

### **Academic years 2018-2020**

The Centre international de formation européenne (CIFE) organises the Executive Master in EU Studies. On the 22 October 2018 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.

#### **Contents**

1. Curriculum
  - 1.1. Description, structure and goals of the study programme
  - 1.2. Curriculum at a glance
  - 1.3. Contents of the courses
  - 1.4. Blended Learning Method
  - 1.5. The ECTS marking system – Bologna process
  - 1.6. Workload and ECTS according to the Bologna process
  - 1.7. The marking system
  
2. Admission requirements, application procedure and scholarships
  - 2.1. General admission requirements
  - 2.2. Admission requirements for the second year of the master
  - 2.3. Tuition fees
  - 2.4. Scholarships – reduction of tuition fees
  
3. Selection procedure
  
4. Academic requirements
  - 4.1. Board of Examinations and Studies
  - 4.2. First academic year
  - 4.3. Second academic year
  
5. Master thesis - Submission and defence
  
6. Final Paper - Submission and defence
  
7. Appeal procedure for master thesis and final paper
  
8. Assessment
  - 8.1. Examinations in the first study year
  - 8.2. Examinations in the second study year
  - 8.3. Rules for examinations
  - 8.4. Rules for assignments
  - 8.5. Rules for forum contributions
  
9. Board of Examinations and Studies
  
10. Diploma

Entry into force

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.

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 specialisations are offered (Political Science, Economics and EU Law): First, participants deepen their knowledge in all these three subjects. Advanced courses in Political Science, Economics and EU Law are taught. Afterwards further specialisation is offered either within a research track, leading to a Master's thesis or a professional track, intensifying skills and competences for the labour market leading to a final paper.

Although these different specialisation paths and tracks supports the individual specialisation of the participants in one of the subjects (Political Science, Economics and EU Law), the approach to all these issues is interdisciplinary.

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

These competences include e.g.:

- negotiating in an international context (simulations)
- drafting position papers, policy papers, legal memos, legal writs, summary reports
- 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 organizations
- understanding decision making procedures, planning, proposing and managing international projects (Project cycle management)

A special course in planning, proposing and managing international projects *Project cycle management* is part of the module *Skills and competences*.

A basic course on *Fundamentals of Scientific Work* provides, repeats and exercises fundamental competences in scientific working methods like:

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

These skills and competences are essential for all first year courses and are deepened in the methodological classes of the second year.

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, 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**

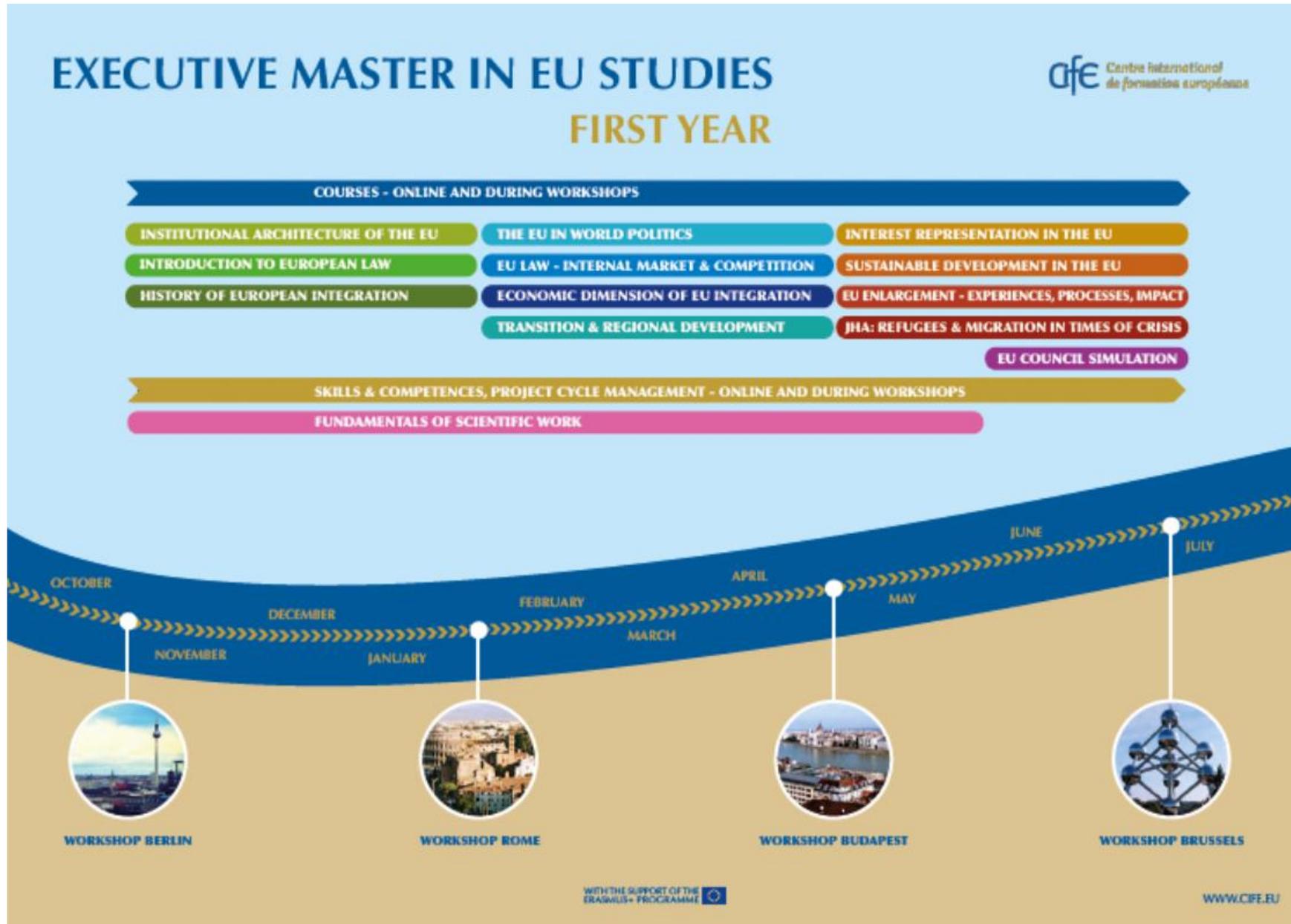
The first academic year and the second academic year are divided into three terms.

