

Academic years 2016-2018

The Centre international de formation européenne (CIFE) organises the Executive Master in EU Studies. On the 24 September 2016 it issued the following regulations. The Centre international de formation européenne is responsible for instruction, studies and examinations for the whole duration of the above mentioned programme.

The following study regulations and examination regulations apply to the *Executive Master in EU Studies* programme.

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Appendix 1: Example of a Transcript of Records

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

1.1. Description, structure and goals of the study programme

The period of study lasts two years and two months.

The Master programme *Executive Master in EU Studies* is a training programme and an additional qualification for professionals, postgraduates and officials interested in, or already working in, the field of European integration. The aim of the programme is to provide participants with a scientific and practical background for diverse fields of professional activity. It allows participants to deepen and to supplement their knowledge of the EU integration process. The diploma *Executive Master in EU Studies* offers a mix of theoretical knowledge and practical skills.

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 the economic foundation of European integration.

During the second year three specialisation modules are offered (Political Science, Economics and EU Law). Participants deepen their knowledge in these subjects (advanced courses in Political Science, Economics and EU Law) and specialise in one of these modules (specialisation courses in Political Science, Economics and EU Law) – although the approach to these issues and tasks is interdisciplinary. Each course component is designed to comply with the interdisciplinary approach of the study programme and aims to prepare participants for the workshop in the second year.

Two additional modules are taught during both study years: the module Methodology of Research Work and the module Skills and Competences:

- The module Methodology of Research Work comprises a basic introductory course during the first year. In the second year there are methodological classes, special assignments and tasks related to the specialisation course and the preparation of the master thesis.

This module teaches:

- how to write an assignment
- how to write an essay
- how to write a master thesis
- technical aspects of scientific work
- how to improve the quality of your research

- In addition to academic knowledge, participants acquire and further develop professional skills and competences for their future professional endeavours in the module Skills and Competences.

These competences include:

- negotiating in an international context (simulations)
- drafting position papers, policy papers and summary reports
- planning, proposing and managing international projects (Project cycle management)
- identifying and trading off different interests
- thinking and arguing in transnational legal dimensions
- understanding political decision making procedures on European, national and regional levels
- acquiring expertise on working in international and European organisations
- understanding decision making procedures

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,

webinars, interdisciplinary online working groups, workshops and intercultural seminars, simulations, tests, written examinations, organised visits to EU and national institutions and offers the opportunity for dialogue with decision makers. The working language is English.

1.2. Curriculum at a glance

The first academic year and the second academic year are divided into three terms.

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

The second year is structured around three core modules, each consisting of an advanced course and specialisation course.

A further two modules are spread over the two study years: Module Skills and Competences (also including a course on Project Cycle Management & Logical Framework Approach) and a Module Methodology of Research Work.

The programme finishes with the editing, submission and defence of a master thesis. The programme is thus structured as follows:

