

# Study regulation 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 12<sup>th</sup> 2008

The present study and examination regulations apply for the two-year *Master 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 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 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 *Masters Degree 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. In year two they specialise in one of the core subjects (Politics, 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 year two). 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 Politics, Economics and EU Law lasting the whole academic year. Additional offers complete the curriculum. The programme finishes with the Master thesis. The programme is structured as follows:

### FIRST ACADEMIC YEAR – Master in EU Studies Online

<u>1<sup>st</sup> term</u> Oct – Jan		<u>2<sup>nd</sup> term</u> January - April		<u>3<sup>rd</sup> 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 the International System (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)		Theoretical, political and economic aspects of transition in Eastern Europe (3ECTS)	
	History of European Integration (3ECTS)		Justice and Home Affairs (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 Offers		Additional Offers		Additional Offers		Additional Offers

## SECOND ACADEMIC YEAR – Master in EU Studies Online

1 <sup>st</sup> phase July - Sept			2 <sup>nd</sup> phase Sept - Dec				3 <sup>rd</sup> phase Dec – June		
Online Activities July - Aug		Workshop (venue to be confirmed) Sept		Online Activities		Intensive workshop late autumn	Online Activities	Closing Workshop June	
Preparation and forum discussions (18 ECTS)	Core subject EU Law	Expert Lectures on	Core subject EU Law	Preparation for interdisciplinary courses first steps towards Master Thesis	Core subject EU Law	Working groups on Core Subjects and interdisciplinary lectures  Co-teaching studies  Triple- teaching studies (2 ECTS)	Editing of the Master Thesis (10 ECTS)	Publishing of Master Thesis online 30 April	Presentation and discussion Master Thesis
	Core subject Politics		Core subject Politics		Core subject Politics				
	Core subject Economics		Core subject Economics		Core subject Economics				
Introduction to the 2 <sup>nd</sup> academic year		Methodology course in one of the core subject		Preparation for interdisciplinary courses first steps towards Master Thesis	Forum discus- sions about:  • Core Subjects • Methodological problems	Consultation for editing of the Master Thesis	Forum discus- sions	Written Exams in the three Core Subjects	
		Introduction to the interdiscipli- nary courses							
		Additional Offers				Additional Offers		Additional Offers	

### 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.

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 foreseen 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 Tri- mester	2nd Tri- mester	3rd Tri- mester	3 phases and 3 work- shops (12 month)	
Compulsory Course/s	9	3	3	8 (special course) 10 (two other courses)	
Optional Course/s	-	6	6	-	
Simulation	-		3	-	
working group / interdisciplinary courses	-	-	-	2	
Master Thesis	-	-	-	10	
<b>Total</b>	<b>9</b>	<b>9</b>	<b>12</b>	<b>30</b>	

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. This corresponds to a workload of 750 hours in total per academic year, calculated on the basis that 1 ECTS 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 points each.

Second year:

18 ECTS for three annual courses (8 ECTS for the chosen specialist subject course incl. methodology course, 5 ECTS for each of the two other courses), 2 ECTS for the working group within the interdisciplinary courses during the intense workshop and the respective assignment.

10 ECTS 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 = 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 (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](http://www.eu-online-academy.org/Application_for_the_Master_in_EU_Studies.161.0.html)). 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 in order to be considered for admission.

- **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 will be issued until the completed documents are received by the EOA office in due course.

### 2.2 Admission requirements

#### 2.2.1. Admission requirements for the Master programme (second year)

Applicants for the Masters programme can be

- Applicants who fulfil all general academic criteria. During the first year participants have to collect 30 ECTS.
- Applicants to whom 30 ECTS were awarded by other institutions of Higher Education. The ECTS 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 time.
- Applicants who took part in the European Online Academy (annual programme) in former promotions and wish to complete their qualification with a Master's degree. Upon written request the Selection Committee will decide on their admission and can allow enrolment for additional courses in order to collect missing ECTS points.

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

## 2.3 Scholarships

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. Only on the basis of the declaration and the documents at hand will the organisers be able to examine the applicant's eligibility. 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

The Board of Examination and Study Affairs 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 Politics, European Law and Economics. The Committee can co-opt other experts to the Board's meetings.

The Board of Examination and Study Affairs 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 written form. The meetings and the minutes of the Board are not open to the public. The Board of Examination and Study Affairs is responsible vis-à-vis the Federal Council of CIFE.

The Board of Examination and Study Affairs constitutes the following academic requirements:

### FIRST ACADEMIC YEAR

#### I. Participation in courses

All participants have to pass [all three compulsory courses](#) from the first term which will provide the necessary introductory and multidisciplinary background relating to the development of the EU system.

The combination of compulsory and optional courses later on will give the participants the opportunity to study specific areas of interest in more depth. In order to meet the requirements for completion of the programme, each participant must pass at least [three courses](#) in each 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 will have the opportunity to take part in different types of [additional offers](#) 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 lectures 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 credit points.

## **II. 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.)

## **III. 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 in the first year is compulsory to complete the first year.