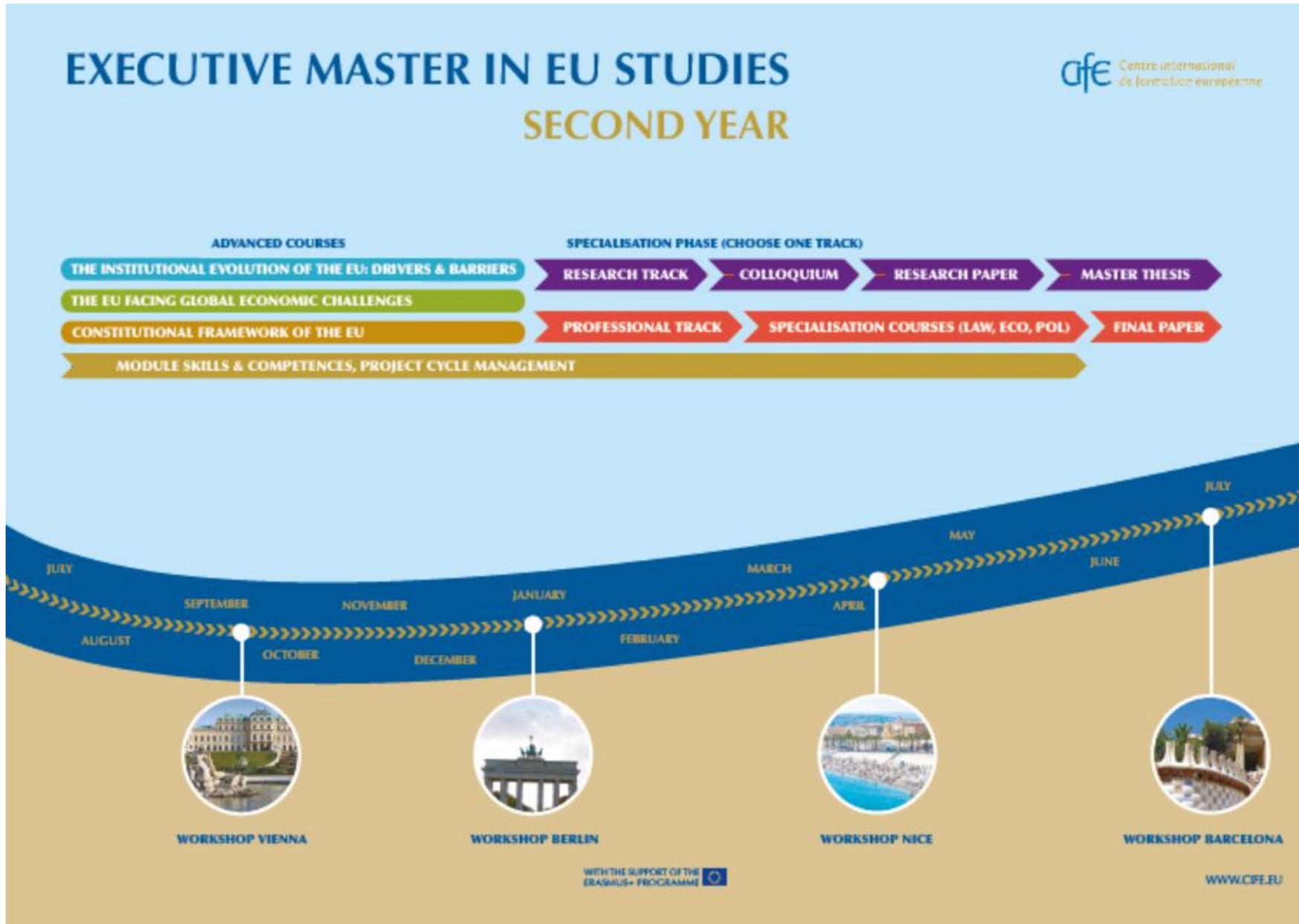
The first year is composed of a total of 11 courses (either obligatory or optional), a simulation and a basic course *Fundamentals of Scientific Work*.