EXECUTIVE MASTER IN EU STUDIES

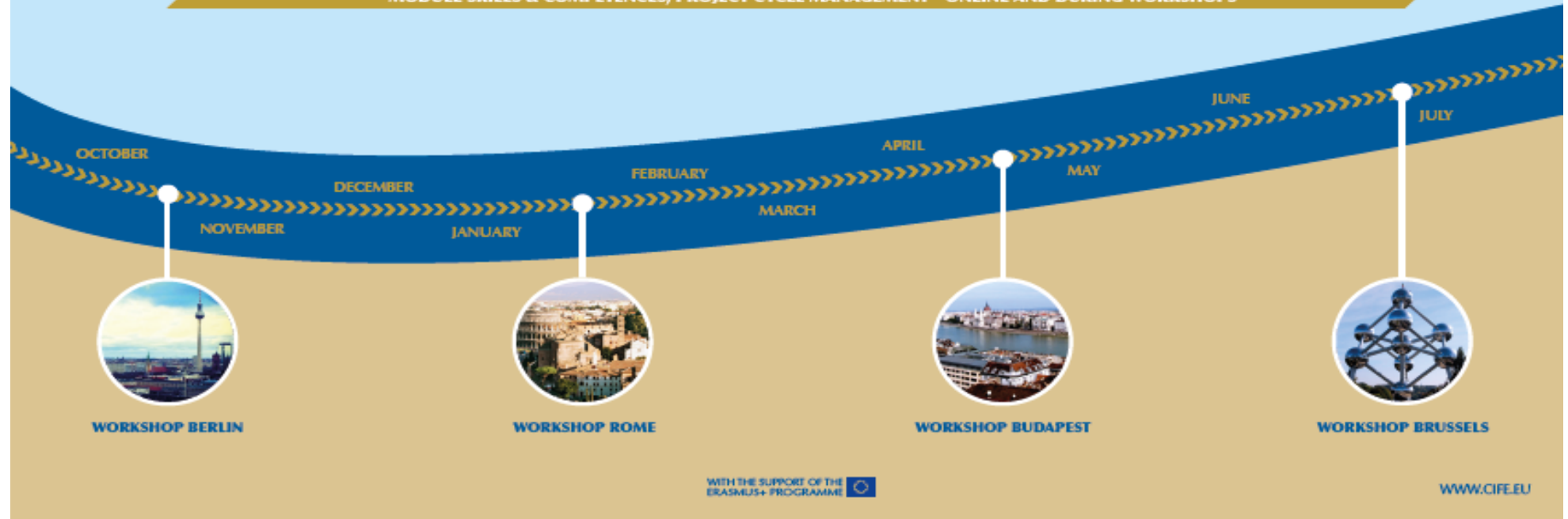
FIRST YEAR

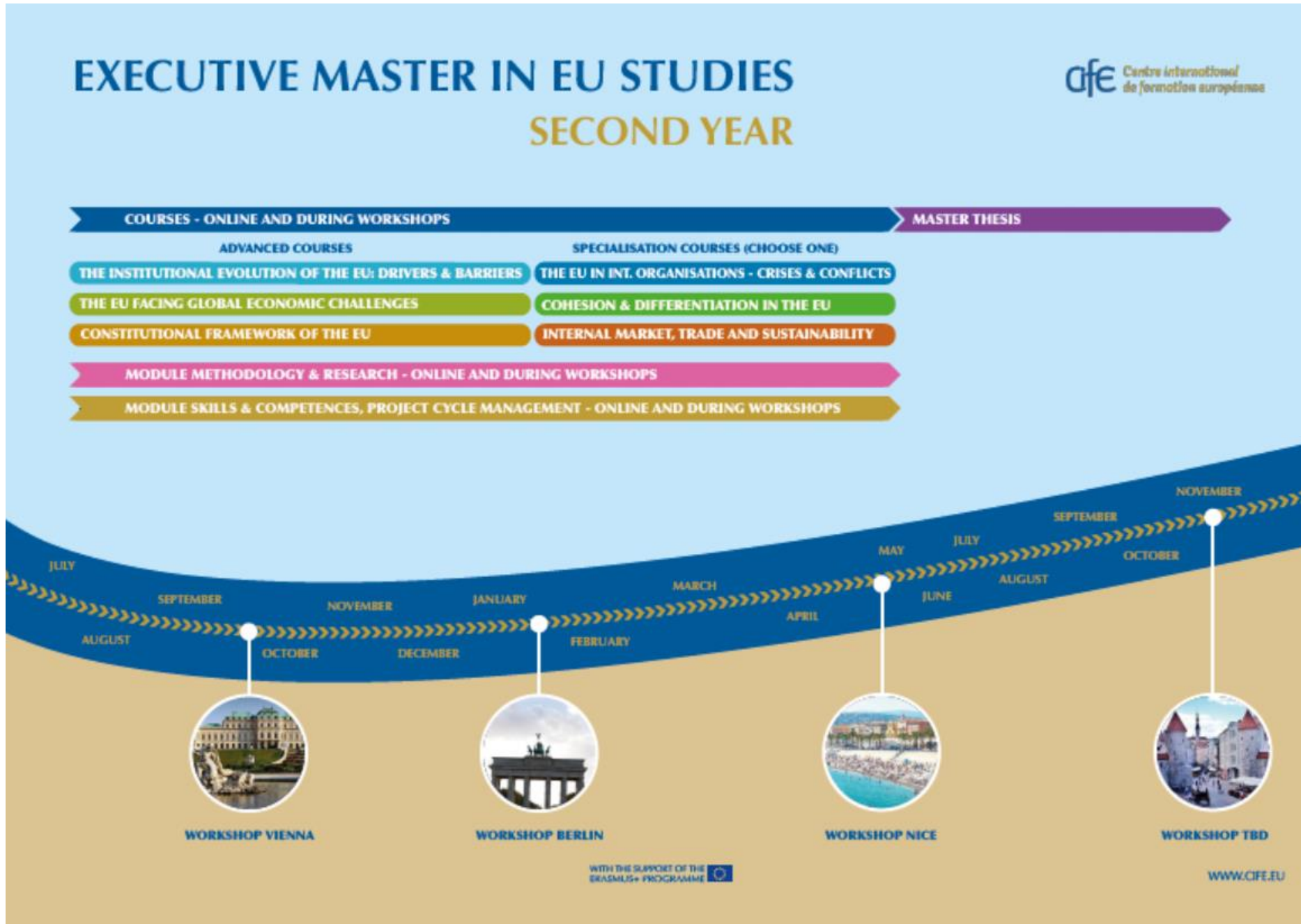
COURSES - ONLINE AND DURING WORKSHOPS

- INSTITUTIONAL ARCHITECTURE OF THE EU
- THE EU IN WORLD POLITICS
- INTEREST REPRESENTATION IN THE EU
- INTRODUCTION TO EUROPEAN LAW
- EU LAW - INTERNAL MARKET & COMPETITION
- SUSTAINABLE DEVELOPMENT IN THE EU
- HISTORY OF EUROPEAN INTEGRATION
- ECONOMIC DIMENSION OF EU INTEGRATION
- EU ENLARGEMENT - EXPERIENCES, PROCESSES, IMPACT
- TRANSITION & REGIONAL DEVELOPMENT
- JHA: REFUGEES & MIGRATION IN TIMES OF CRISIS
- EU COUNCIL SIMULATION

MODULE METHODOLOGY & RESEARCH - ONLINE AND DURING WORKSHOPS

MODULE SKILLS & COMPETENCES, PROJECT CYCLE MANAGEMENT - ONLINE AND DURING WORKSHOPS





1.3. Contents of the courses

See the ECTS Information Package published on the website.

1.4. Blended Learning Method

The study material is delivered in the form of online courses and is supplemented by course introductions and lectures during workshops (in-house classes). Online courses are delivered via an e-learning platform.

Each expert presents his/her course in-house. The course is then carried out online. The participants acquire the contents of the online courses through self-study. Communication between experts and participants occurs via the platform (fora). Course presentations, group work, discussions, simulations or excursions form an inherent part of the curriculum during the workshops.

1.5 The ECTS 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.

1.6. Workload and ECTS according to the Bologna process

Overview of the ECTS credits distribution over the two years and two months (see the ECTS Information Package published on CIFE website).

Activity/Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Compulsory courses	18									Courses of the 1st year																
Optional courses	9																									
Simulation	3																									
Module Methodology research	6									Modules over 2 years																
Module Skills & competences	6																									
Module 1 * European law 1 module (1 advanced course + 1 specialisation course)	5 +1**									Modules of the 2nd year																
Module 2 * Economics: 1 module (1 advanced course + 1 specialisation course)	5																									
Module 3 * Political Science 1 module (1 advanced course + 1 specialisation course)	5																									
Master thesis										20																
	90																									

*Specialisation module chosen by each participant

** 1 ECTS in the specialisation module

90 ECTS are awarded for the successful completion of the Master programme. This corresponds to a workload of 2250 hours in total, calculated on the basis that one ECTS credit is equivalent to an average of 25 working hours.

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 must achieve a pass grade in order to receive the credits for the course concerned.

