

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 15th June 2009. 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's degree 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 Online* 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, discussion forums, interdisciplinary online working groups, workshops and 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 years are divided into terms lasting in general ten weeks (during the first year) or three months (during the second year). The first year is composed of a total of 11 courses (either obligatory or optional). The second year includes 3 courses in the core subjects Political Science, Economics and EU Law lasting the whole academic year. Additional options complete the curriculum. The programme finishes with the Master thesis.

The programme is structured as follows:

FIRST ACADEMIC YEAR – Master in EU Studies Online

1st term Oct – Jan		2nd term January - April		3rd term April – June		
First workshop Oct / Nov	Online Courses	Second workshop Januar	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 (3ECTS)	3rd term exams Simulation (3 ECTS) Visit to EU institutions
	European Law I - Basics of European Law (3 ECTS)		European Law in action (II): Leading cases: Internal Market and Competition (3 ECTS)		Justice and Home Affairs in the EU (3 ECTS)	
	History of European Integration (3 ECTS)		Theoretical, political and economic aspects of transition in Eastern Europe (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

1 st phase July – Sept			2 nd phase Sept - Dec				3 rd phase Dec – June		
Online Activities July - Aug		Workshop Sept	Online Activities		Intensive workshop late autumn	Online Activ- ties	Closing Workshop June		
Preparation and forum discussions (15 ECTS)	Core sub- ject: EU Law	Expert Lectures on	Preparation for the interdisciplinary courses first steps towards the Master Thesis	EU Law	Working groups on the Core Subjects and interdisciplinary lectures Co-teaching studies Triple-teaching stud- ies (5 ECTS)	Editing of the Master Thesis (10 ECTS)	Draft of Master Thesis online 30 May	Written Exams in the three Core Subjects	Presentation and discussion Master The- sis End of June
	Core sub- ject: Political Science			Politi- cs					
	Core sub- ject: Economics			Econo- mics					
Introduction to the 2 nd academic year		Methodology course in one of the core Subjects		Forum discus- sions about: • Core Subjects • Meth- odological problems	Consultation for editing of the Master Thesis	Forum discus- sions			
Additional Options				Additional Options			Additional Options		

1.3. Contents of the courses

See ECTS Information Package

1.4. Methodology

The course material is delivered in the form of online courses, supplemented by workshops (in-house classes). Each course is carried out online and is 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 the experts and the 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.

During the second year all participants must choose one of the three core subjects as their special field of interest. A methodology course and special assignments and tasks belong to this specialisation and are a preparation for the Master Thesis in the chosen core subject.

During the second year different kinds of work are envisaged within the interdisciplinary courses (see below III. Working groups on core subjects and interdisciplinary lectures, co- and triple teaching studies).

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 work-shops (12 months)	
Compulsory Course/s	9	3	3	5 (special course) 10 (two other courses)	
Optional Course/s	-	6	6	-	
Simulation	-		3	-	
working group / interdisciplinary courses	-	-	-	5	
Master Thesis	-	-	-	10	
Total	9	9	12	30	

The credits awarded for a successful completion of the Masters programme are 60 ECTS – after a successful completion of the first year up to 30 ECTS credits. This corresponds to a workload of 750 hours in total per academic year, calculated on the basis that 1 ECTS credit is equivalent to 25 working hours on average.

First year:

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 each.

Second year:

15 ECTS credits for three annual courses, 5 ECTS credits for the working group within the interdisciplinary courses during the intense workshop and the respective assignment.

10 ECTS credits for the Masters Thesis

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

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 is 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 (Master in EU Studies Online) by submitting the online application form (http://www.eu-online-academy.org/Application_for_the_Master_in_EU_Studies.161.0.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 Admission requirements for the second year of the Master

Applicants for the Master programme can be

- Applicants who fulfil all general academic criteria. During the first year participants have to collect 30 ECTS credits.
- Applicants to whom 30 ECTS credits were awarded by other institutions of Higher Education. The ECTS credits must have been awarded through the study of programmes with contents and goals relevant to the Master in EU Studies Online. Candidates have to submit the relevant documents from other institutions of Higher Education 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 lodgings during the seven workshops. Travel costs are to be covered by the participants themselves.

Where the first year is repeated, the tuition fee is 1200 euro per term (see 7.).

2.4. Scholarships – reduction of tuition fees

Applicants who apply for a scholarship are asked to declare their eligibility for a scholarship on 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 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 experts of the core subjects Political Science, European Law and Economics. 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 FIRST ACADEMIC YEAR

4.2.1. Participation in 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 six courses in the second and third term, including the obligatory courses European Law II: internal market from Prof. Pernice and Economic challenges for the enlarged EU from Prof. Inotai.

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 based 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.)

4.2.3. 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. 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 in the first year is compulsory to complete the first year.

4.2.4. Written contributions by participants

Assignments (30%)

Throughout the first academic year, 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. The assignment can be sent back for revision if the expert marks the result as "insufficient". 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.

4.3 SECOND ACADEMIC YEAR

4.3.1. Participation in the core subjects 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 submit assignments¹ and to take an active part in all forum discussions offered by the experts in the core subjects. The evaluation of these activities is included, together with the respective exam, as part of the overall course result. ([see marking system](#))

4.3.2. Specialization

One of the core subjects is to be chosen as a specialised area of study. The decision has to be taken before the first workshop in the second year. 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 intense workshop.