The second year is structured around three modules (Political Science, Economics, European Law) each consisting of an Advanced course and a Specialisation phase either on a research track or a professional track.

A further module is spread over the two study years: the module *Skills and Competences*, including a course *Project Cycle Management & Logical Framework Approach*.

The programme finishes with the editing, submission and defence either of a master thesis (research track) or a final paper (professional track). The programme is thus structured as follows:





### 1.3. Course content

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 duration of the programme (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	ECTS			
<b>First year</b>																									
Compulsory courses	18																						18		
Optional courses				9																	9				
Simulation								3																	3
Skills & competences (PCM)													3												3
<b>Second year</b>																									
Advanced course European Law											5														5
Advanced course Economics											5														5
Advanced course Pol. Science											5														5
Specialisation Phase: Research or Professional Track																12									12
																								60	

60 ECTS are awarded for the successful completion of the Master programme. This corresponds to a workload of 1500 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.

It is possible to follow the second year programme and to achieve the Diploma *Executive Master in EU Studies* after the successful completion of the first year programme (at least 30 ECTS),

Second year

15 ECTS credits are awarded for the three advanced courses (5 ECTS per advanced course), 12 ECTS for the specialisation phase either on the research track or the professional track.

Throughout the two study years

Participants are awarded 3 ECTS for the successful completion of the module *Skills and Competences (Project Cycle Management and Logical Framework Approach.)*

**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 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.

- External applicants to whom 30 ECTS and an equivalent for the first part of the two-year-module Skills and Competences were awarded by other institutions of Higher Education and who can demonstrate their basic knowledge in the Fundamentals of scientific research. The ECTS must have been awarded for the completion of study programmes with contents 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 concerned.

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

### **2.3. Tuition fees**

There is a tuition fee of 4900 euro for each academic year.

The *Executive Master in EU Studies* lasts for two academic years, i.e. the tuition fee is in total 9800 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](mailto: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 (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 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 9) 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 to 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. Throughout the two study years

Participation in the module *Skills and Competences* and in the course *Fundamentals of scientific research* 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.

One 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.

The other 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 compulsory and graded.

#### 4.2.3.2 Basic course Fundamentals of scientific Work (first year)

The basic course *Fundamentals of Scientific Work* offers an introduction and/or refresher of fundamental skills and competences e.g. how to write an assignment, how to quote and cite properly or how to search for literature. Participants have to pass a multiple-choice test and to submit two exercises. The performance of the participants will not be graded, due to the preparatory or nature of this basic course.