Only after the successful completion of the first year programme (after being awarded at least 30 ECTS and after having participated in the first parts of the two-year-modules), is it possible to follow the second year programme and to achieve the Diploma *Executive Master in EU Studies*.

Second year

16 ECTS credits are awarded for the three advanced courses (5 ECTS per advanced course + 1 ECTS in addition for the course taken in the chosen field of specialisation), 12 ECTS for the specialisation course and 20 ECTS credits for the editing, submission, and defence of the master thesis.

Throughout the two study years

Participants are awarded 6 ECTS for the successful completion of the module Methodology of Research work. 6 ECTS are also awarded for the successful completion of the module Skills and Competences; the Project Cycle Management course which forms part of this module is graded.

1.7. The marking system

The performance of the participants is evaluated according to the following marking system.

Grade	Percentage	Definition
A	90 -100%	VERY GOOD – above the average with only minor errors
B	75-89 %	GOOD – generally sound work with a number of notable errors
C	60-74%	SATISFACTORY – fair but with significant shortcomings
D	50 -59%	SUFFICIENT –performance meets the minimum criteria
FAIL	0-49%	FAIL – considerable further work required

2. Admission requirements, application procedure and scholarships

CIFE is committed to the principles of equal opportunity and non-discrimination in all programmes.

2.1. General Admission requirements

Applicants are invited to apply for the *Executive Master in EU Studies* 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 CIFE office by the announced closing date published on the website:

- Curriculum Vitae
- Diploma(s) (original language + English translation)
- Transcript of records (original language + English 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 (award date no later than 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.

2.2. Admission requirements for the second year of the Master

Applicants for the second year of the Master programme can be

- Participants of the first year of the programme who fulfil all academic criteria: During the first year participants must have been awarded at least 30 ECTS and have participated in the first parts of the two, two-year-modules.
- External applicants to whom 30 ECTS and an equivalent for the first two parts of the two, two-year-modules were awarded by other institutions of Higher Education. The ECTS must be awarded for the completion of study programmes with a content and goals relevant to the *Executive Master in EU Studies*. Applicants will be required to submit the relevant documents from the institutions of Higher Education offering the above mentioned programmes.