Each participant has to prepare one position paper in his field of specialisation (assignment) in one of the following specialised subjects:

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

The participants (who have chosen this field of specialization) are asked to prepare position papers, arguments in writing etc. During the intensive workshop for the specialised subject in European Law, a simulation will take place (ECJ).

Participants in the other specialised subjects are asked to follow the simulation passively (as spectators).

4.3.3. Interdisciplinary courses, working groups, co- and triple-teaching

At the first workshop of the second year the experts in the core subjects will set out topics for working groups to be prepared before the beginning of the interdisciplinary courses (co- and triple-teaching studies) during the intense workshop in the winter. Guidelines will be given in due course. These respective working papers are regarded as preparatory work for the Master Thesis.

Co-teaching and interdisciplinary discussion rounds during the intense workshop (co- and triple-teaching-studies)

During the co-and triple-teaching-studies led by the experts the participants have to present their contributions and intense discussions will take place.

Final discussion of all three core subjects (Topics will be published in due course)

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 year two is obligatory. Individual cases can be decided upon written request by the Board of Examinations and Studies (see above).

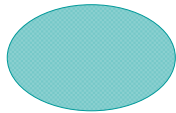
¹The written contributions of the participants to the co- and triple teaching studies and the working groups on core subjects within the interdisciplinary courses during the intense workshop in form of working papers, case studies etc. are regarded as assignments of the second year. In general these assignments prepare the editing of the Master Thesis

After a reading and preparation phase from July onwards, the first workshop in September will offer an introduction to the annual courses in the core subjects. The experts will focus the discussion on questions which were raised during the first reading of the course material (July/August).

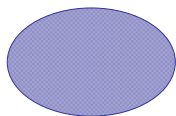
This is followed by an intense e-learning phase with assignments, working papers and working groups in order to prepare for the interdisciplinary courses during the intense workshop.

The second (intense) workshop will take place in late autumn, focussing on working groups on the core subjects and interdisciplinary lectures, co- and triple teaching and additional options.

MODULARIZATION OF THE INTENSIVE WORKSHOP



Core subject 1: European Law (L)

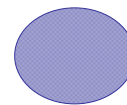
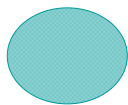


Core subject 2: Political Science in the European Union (P)

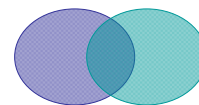
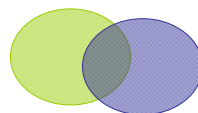
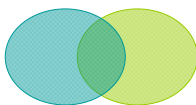


Core Subject 3: Economics in the European Union (E)

- 1st Module: Courses in the singular core subjects



- 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	Question Time about the Master Thesis	L + P + E
Afternoon Session	L + E	L + P	E + P	Question Time about courses	

This is followed by a second intense e-learning phase and the preparation of the Master Thesis. Interim papers have to be handed in to the experts on at least two or three occasions.

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

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. A successful assignment completed on time is a 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. The written exams for the three core subject courses will take place at 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 intense workshop (both, one for the working groups on the core subjects and the other one for the co-and-triple-teaching-studies)

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. The re-take exam will take place during the following workshop. Examination re-takes for the second year courses will be fixed on one given date.

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 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*
- (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. 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 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. Master Thesis:

The topic for the Master Thesis has to be agreed upon with the expert in the chosen core subject. The deadline for the setting of the topic is December 15th in the second academic year.

The deadline for the submission of the draft of the Master Thesis is end of May in the second academic year and the deadline for the submission of the Master thesis is end of June of 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 and is sent back to the participant for revision (e.g. if the expert marks the result as "insufficient"), the participant can submit a revised version once more on written request. The Board of Examinations and Studies will set a new deadline. More than two submissions are not allowed.

The draft of the Master thesis has to be published at the end of May at the e-learning platform to give every participant the chance to benefit from the papers and to be prepared for the final workshop. Performance in the discussions and in presentation will be included in the final result of the Master programme. The final results will be awarded at the end of August.

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 following cases:

- **Repetition of courses:**

For a repetition of the first year, the participant shall address the Board of Examination and Studies which will examine the request.

If the possibility of a repetition is accepted by the Board of Examinations and Studies, it shall only be possible in the year directly following the first attempt or with a maximum interruption of one year.

A minimum of three passed courses in the first year is the condition for a repetition of the first year.

- **Interruption of study 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 Online” (60 ECTS) will be awarded after

- passing all exams successfully
- submitting the Master Thesis which has to be marked by two experts (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)

**CIFE Centre International de Formation Européenne
European Online Academy**

MASTER 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 Master in EU Studies Online, of the xx xx 2009, 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	
European Law in action (II): Leading cases: Internal Market and Competition	3	
Economic challenges for the enlarged EU	3	
EU Simulation	3	
Aspects of Legal Integration in Europe & Case Law (Year Course)	5	
The European Union in a globalized world (Year course)	5	
Theories and Strategies in the EU (Year Course)	5	

The Master Thesis (10 ECTS Points) is entitled:
 ".....

 and was evaluated
 by.....
 receiving the
 grade.....

Berlin,
Signature