## **IV. 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 based on all courses taken.

## **SECOND ACADEMIC YEAR**

### **I. Participation in the courses of the core subjects**

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

Participants are requested to submit assignments<sup>1</sup> 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](#))

## II. 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 by the 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).

### Topics (of the working groups) to be prepared within the specialisation for the intense Workshop

#### 1.1 European Law: (Topic will be published in due time)

The participants (who have chosen this field of specialization) are asked to prepare position papers, argumentations in written etc. During the intensive workshop a simulation will take place (ECJ).

Participants of the other specialisations are asked to follow the simulation passively (spectators).

#### 1.2. Economics: (Topic will be published in due time)

The participants (who have chosen this field of specialization) are asked to prepare position papers, argumentations in written etc. During the intensive workshop a discussion on this topic will take place.

Participants of the other specialisations are asked to follow the discussion passively (spectators)

#### 1.3. Politics: (Topic will be published in due time)

The participants (who have chosen this field of specialization) are asked to prepare position papers, argumentations in written etc. During the intensive workshop a discussion on this topic will take place.

Participants of the other specialisations are asked to follow the discussion passively (spectators)

## III. Interdisciplinary courses, working groups, co- and triple-teaching studies

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 late autumn. Guidelines will be given in due time. These respective working papers are regarded as preparatory work for the Master Thesis.

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<sup>1</sup>The 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

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

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

**Co-teaching studies** (Topics will be published in due time)

1. **Law and Economics**
2. **Law and Politics**
3. **Economics and Politics**

**Triple-teaching studies**

**Final discussion of all three core subjects: EU-integration and global challenges**

## **IV. Participation in workshops**

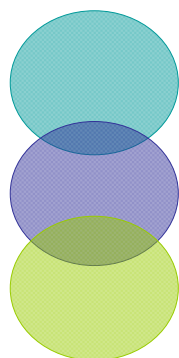
During the second year there will be [three compulsory attendance workshops](#). The objective is to deepen and to complete the learning process during the advanced period of the Master's programme. For this reason participation in the three workshops in year two is obligatory. Individual cases can be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

After a reading and preparation phase from July on, 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 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 offers

### **MODULARIZATION OF THE INTENSIVE WORKSHOP**



**Core subject 1: European Law (L)**

**Core subject 2: Politics in the European Union (P)**

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

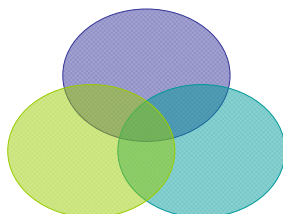
- **1st Module: Courses in the singular core subjects (Four hours for each course)**



- **2nd Module: Interdisciplinary courses in two of the core Subjects: L+P ; L+E ; E+L (Three hours for each course) / co-teaching studies**



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



### Summary

	1st day	2nd day	3rd day	4th day	5th day
<b>Morning Session</b>	L	P	E	<b>Question Time about the Master Thesis</b>	L + P + E
<b>Afternoon Session</b>	L + E	L + P	E + P	<b>Question Time about courses</b>	

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

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

### **5. Examination Rules**

The Board of Examination and Study Affairs constitutes the following examination rules:

5.1. Each term in the first academic year will conclude with a final written examination based on all courses taken in this previous term. A successful assignment completed on time is a precondition for sitting the exams.

Every chosen course (whether compulsory or optional) must be completed with an exam.

Only upon written request and in exceptional circumstances can the Board of Examiners and Study Affairs 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 exams will be fixed on one given date.

5.2. The written exams for the first year courses take place during the workshops and each 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.

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)

There is only one kind of exams not regarding the fact which core subjects participants have chosen for their specialization. Special exams in the chosen special core subjects are not foreseen. The Master Thesis is regarded as proof of acquired competence in this respect.

## **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 of the submission of the Master Thesis is April 30th 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 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 Examiners and study affairs will set a new deadline. More than two submissions are not allowed.

The Master thesis has to be published in the end of April at the e-learning platform to give every participant the chance to benefit from the papers and to be prepared for the final presentation. For the final presentation and discussion Master Thesis will be selected for presentation by the resp. expert. The performance of the discussion and presentation will be included into the result of the Master programme. The final results will be awarded in the end of August.

## **7. Master degree**

The Masters 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) and has to be presented during the last workshop.

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

## APPENDIX 1

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.

### Rules concerning the exams:

- (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;
  - 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 permissible 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 Experts will discuss the possibility of the participant taking the exam during the next exam-session.

### Rules concerning the 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 case 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 case of proven repeated forms of plagiarism beyond any doubt, the Board of Experts will evaluate the specific case and decide upon the measures to be applied. Its decisions will be then final.

## APPENDIX 2

(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 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	
European Law in action (II): Leading cases: Internal Market and Competition	3	
Economic challenges for the enlarged EU	3	
EU Simulation	3	
1 Optional Course 1st Year (second term)	3	
3 Optional Course 1st Year (third term)	3	
.....	3	
<b>Annual courses.....</b>		

The Master Thesis (10 ECTS Points) is entitled:

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

Berlin,  
Signature

### Entry into force

These regulations 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](http://www.eu-online-academy.org).