The Board of Examinations and studies can decide on individual cases upon written request.

2.3. Tuition fees

There is a tuition fee of 4000 euro for each academic year.

The *Executive Master in EU Studies* lasts for two years and two months, i.e. the tuition fee is 8000 euro.

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

2.4. Scholarships – reduction of tuition fees

A limited number of scholarships are available to reduce the financial burden of the tuition fee.

Applicants who apply for a scholarship are asked to declare their eligibility on the official online application form and to prove their eligibility by sending a copy of their tax assessment notice or any other comparable document by email and by filling in the 'Declaration of Finances' form that will be provided by CIFE. These two documents have to be sent back to CIFE via email (cife-berlin@cife.eu) before the annual application deadline. The organisers will only be able to examine the applicant's eligibility on the basis of the documents available to them.

3. Selection procedure

The Selection Committee is composed of the Director General of CIFE, the holder of the Jean Monnet Chair *ad personam* of the Centre for Turkey and European Union Studies at the University of Cologne and the programme director. The Committee can co-opt other professors, especially the experts of the second year in their capacity as members of the Board of Examinations and Studies, to the meetings of the Selection Committee. The committee meets regularly to decide on admission and the allocation of scholarships.

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 decision regarding 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 *ad personam* of the Centre for Turkey and European Union Studies at the University of Cologne, the programme director and the three professors of the second year modules 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 enforcement of 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 in the first year, if not otherwise stated

4.2.1. Structure of the first study year

All participants must pass all three compulsory courses in the first term. 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.

These courses provide the necessary introductory and multidisciplinary background relating to the development of the EU.

In later terms, the combination of compulsory and optional courses provides the participants with 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 compulsory courses 'European Law II: Internal market', 'The Enlargement of the EU – Experiences, Processes and Impact' and 'The EU in World Politics'.

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 examination as part of the overall course result.

In case participants fail to complete courses (see 4.2.5.), 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 and will be graded.

4.2.3. Modules throughout the two study years

Participation in the module Methodology of Research Work and in the module Skills and Competences is compulsory.

4.2.3.1. Module Skills and competences

Although all course modules contribute to enriching the skills, competences and expertise of the participants (see the details given in the course descriptions in the ECTS brochure), the curriculum of the Executive Master in EU Studies contains a specific module designed exactly with the purpose of endowing the participants with a series of additional competences.

The first part consists of a series of lectures, exercises, discussions and presentations (mainly during the workshops) and focuses on the development of those skills and competences, which are needed on a daily basis in international working environments. Meetings with (inter)national experts and practitioners offer, on the one hand, the opportunity to discuss current issues affecting the EU and its member states in depth, and on the other hand provide a valuable insight into decision-making procedures, and opportunity for dialogue and networking possibilities. Participation in at least 80% of sessions and offers is mandatory.

The second part consists of a separate project-based course Project Cycle Management where participants are confronted with the typical issues of managing a project in an international context. This course takes place from the fourth workshop of the first year until the first workshop of the second year. Participation is graded.

4.2.3.2. Module Methodology of Research Work

This module empowers the participants to develop and improve their ability to become part of any given academic community and to write a Master thesis according to the required academic standards. The module is divided into a preliminary course (basics) in the first year and an advanced methodological course dedicated to the necessary elements and good practices for the preparation and completion of a research project - such as a master thesis - in the second year.

4.2.4. Participation in workshops

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 these reasons, participation in three out of the four workshops in the first year is compulsory. Participation in all four workshops is compulsory in the second year.

4.2.5. Written contributions by participants

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

Assignments (30%)

Throughout the academic year, the participants are asked by the experts to send in written assignments which are marked. These assignments are designed to check how studies are progressing and to serve as preparation for the examinations. Furthermore, they should promote self-discipline in the e-learning process. Participants must submit assignments on time and to the required standard as a prerequisite for sitting an examination. If the expert marks the result of the assignment as "FAIL" but agrees to mark it once more, then the participant may resubmit the assignment. The revised version must be submitted on time before final examinations.

Fora (20%)

An active and substantial contribution to forum discussions during the e-learning phases are incorporated into the final course grade. The forum activity is marked.

Exams (50%)

At the end of each term, the participants sit a written examination in each course they have 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

The following rules apply to all courses of the second year, if not otherwise stated.

4.3.1. Structure of the second study year

The second academic year is divided into three terms:

The first term lasts from July until January, the second term lasts from January until April, the third term from May until November.

Only the participants who have fulfilled the academic requirements (see 2.2.) and collected the necessary ECTS are able to continue into the second year.