#### **4.2.4. Participation in workshops**

The core curriculum will be provided online, but also through face-to-face components. 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%)

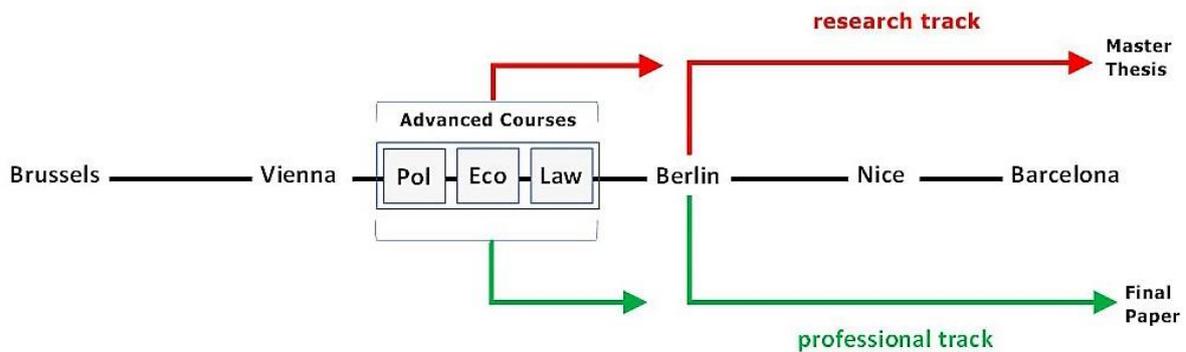
At the end of each term, the participants sit a written examination in each course they have taken.

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 beginning of April, the third term from beginning of April until beginning of July.

Only the participants who have fulfilled the academic requirements (see 2.2.) and earned 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. During the last workshop of the first year the courses of the second year are introduced. 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 either the master thesis (outlines, exposé, research paper) or the final paper (participation in one specialisation course, fora participation, assignment, exam, final paper).

The decision about which track is chosen for the specialisation phase 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 course *Project Cycle Management & Logical Framework Approach* 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 Advanced courses.

The second workshop of the second year (see 4.3.5.) focusses on issues of the Advanced courses. Joint interdisciplinary teachings complement the workshop programme.

Examinations for the Advanced courses are written during this workshop. Furthermore, methodological classes and discussions on the preparation either of a master thesis (research track) or a final paper (professional track) take place. The specialisation courses (as part of the professional track) for the following term are also presented during the second workshop.

During the third workshop of the second year, a research colloquium takes place for those on the research track. Participants have to present and discuss the first results of their research for their master thesis.

Participants on the professional track complete the final examination for the chosen specialisation course during the third workshop as well as the presentation and discussion of the assignment written which constitutes a part of the final paper.

The final term (beginning April until the beginning of July) is dedicated to the final editing, submission and defence of either the master thesis or the final paper.

The fourth and final workshop is scheduled for the beginning of July and is the official conclusion of the programme. During the closing workshop, the defence of the master theses and the final papers 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 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 in the Advanced courses**

##### **Assignments (40%)**

Throughout the term, the participants will be required to submit written assignments to the course experts, 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/legal memo 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 must answer 4 out of 6 questions in the forum if they have not chosen this module as a specialisation. Those participants who have chosen the module as a specialisation must answer all 6 questions. Forum activity will be graded. The answers have to be uploaded in due time, meaning in the respective month the question was posed by the expert and before the monthly webinar. Non submission or late submission of each single question will be graded with 0 %.

### **Examinations (40%)**

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

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 the fourth workshop. 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 phase and specialisation within the two track system (January to July)**

At the beginning of the second year (July) one of the three modules (Political Sciences, Economics, European Law) 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 the specialisation phase in their chosen field of specialisation either on the professional or research track.

On the professional track participants have to choose one of the offered specialisation courses:

European Law: ‘Internal Market, Trade and Sustainability’

Economics: ‘Cohesion and Differentiation in the EU’

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

On the research track participants have to write their Master thesis in the chosen subject (Political Science, Economics, European Law).

**4.3-5. Academic requirements for the specialisation phase (professional or research track)**

EXECUTIVE MASTER IN EU STUDIES 2ND YEAR REQUIREMENTS



**Professional track:**

**Assignment (15%)**

Participants on the professional track have to submit an assignment for the chosen specialisation course. These assignments are to be presented and discussed during the third workshop. They are preparatory working papers for the final papers.

**Presentation (10%), discussion and comment (5%) of the assignment**

The assignment has to be presented during the third workshop. A discussion with experts and peers takes place. Participants are requested to comment on the assignment of a peer.

**Moderated fora (January to April) (15%)**

Participation in the forum discussion will be graded. Three short forum questions have to be answered.

**Written examination (15%)**

During the third workshop, the participants sit the written examination for their chosen specialisation course. The prerequisite for sitting the exam is the submission of the assignment.

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.

### **Final paper (40%)**

The topic for the final paper has to be agreed on with the expert of the chosen specialisation. The assignment has to be written within the scope of the specialisation courses and is a preparatory work for the final paper. The final setting of the topic will be agreed on with the supervisor during the second workshop (January).

