees

The total participation fee is 3600 euro for each academic year.

The Master in EU Studies Online lasts for two years, i.e. the tuition fee is 7200 euro.

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

2.4. Scholarships – reduction of tuition fees

Applicants who apply for a scholarship are asked to declare their eligibility on the official online 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 per email (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 professors, 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 writing. The meetings 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 a 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 and the three professors of the core subjects Political Science, European Law and Economics. The Committee can co-opt other professors 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 stipulates the following academic requirements:

4.2. FIRST ACADEMIC YEAR

The following rules apply to all courses offered by the European Online Academy during the first year, if not stated differently.

4.2.1. Participation in courses

All participants have to pass all three compulsory courses in the first term : they 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 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.

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

4.2.2. EU simulation

A European Council simulation exercise based on controversial issues taken from real political scenarios is scheduled for one of the workshops. Participation is compulsory. Participants not attending the simulation have to prepare and send in both 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 attendance at workshops in different European cities. In-house classes, intercultural communication and "European practical experience" are all provided to complement the e-learning process. For this reason, the participation in three out of the four workshops in the first year is compulsory.

4.2.4. Written contributions by participants

Compulsory assignments and the contribution to forum discussions and workshops is 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 considered 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 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 on time 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 in the forum activity.

4.3. SECOND ACADEMIC YEAR

4.3.1. General follow-up of the second year

The second academic year is divided into three working phases:

The first phase lasts from July until September, the second phase from October until January, while the third and final phase lasts from February until June.

Only the participants who have fulfilled the academic requirements (see 4.3.4.) and collected the necessary ECTS are allowed to continue in the second year.

During the last workshop of the first academic year, an introduction to the annual courses of the second year (see 4.3.2.) takes place. A reading and preparation phase follows from July to the opening workshop of the second year.

The first workshop of the second year takes place in September.

It offers lectures on the annual courses in the core subjects, where professors focus the discussion on questions raised during the first reading of the course material (July/August).

The workshop is followed by an interdisciplinary e-learning phase (September to January, see 4.3.5.), featuring by assignments, working papers and working groups in order to prepare the courses during the intensive workshop (January).

The second (intensive) workshop of the second year (see 4.3.5.) will take place in January, focussing on working groups on the core subjects and interdisciplinary lectures, co- and triple teaching and additional options. Furthermore methodological classes and discussions on the preparation of the Master Thesis take place.

The last phase (January to May/June) is dedicated to the drafting and presentation of the Master Thesis and the final exams to be written during the last workshop .

The third and final workshop is scheduled for the end of June and represents the official conclusion of the programme. During the closing workshop the final exams and the defense of the Master Thesis take place.

4.3.2. Annual courses

All participants have to take part in the [three annual courses](#) in the core subjects Political Science, Economics and European Law.

Participants are requested to study the three annual courses online, to complete the self tests included in the courses, to take an active part in the forum discussions and to sit and pass all three final examinations in June.

An active participation in forum discussion is expected and will be incorporated into the final course result. Therefore substantial forum activity can contribute to an improved final grade.

4.3.3. Specialization

One of the core subjects must be chosen as a specialised area of study:

- **European Law**
- **Economics**
- **Political Science**

The decision has to be taken before the first workshop of the second year (September). The participants are requested to enrol officially onto the methodology course for their respective core subject and to meet all the requirements set by the relevant expert to prepare the Master Thesis (working papers, outlines, exposé). The preparatory working papers are discussed in the forum of the chosen course and during the intensive workshop (January).

4.3.4. Participation in workshops in the second year

During the second year there will be [three compulsory attendance workshops](#). The objective is to deepen and to complete the learning process during the advanced period of the Master's programme. For this reason participation in the three workshops in the second year is compulsory. Individual cases can be decided upon written request by the Board of Examinations and Studies (see above).

4.3.5. Interdisciplinary phase and intensive workshop (September to January)

As a preparation for the intensive workshop in January, participants are asked to prepare assignment papers, arguments in writing etc.

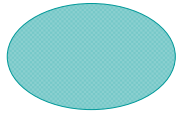
During the first workshop of the second year (September), the professors of the core subjects will set out topics for working groups to be prepared before the beginning of the interdisciplinary courses (single and co-teaching) during the intensive workshop in January. Guidelines will be given in due course. These respective working papers are regarded as preparatory work for the Master Thesis.

- During the intensive workshop for all specialised subjects **single teaching lectures** take place. Participants who have chosen that field of specialization have to prepare assignments and other working papers to be presented during the single teaching lectures. Participants in the other specialised subjects are asked to follow the teaching passively (as spectators).

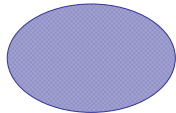
In European Law a simulation takes place (ECJ).