The second year is organised around three modules: Political Science, Economics and European Law. At the beginning of the second year (July), one of the three modules must be chosen as a specialised area of study. The participants are requested to enrol in the methodology course for their respective chosen course and to meet all the requirements set by the relevant expert to prepare the master thesis (assignments, outlines, exposé) during the second academic year.

The decision about which module is chosen must be communicated to the programme administrators.

During the last workshop of the first academic year, an introduction to the advanced courses of the second year (see 4.3.2.) and to the Project Cycle Management & Logical Framework Approach Course takes place.

The first workshop of the second year offers lectures on the advanced courses, where experts focus the discussion on questions raised during the first phase of the course (July/August). Methodological classes take place for all three modules.

The second workshop of the second year (see 4.3.5.) focusses on issues of the advanced courses. Interdisciplinary teaching is programmed.

Examinations for the advanced courses are written during this workshop. Furthermore, methodological classes and discussions on the preparation of the master thesis take place. The specialisation courses for the following term are also presented in the second workshop.

During the third workshop of the second year, research colloquia take place.

Participants have to present and discuss the first results of their research for the master thesis subjects. The final examination for the chosen specialisation course takes place during the third workshop.

The last term (May to November) is dedicated to the editing, submission and defence of the master thesis.

The fourth and final workshop is scheduled for the end of November and is the official conclusion of the programme. During the closing workshop, the defence of the master thesis takes place. The minutes of the defences shall be drawn up by CIFE and archived with the Board of Examination and Studies. Upon request, participants may consult the minutes.

4.3.2. Advanced courses (July to January)

All participants have to take part in the three advanced courses

‘The Institutional Evolution of the EU: Drivers and Barriers’,

‘The EU facing Global Economic Challenges’

and ‘EU Citizenship – A Status (Rights, Freedoms and Solidarity)’

Participants study the three advanced courses online, take an active part in the forum discussions and sit all three examinations during the second workshop.

All three courses will be graded: the exams count for 40%, assignments for 40% and forum participation for 20% of the final course grade.

4.3.3. Written contributions for in the Advanced courses

Assignments (40%)

Throughout the term, the participants will be asked by the experts to send in written assignments which will be marked. Two assignments (in preparation for the first and the second workshops) are to be submitted, in different formats (policy paper, legal writ/opinion and others). These assignments are designed to check how studies are progressing and to serve as preparation for the workshops and the examinations. Participants must submit their assignments on time and to the required standard as a prerequisite for sitting an examination. If the expert marks the result of the assignment as “FAIL” but agrees to mark it once more, then the participant may submit a revised version of the assignment. This must be submitted on time before final examinations.

Moderated fora - July to January - (20%)

An active and substantial contribution to forum discussions during the e-learning phases will be incorporated into the final course result.

Participants have to answer 4 out of 6 questions in the forum if they have not chosen this module as a specialisation (gaining 5 ECTS in total). Those participants who have chosen the module as a specialisation must answer all 6 questions (gaining 6 ECTS in total). Forum activity will be graded.

Examinations (40%)

At the end of the term, during the second workshop, participants sit a written examination in all three advanced courses. The precondition for sitting the exams is the submission of all assignments and the answering of forum questions.

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.

Retake examinations for advanced courses take place during the third workshop. In cases where participants fail a second time, they can address the Board of Examinations and Studies and apply for a second retake exam which has to take place and be passed during summer. Should participants fail to pass the second retake exams and thus fail to complete any advanced courses, 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.

4.3.4. Specialisation courses (January to April/May)

At the beginning of the second year (July) one of the three modules must be chosen as a specialised area of study. Consequently, participants have to meet certain requirements within the advanced courses (July to January, see point 4.3.2) and afterwards take part in one of the specialisation courses (January to April/May):

European Law: ‘Internal Market, Trade and Sustainability’

Economics: ‘Cohesion and Differentiation in the EU’

Political Science: ‘The EU in International Organisations – Crises and Conflicts’

4.3.5. Written contributions for the Specialisation courses

Assignments / Research papers (40%)

Participants have to prepare one research paper for the selected specialisation course (6-10 pages). This paper should present the planned research project (master thesis), including a description of the theories and methods used. These preparatory working papers are discussed during the research colloquia (third workshop).

Interim papers have to be submitted to the supervisors at agreed times. The final version of the research paper has to be submitted by mid-April at the latest.

In addition to their research paper, participants have to complete two other tasks for the chosen specialisation course. The format of the tasks may vary, (e.g. comments on peer research papers, presentations of peer research papers, summaries). The submission deadlines and other details are determined by the experts of the specialisation course.

The research paper and its presentation as well as all written assignments are graded.

Moderated fora (January to April) (20%)

Participation in the forum discussion will be graded.