For details, see point 6.1.

### **Research track**

#### **Research Paper (15%)**

Participants on the research track participants have to prepare one research paper for the selected specialisation (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 (outlines) have to be submitted to the supervisors at agreed times. The final version of the research paper has to be submitted before the third workshop at the latest.

#### **Presentation (10%), discussion and comment (5%) of the assignment**

The research paper has to be presented during the third workshop. A discussion with experts and peers takes place. Participants are requested to comment on the research paper of a peer.

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

The research paper and its presentation are graded.

#### **Master thesis (70%)**

The topic for the master thesis has to be agreed with the expert of the chosen specialisation. The deadline for the final setting of the topic is the second workshop (January). The master thesis has to be presented as a research paper during the research colloquium which takes place during the third workshop (beginning of April). The final deadline for the submission of the master thesis is the end of May in the second academic year. For details, see point 5.

#### **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 or with questions to be raised and submitted before the interdisciplinary teaching.

#### **4.3.8. Writing of the master thesis and the final paper (beginning April until the end of May)**

##### **The research track**

In the second year, the advanced courses, the methodological classes and the workshops all serve to prepare the participants for the process of finding a topic, writing and defending a research paper and writing finally the master thesis.

The final writing of the master thesis takes place between the beginning of April and the end of May. Group and individual consultations with experts of the three subjects will be scheduled. Interim papers (outlines, table of content etc.) have to be submitted to the supervisors at agreed times. The final deadline for the submission of the master thesis is the end of May in the second academic year.

The defence of the master thesis will take place in the beginning of July marks the end of the programme.

##### **The professional track**

The advanced and specialisation courses, the methodological classes and the workshops in the second year, all serve to prepare the participants for the process of writing the final paper.

The writing of the final paper takes place between the beginning of April and the end of May. Group and individual consultations with experts of the three subjects will be scheduled. The preparatory papers (the assignment written within the specialisation course, table of content etc.) have to be submitted to the supervisors at agreed times. The final deadline for the submission of the final paper is the end of May in the second academic year.

The defence of the final paper will take place in the beginning of July and marks the end of the programme.

## **5. Master thesis**

### **Submission and Defence**

The topic for the master thesis has to be agreed with the expert of the chosen specialisation. The deadline for the final setting of the topic is the second workshop (January). The master thesis has to be presented as a research paper during the research colloquium which takes place during the third workshop (beginning of April). The final deadline for the submission of the master thesis is the end of May 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 50-60 pages (corresponding to 22,500 – 27,000 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. 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 August (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.

## 6. Final Paper

### **Submission and Defence**

The topic for the final paper has to be agreed on with the expert of the chosen specialisation. The assignment has to be written within the scope of the specialisation courses and is a preparatory work for the final paper. The final setting of the topic will be agreed on with the supervisors in the second workshop (January). The final paper has to be presented during the third workshop (beginning of April). The final deadline for the submission of the final paper is the end of May in the second academic year.

Participants are expected to submit the final paper by the deadline, in adherence with all formal requirements for a piece of scientific research. The volume should be 25-30 pages (corresponding to 11, 250 – 13, 500 words) including footnotes and references.

The final paper will be marked by the expert and a second proof-reader to be proposed by the expert. The defence of the final paper is compulsory.

In cases where the final paper or the oral defence of the final paper 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 final paper 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 final paper.

The participants then have the opportunity to submit a revised edition of the final paper by the end of August (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 final paper. 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.

## 7. Appeal procedure for master thesis / final paper

- (i) A participant shall submit his/her appeal against the final grade for the master thesis/final paper in writing within four weeks following receipt of the final grade for the master thesis/final paper.
  - (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 points 5 or 6 (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 master thesis/final paper (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 5 and 6 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.

## 8. Assessment

*The Board of Examinations and Studies stipulates the following regulations:*

### **8.1. Examinations in the first study year**

8.1.1. 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 prerequisite 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.

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

## **8.2. Examinations in the second study year**

8.2.1. 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 (professional track) take place during the third workshop. Participants will have 60 minutes to complete each examination.

8.2.2. 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 active participation in the different forum discussions

8.2.3. To be admitted to the exam in the specialisation course (professional track) 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 an assignment
- 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.