- All participants have to prepare assignments and working papers for the **three co-teaching sessions**. During these sessions, led by the professors, the participants present their contributions and are encouraged to take part in intensive discussions..
- For the **triple teaching session** participants will be asked to prepare for interdisciplinary discussion during the intensive workshop by reading literature given by the professors.

MODULARIZATION OF THE INTENSIVE WORKSHOP (January)



Core subject 1: European Law (L)

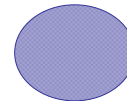
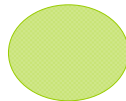
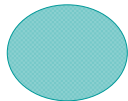


Core subject 2: Political Science in the European Union (P)

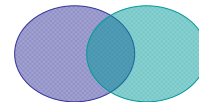
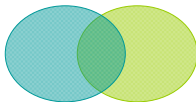


Core Subject 3: Economics in the European Union (E)

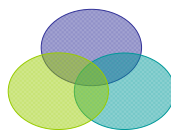
- **1st Module: Courses in the singular core subjects (single teaching)**



- **2nd Module: Interdisciplinary courses in two of the core Subjects: L+P ; L+E ; E+L / co-teaching studies**



- **3rd Module: Interdisciplinary course of three core subjects together: L + P + E / triple-teaching studies**



Summary

	1st day	2nd day	3rd day	4th day	5th day
Morning Session		L + P	E + P	E + P	Question Time about the Master Thesis and course
Afternoon Session	L	P	E	L + P + E	

4.3.6. Preparation of the Master Thesis (January to June)

The second intensive e-learning phase and the preparation of the Master Thesis take place between January and June. Interim papers have to be submitted to the professors at agreed times.

The third and final workshop including the final exams and the discussion on the Master Thesis will take place at the end of June and marks the end of the second year.

4.3.7. Written contributions by the participants:

Assignments for the intensive workshop in January

The assignments (working papers, arguments in writing etc.) submitted before the intensive workshop in January, in preparation for the single and co-teaching sessions, will be marked by the respective professors. With their oral presentation and discussion, the participants will have the opportunity to improve their grade.

Only the participants who have submitted their assignments on time and to an acceptable standard for the Berlin intensive workshop will be allowed to continue in the second phase of the Master year and to write the Master thesis.

Exams

At the end of the academic year, the participants have to take written examinations for the three annual courses, one exam per course.

Active participation in forum discussions with substantial contributions will be incorporated into the final grade, up to one (ECTS) grade.

Forum

In the second academic year the active participation in forum discussion is expected and will be incorporated into the final course result. Thus substantial forum activity can contribute to an improved final grade.

5. Rules for written contributions

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

RULES FOR EXAMS

5.1. In the first academic year every term will conclude 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.

Only upon written request and in exceptional circumstances can the Board of Examinations and Studies allow the postponement of exams.

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. In the second academic year, the written exams for the three core subject courses will take place during the final workshop at the end of the second year. They will last for 60 minutes for each course.

To be admitted to the final exams it is necessary to

- complete the three core subject courses successfully
- take an active part in the different forum discussions
- submit the assignments (working papers) for the intensive workshop (one for the working groups on the core subjects (single teaching) and three for the co-teaching-sessions)

Regardless of which course subject is chosen, there is only one kind of exam. Special exams in the chosen special core subjects are not envisaged. The Master Thesis is regarded as proof of acquired competence in this respect.

One re-take possibility is offered in case of failure. This retake exam will take place on one given date, usually at the beginning of September, one second date for retake exams will be fixed by the Board of Examinations and Studies.

These rules apply to all the exams that need to be passed and to all papers that need to be submitted during the whole study programme.

5.4. 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 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) Only 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.
- (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. 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.

5.5. Rules for assignments, working papers, Master thesis

- (i) For every participant, the assignment/paper/Master Thesis has to be his own work.

- (ii) Papers, assignments and the thesis 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, assignments and the thesis 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 assignment 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 is 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 will then be final.
- (viii) Should serious plagiarism be detected in the Master Thesis, the participant will be excluded from the programme. He/she can address the Board of Examinations and Study Regulation in writing. The decision taken by the Board is final.

5.6. 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. Master Thesis:

The topic for the Master Thesis has to be agreed with the expert in the chosen core subject.

The deadline for the setting of the topic is the second workshop in Berlin.

The deadline for the submission of the Master Thesis is end of May in the second academic year.

Participants are expected to submit the Master Thesis by the due deadline and in accordance with all criteria for scientific work. The volume should, as a rule, be within the scope of about 40 pages (corresponding to 18.000 words) including footnotes and references.