Written examination (40%)

During the third workshop, the participants sit the written examination for their chosen specialisation course. The precondition for sitting the exam is the submission of the research paper and the assignments.

A pass grade in the written examination is a precondition for obtaining the respective 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.

4.3.6. Participation in workshops in the second year

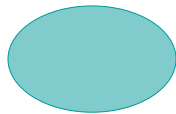
During the second year there are four compulsory workshops.

The objective is to deepen and to complete the learning process during the advanced period of the master programme. For this reason, participation in the four workshops in the second year is compulsory. Individual cases can be decided by the Board of Examinations and Studies upon written request (see above).

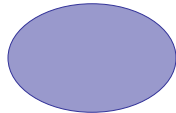
4.3-7. Interdisciplinary teaching

During the workshops in the second year, there is an interdisciplinary teaching approach between experts of the three modules. Participants contribute to the preparation of these interdisciplinary teaching sessions with their assignments - worked out during the second year/ see point 4.2.3. and 4.3.3. More details and the proposed topics will be explained in due course for each session on the e-learning platform.

Different forms of interdisciplinary teachings are applied:



Module European Law (L)

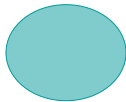


Module Political Science (P)

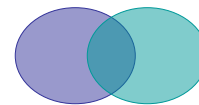
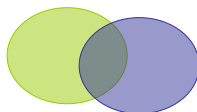
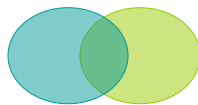


Module Economics (E)

Single teaching:

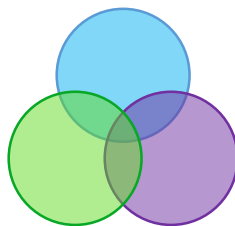


Co-teaching with experts of two modules:



Triple teaching with experts of all three modules:

Triple teaching with experts of all three modules:



4.3.8. Writing of the master thesis (May to October)

The advanced courses (and especially the chosen specialisation course), the methodological classes of the module Methodology of Research Work and the workshops in the second year, all serve to prepare the participants for the process of finding a topic and writing the master thesis.

The writing of the master thesis takes place between the end of April/beginning of May and the end of October. Group and individual consultations with experts of the three modules will be scheduled. Interim papers have to be submitted to the supervisors at agreed times. The final deadline for the submission of the master thesis is the end of October in the second academic year.

The defence of the master thesis will take place at the end of November and will thereby mark the end of the programme.

5. Master thesis

5.1. Submission and Defence

The topic for the master thesis has to be agreed with the expert of the chosen module. The deadline for the final setting of the topic is the second workshop (January). The master thesis has to be worked on during the period of specialisation courses and has to be presented as a research paper during the research colloquium which takes place during the third workshop (April/May). The final deadline for the submission of the master thesis is the end of October in the second academic year.

Participants are expected to submit the master thesis by the deadline, in adherence with all formal requirements for a piece of scientific research. The volume should be 40-50 pages (corresponding to 18.000 – 22.500 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. The defence of the master thesis is compulsory.

In cases where the master thesis or the oral defence of the master thesis does not meet the required standard (e.g. if the expert marks the result of the submitted thesis or the oral defence as “FAIL”), the Board of Examinations and Studies will decide on each case.

Before the final workshop, participants receive their corrected thesis with a grade. The experts' comments offer some final advice for the defence during the last workshop.

During the last workshop, participants have the opportunity to improve their grade with their defence. The oral defence is graded and included in the overall grade of the master thesis.

The participants then have the opportunity to submit a revised edition of the master thesis by the end of January (after a two month period of revision).

In general it is possible to improve the first grade by one grade with a second submission of the master thesis. In exceptional cases improvement by more than one ECTS grade is possible. This can be decided by the Board of Examinations and Studies on the basis of a proposal by the respective expert.

5.2 Appeal Procedure

- (i) A participant shall submit his/her appeal against the final grade for the master thesis in writing within four weeks following receipt of the final grade for the master thesis.
- (ii) To this end the participant shall submit the reason for the appeal to the Board of Examination and Studies.
- (iii) The Board of Examination and Studies shall send the appeal immediately to the expert mentioned in point 6.1. paragraph 3.
- (iv) The expert shall examine the reasons for the appeal and shall send a statement to the Board of Examination and Studies, normally within four weeks.
- (v) The Board of Examination and Studies can decide to assign a third expert to evaluate the appeal and to mark the thesis (new grade) normally within a further four weeks. In this case, the participant will receive an intermediate notice of the decision.
- (vi) The Board of Examination and Studies will decide on the outcome of the appeal on the basis of the following:
 - The appeal by the participant;
 - The marks given by the expert and by the second proof-reader;
 - The minutes of the defence during the final workshop;
 - The expert's statement on the appeal;
 - The new grade, if any, given by the third expert.
- (vii) The Board of Examination and Studies can
 - Dismiss the appeal,
 - Award a new final result on the basis of the statement by the expert, or
 - Award a new final result on the basis of the statement by the other expert.