## **8.3. 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.

#### **8.4. Rules for assignments, working papers, master thesis/final paper**

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

- (i) For every participant, the assignment/paper/master thesis/final paper has to be his/her own work.
- (ii) Papers, assignments and the master thesis/final paper 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 penalised and imply/may lead to downgrading.
- (iii) Papers, assignments and the master thesis/final paper 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* cited, 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/final paper, 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.
- (ix) In cases where the participant is unable to submit an assignment, forum contribution or other working paper on grounds of illness, sickness, etc. a written certificate attesting the causes of the excuse is required. The document must be submitted to the general CIFE office. If the documents submitted provide an indisputable reason for the excuse the Board of Examinations and Studies can set new deadlines.

#### **8.5. 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.

Any form of plagiarism is *completely* forbidden.

## 9. 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.

The Board of Examinations and Studies decides on all questions of general conformity with the study regulations and with regard to the fulfilment of academic requirements.

In cases of a violation of the study regulations and the non-fulfilment of academic requirements (published in the study regulations), the respective participant will be asked for a statement by the CIFE

administration. His or her statement will be forwarded to the Board of Examinations and Studies, which will then evaluate the specific case and decides upon the appropriate measures to be taken.

In cases of a serious violation of the study regulations and repeated non-fulfilment of academic requirements, the respective participant will be asked for statement by the CIFE administration. His or her statement will be forwarded to the Board of Examinations and Studies. The Board of Examinations and Studies may decide that the participant is excluded from the programme. The participant will be informed in writing by this decision. The participant may appeal this decision. The appeal has to be submitted to the CIFE administration in writing within four weeks following the receipt of the decision. In general, the Board of Examination and Studies will notify the participant of its decision on the appeal within four weeks after receipt of the appeal. The decision will be communicated to the participant in writing.

A participant that has been excluded from the programme due to a serious violation of the study regulation and repeated non-fulfilment of academic requirements may reapply in a subsequent year. Courses already completed can be recognised.

The decision taken by the Board is final but does not prevent a participant from reapplying to the programme in future.

## 10. Diploma

The diploma 'Executive Master in EU Studies' (60 ECTS) is awarded to participants who:

- Have passed all courses successfully
- Have submitted, presented and successfully defended the master thesis/final paper (and if necessary the revised version in due course) and have received a pass grade for the master thesis/final paper 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 60 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 60 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](http://www.eu-online-academy.org)

**APPENDIX 1**

## 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

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

A	90% - 100%	VERY GOOD	very good performance with minor errors
B	75% - 89%	GOOD	above 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
<b>Advanced Course European Law</b> <b>EU citizenship - a constitutional status of fundamental rights, economic freedom and solidarity</b> by Prof Ingolf Pernice 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		
<b>Professional track European Law</b> <b>Internal Market, Trade and Sustainability (Aspects of internal market law from an international perspective (WTO, TTIP, ISDS) solidarity</b> by Prof Ingolf Pernice, Humboldt University Berlin, Mr Ralf Kanitz, Federal Ministry of Economics and Technology and Research fellow Humboldt University Berlin		
<b>Advanced Course Economics</b> <b>The European Union facing global economic challenges</b> by Prof András Inotai and Dr Tamás Szigetvari, Institute for World Economics, Hungarian Academy of Science, Budapest		
<b>Professional track Economics</b> <b>Cohesion and differentiation - internal cohesion of the EU</b> by Prof András Inotai and Dr Tamás Szigetvari, Institute for World Economics, Hungarian Academy of Science, Budapest		
<b>Advanced Course Political Sciences</b> <b>Explaining the institutional evolution of the EU – drivers and barriers</b> by Prof Wolfgang Wessels, Centre for Turkish and European Studies, University of Cologne		
<b>Professional track Political Sciences</b> <b>The EU as global actor: its role in international organisations and negotiations dealing with international crises and neighbourhood conflicts</b> by Prof Wolfgang Wessels, Centre for Turkish and European Studies, University of Cologne		
<b>Module Skills and Competences</b> <b>Project Cycle Management and Logical Framework Approach</b> by Mr Emre Gür, CIFE Istanbul & BAREM Consultancy&Training		

<b>Research track Master thesis :</b>		
Master thesis title: ‘*’		
Supervisor: Prof. Dr. *		
Specialisation in: XX		
<b>Professional track Final Paper (together with Professional track xxx):</b>		
Final Paper :‘*’		
Supervisor: Prof. Dr. *		
Specialisation in: XX		
<b>Total grade</b>		<b>60</b>

Berlin, 22 October 2018

Dr Helgard Fröhlich  
Programme Director, Centre international de formation européenne