The Master Thesis will be marked by the expert and a second proof-reader to be proposed by the expert. In cases where the Master Thesis does not meet the required standard (e.g. if the expert marks the result as "insufficient"), the Board of Examinations and Studies will decide on each case.

The Master thesis has to be submitted by the end of May. Performance in the discussions and in the presentation will be included in the final result of the Master thesis.

A few days before the final workshop, participants receive their corrected thesis with a grade. The professors' comments offer some final advice for the oral presentation during the last workshop.

During the final workshop, participants have the opportunity to improve their grade with their presentation and discussion. After the presentation of their Master thesis, the participants have the opportunity to submit a revised edition of the Master Thesis by the end of July of the same academic year.

Participants have the opportunity to improve their first grade up to one ECTS grade with the presentation during the final workshop and the second version of their Master thesis.

7. Board of Examinations and Studies

The Board of Examinations and Studies is responsible for the study regulations and examination rules of the European Online Academy.

The Board of Examinations and Studies should be addressed in the all cases, especially the following ones:

- **Interruption of studies during the first year:**

Where studies are interrupted in the first year, the participants must address the Board of Examinations and Studies which will examine the request.

- **Interruption of studies after the first year of the Master in EU Studies Online**

In cases where a participant has collected 30 ECTS credits and has to interrupt the programme of the Master in EU Studies Online after the first year, he/she will have to address the Board of Examinations and Studies and state the reasons for interruption.

8. Master degree

The Master degree “Master in EU Studies” (60 ECTS) will be awarded after:

- Having passed all courses successfully
- Having submitted and presented the Master Thesis and, if necessary, the revised version in due course
- Having received a pass grade for the Master Thesis by two professors (see point 6).

For the participants who fail to fulfil all necessary requirements, a letter of participation will be issued confirming their participation in the European Online Academy and listing all passed exams and courses.

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 (Master 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)

MASTER IN EU STUDIES

Transcript of records

It is hereby certified that

XXXX

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), the Walter Hallstein-Institut of the Humboldt University Berlin, the Institute for World Economics, Hungarian Academy of Sciences, Budapest and the Jean-Monnet Chair for Political Science and European Affairs, University of Cologne.

During the academic years 2009-2011, he/she has:

- participated, submitted written assignments and passed successfully all final written examinations of XX different course modules
- participated in an intensive week workshop in Berlin (single teaching Economics, co-teaching Law/Economics, co-teaching Law/Politics, co-teaching Economics/Politics, triple teaching Economics/Law/Politics)
- participated in a multi-cultural EU summit simulation
- taken part in XX presence workshops in Berlin, Budapest, Brussels, Istanbul, Nice and Rome
- wrote and defended his/her master thesis in Economy/Politics/EU Law
XXXX by Prof XX

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

Berlin, 20 September 2011

Dr. Helgard Fröhlich

Programme Director
Centre international de formation européenne

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

Course Title and Tutor (First year)	Grade	ECTS
History of European Integration by Prof. Hartmut Marhold, CIFE, Nice		3
Introduction to European Law 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		3
The institutional architecture of the EU: evolution and reforms by Prof. Wolfgang Wessels, Jean-Monnet Chair for Political Science and European Affairs at the University of Cologne		3
Theoretical, political and economic aspects of transition in Eastern Europe by Prof. François Bafoil, Institut d'Etudes Politiques de Paris		3
The EU in International Politics by Dr. Robert Kissack, Institut Barcelona d'Estudis Internacionals (IBEI)		3
European Law II – Internal market 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		3
Economic and Monetary Union and the Stability and Growth Pact by Prof. Jacques Le Cacheux, Sciences Po Paris		3
Interest Representation in the EU by Prof. Justin Greenwood, Aberdeen Business School		3
Justice and Home Affairs in the EU by Prof. Sandra Lavenex, University of Lucerne, Switzerland		3
Economic dimension of EU integration in an enlarged EU by Prof. András Inotai, Institute for World Economics, Hungarian Academy of Sciences, Budapest		3
Sustainable Development in the EU by Dr. Audun Ruud, Sintef Energy Research, Oslo		3
Multi-cultural EU summit simulation		3
Course Title and Tutor (Second year)		
Aspects of Legal Integration & Case Law 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		4
The European Union in a globalized world by Prof. András Inotai, Institute for World Economics, Hungarian Academy of Sciences, Budapest		4
Theories and Strategies in the EU by Prof. Wolfgang Wessels, Jean-Monnet Chair for Political Science and European Affairs at the University of Cologne		4
Intensive workshop Berlin – assignments: single teaching Economics, co-teaching Law/Economics, co-teaching Law/Politics, co-teaching Economics/Politics		8
Master thesis - Specialisation : Title :		10