If a new final result is awarded, point 6.1. will apply *mutatis mutandis*. The final result shall not be altered to the detriment of the participant.

- (viii) The Board of Examination and Studies will notify the participant of the decision on the appeal normally within eight weeks after receipt of the appeal. In the event of a third expert evaluating the appeal, the participant will normally be notified within 12 weeks. The decision will be communicated to the participant in writing.

6. Assessment

The Board of Examinations and Studies stipulates the following regulations:

6.1. Examinations in the first study year

6.1.1. 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 examination, except for the simulation.

The on-time submission of the assignment is a precondition for sitting each examination.

One re-take possibility is offered in case of failure. The re-take examination will take place during the following workshop. The re-take examinations for the last term of the first year will be fixed on one given date.

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

6.1.2. Each written examination for the first year courses takes place during the workshops and lasts 30 minutes.

6.2. Examinations in the second study year

6.2.1. In the second academic year, the written examinations for the three advanced courses take place during the second workshop in January and the written examinations for the specialisation course take place during the third workshop.

Participants will have 60 minutes to complete each examination.

6.2.2. To be admitted to the exams in the three advanced courses it is necessary to fulfil all requirements described in point 4.3.3., specifically:

- The submission of the assignments
- The answering of all questions in the forum and
- The active participation in the different forum discussions

6.2.3. To be admitted to the exam in the specialisation course it is necessary to fulfil all requirements described in point 4.3.5., specifically:

- The passing of all three exams of the advanced courses
- The submission of the assignments and the research paper
- The successful presentation and defence of the research paper
- The active participation in the different forum discussions

One re-take possibility is offered in case of failure. This retake exam will take place on a given date.

6.3. Rules for examinations:

These rules apply to all examinations for the whole study programme.

(i) An exam will be marked as 'FAIL' 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 staff not to evaluate it.

(ii) A hard copy of the so-called "Treaty on European Union" and "Treaty on the Functioning of the European Union" can be used during the exams for the following courses only: *European Law I - Basics of European (constitutional) Law*, *European Law II: Internal Market*,

(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 the causes of the absence is required. The document must be submitted within 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.

6.4. Rules for assignments, working papers, master thesis:

These rules apply to all assignments, working papers and the master thesis for the whole study programme.

- (i) For every participant, the assignment/paper/master thesis has to be his/her own work.
- (ii) Papers, assignments and the thesis have to be submitted on time i.e. according to the scheduled deadline for each course. Any delay in the submission of the paper will influence the final grade awarded by the expert and can be punished and imply/may lead to downgrading.
- (iii) Papers, assignments and the thesis need to be submitted *fully* edited, with references, bibliography and footnotes, according to academic standards.
- (iv) Any reference to primary or secondary sources needs to be *wholly* referred to in the proper way, according to academic standards.
- (v) Any form of plagiarism is *completely* forbidden.
- (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 cases of plagiarism are proved beyond doubt, the Board of Examinations and Studies will evaluate the specific case and decide upon the measures to be taken. 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.

6.5. Rules for forum contributions

These rules apply to all forum contributions for the whole study programme.

- (i) For every participant, the contribution, comments or any other similar forum activity has to be his/her own work
- (ii) Contributions in all forums must adhere to the general standards of respect and politeness and avoid prejudicial remarks;
- (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.

7. Board of Examinations and Studies

The Board of Examinations and Studies is responsible for the study regulations and examination rules of the study programme.

The Board of Examinations and Studies can be addressed in written form in all individual cases concerning study matters.

8. Master diploma

The diploma 'Executive Master in EU Studies' (90 ECTS) is awarded to participants who:

- Have passed all courses successfully
- Have submitted, presented and successfully defended the master thesis (and if necessary the revised version in due course) and have received a pass grade for the master thesis from two experts (see point 5).

The overall final grade is recorded on the diploma. This grade is calculated by multiplying the grades obtained with the corresponding ECTS credits and dividing by the total number of ECTS.

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

The programme awards a Diploma Executive Master in EU Studies for an overall value of 90 ECTS. Participants who successfully complete the two-year programme receive two qualifications:

- The Executive Master in EU Studies. This is the diploma of CIFE, certifying the successful completion of the academic curriculum granting 90 ECTS credits at Master level
- The degree qualification 'Chargé de mission en organisations européennes et internationales' (Policy Officer in European and international organisations). This qualification is recognised by the French state as a degree at master level (level 7 of the European Qualifications Framework EQF).

Enforcement of rules and regulations

These regulations, as well as the appendices, are valid for all participants who take up their studies in the Executive Master in EU Studies after these have come into force.

The present regulations come into force on the day after their publication on the website www.eu-online-academy.org.

EXECUTIVE MASTER IN EU STUDIES

Transcript of Records

List of grades and ECTS credit points awarded to **Mr/Ms «Name» born on _____ in city, country** for the successful completion of the following courses

<i>Course Title and Tutor (first year)</i>	<i>%</i>	<i>Grade</i>	<i>ECTS</i>
The institutional architecture of the EU: evolution and reforms by Prof. Wolfgang Wessels, Centre for Turkish and European Studies, University of Cologne			3
Introduction to European Law by Prof. Ingolf Pernice, Humboldt-University Berlin and Mr Edgar Lenski, EU Law Unit of the Federal Chancellery and Research fellow Humboldt-University Berlin			3
History of European Integration by Prof. Hartmut Marhold, CIFE, Nice			3
European Law II – Internal market by Prof. Ingolf Pernice, Humboldt-University Berlin and Mr Edgar Lenski, EU Law Unit of the Federal Chancellery and Research fellow Humboldt-University Berlin			3
The EU in World Politics by Dr. Robert Kissack, Institut Barcelona d'Estudis Internacionals (IBEI)			3
Economic dimension of EU integration: internal market and the EMU by Prof. Jacques Le Cacheux, OFCE, Université de Pau and Sciences Po Paris and Dr. Mazhar Mughal, Université de Pau Paris			3
Transition and Regional Development: Lessons drawn from Central and Eastern Europe and South East Asia by Prof. François Bafail and Ms Rachel Guyet, CERI Sciences Po Paris			3
Interest Representation in the EU by Prof. Justin Greenwood, Aberdeen Business School			3
Sustainable Development in the EU by Gyöngyvér Gyene, Prime Minister's Office, Budapest			3
The Enlargement of the EU – experiences, processes and impact by Prof András Inotai, Institute for World Economics, Hungarian Academy of Science, Budapest and Dr Tamás Szigetvari, Pázmány Péter Catholic University			3
Justice and Home affairs by Prof. Gruszczak, EU Centre for European Studies, Jagiellonian University, Warsaw			3
EU summit simulation			3

A	90% - 100%	VERY GOOD	very good performance with minor errors
B	75% - 89%	GOOD	above the average but with some errors
C	60% - 74%	SATISFACTORY	fair but with some shortcomings
D	50% - 59%	SUFFICIENT	meets the minimum criteria but has significant shortcomings
FAIL	0% - 49%	FAIL	considerable further work required

List of grades and ECTS credit points awarded to **Mr/Ms «Name» born on date in city, country**, for the successful completion of the following courses

Course Title and Tutor (Second year)	%	Grade
Advanced courses		
Constitutional Framework of the EU, European Citizenship and EU Fundamental Rights by Prof Ingolf Pernice and Dr Mattias Wendel, Humboldt University Berlin, Mr Ralf Kanitz, Federal Ministry of Economic Affairs and Energy and Research Fellow Humboldt University Berlin, Mr Edgar Lenski, Federal Chancellery, Berlin		
Internal Market, Trade and Sustainability (Aspects of internal market law from an international perspective (WTO, TTIP, ISDS) solidarity by Prof Ingolf Pernice, Humboldt University Berlin, Mr Ralf Kanitz, Federal Ministry of Economics and Technology and Research fellow Humboldt University Berlin		
The European Union facing global economic challenges by Prof András Inotai and Dr Tamás Szigetvari, Institute for World Economics, Hungarian Academy of Science, Budapest		
Specialisation module		
Cohesion and differentiation - internal cohesion of the EU by Prof András Inotai and Dr Tamás Szigetvari, Institute for World Economics, Hungarian Academy of Science, Budapest		
Explaining the institutional evolution of the EU – drivers and barriers by Prof Wolfgang Wessels, Centre for Turkish and European Studies, University of Cologne		
The EU as global actor: its role in international organisations and negotiations dealing with international crises and neighbourhood conflicts by Prof Wolfgang Wessels, Centre for Turkish and European Studies, University of Cologne		
Module Skills and Competences		
Part I: 80% participation according to study and workshop programme Part II: Project Cycle Management and Logical Framework Approach by Mr Emre Gür, CIFE Istanbul & BAREM Consultancy&Training		
Module Methodology and Research Part I: Introduction Part II: within chosen module of specialisation xxx	-	-
Master thesis:		
Master thesis title: ‘*’		
Supervisor: Prof. Dr. *		
Specialisation in: XX		
Total grade		90

Berlin, date

Dr Helgard Fröhlich
Programme Director, Centre international de formation européenne