

Programme Regulations for the Master of Advanced Studies (MAS) in European and International Governance

**Master of Advanced Studies (MAS) in
*European and International Governance***

Masculine forms are used generically, and apply equally to women and men.

Article 1 Introduction

1. The Faculty of Law, through its Centre d'études juridiques européennes (CEJE), and the Global Studies Institute (GSI) of the University of Geneva offer a "Maîtrise universitaire d'études avancées en gouvernance européenne et internationale". The English name of the degree, "Master of Advanced Studies in European and International Governance" also figures on the diploma.
2. The Master of Advanced Studies in European and International Governance is organised in collaboration with UNITAR (The United Nations Institute for Training and Research).

Article 2 Organization and management of the programme

1. The direction, organization, and management of the programme of study for the Master of Advanced Studies in European and International Governance (hereinafter, "the programme"), are entrusted to an Executive Committee under the responsibility of the Dean of the Faculty of Law of the University of Geneva and of the Director of the GSI of the University of Geneva.
2. The Executive Committee is composed of 3 members, including:
 - a. 1 full professor at the Law Faculty who is involved with the programme;
 - b. 1 full professor at the GSI who is involved with the programme;
 - c. 1 representative from UNITAR.
3. The Executive Committee is presided over jointly by the full professor from the Faculty of Law and the full professor from the GSI. These co-presidents are also co-directors of the programme.

4. On proposal by the Faculty of Law and the GSI, the members of the Executive Committee are named conjointly by the Colleges of the Professors of the Faculty of Law and the GSI. UNITAR designates its representative. Executive Committee members serve for a term of 4 years, renewable.

Article 3 Competencies of the Executive Committee

1. The Executive Committee shall define the programme's strategic orientation and development. It shall ensure the implementation of the plan of study and the entire process for the assessment of the competencies acquired by the students. It shall specifically carry out the following tasks:
 - It elaborates the core curriculum, selects instructors, and assigns required roles. It ensures that the programme is implemented in accordance with the programme regulations.
 - It elaborates and modifies the programme's regulations.
 - It develops admission procedures for applicants and makes decisions on the admission of applicants, on equivalencies, and on required professional experience after in-depth examination of application files.
 - It ensures that the specific programme for each student is coherent.
 - It implements the procedures for assessment of acquired competencies.
 - It organises the courses and other activities stipulated in the plan of study.
 - It ensures proper management of exams.
 - It organises the delivery of diplomas.
 - It prepares and adopts the budget and the annual accounts.
 - Each year, it calculates the total fees due from each student and additional costs stemming from extensions to the maximum length of study, in accordance with Articles 6.2 and 6.3.
 - Based on the budget and the number of registered participants, it decides whether or not a new edition of the programme will be opened.
 - If appropriate, it makes decisions on conditions for admission to one or more modules for applicants not registered in the current edition of the programme.
 - At the end of each edition of the programme, it adopts an activity and evaluation report as well as a financial report.
2. Operational direction of the programme is ensured by its two co-directors.
3. The Executive Committee shall meet at least once per year.

4. The Executive Committee makes decisions based on a simple majority of its members; quorum is attained if at least two members are present. It is possible for decisions to be made by circulation of written proposals.
5. The Executive Committee may appoint a Scientific Committee whose role is to monitor and advise. The Scientific Committee shall comprise from 5 to 7 members. It shall be composed of academic instructors and experts in the domain. Members serve for a term of 4 years, renewable.
6. By agreement of the Director of the GSI, the programme is placed under the responsibility of the Faculty of Law for decisions regarding exceptions, elimination, fraud, and plagiarism.

Article 4 Admission requirements

1. To be eligible for admission to the programme, applicants must:
 - a. hold a “licence” degree, a bachelor’s degree (representing at least three years of University-level study), or a master’s degree from a university or a recognized higher education institution, and
 - b. be able to demonstrate relevant professional experience in the field of the programme, and
 - c. be proficient in oral and written English.
2. The elements required for an application file (e.g., a cover letter, a CV, copies of diplomas and certificates of employment, and a copy of an identity document) and registration deadlines shall be defined by the Executive Committee.
3. The Executive Committee reserves the right to accept applications from persons who do not meet the requirements stipulated in 1.b above in the event that analysis of their files reveals specific academic aptitudes relevant to the programme. If necessary, an interview may be added to the admission procedure.
4. Admission decisions are made by the Executive Committee on recommendations of the programme’s co-directors and examination of the files submitted by applicants. The Executive Committee shall also make determinations regarding the equivalencies of different qualifications.
5. There is no right to be admitted.
6. The number of students may be limited by decision of the Executive Committee.

7. This programme of study is offered, in principle, every year. The Executive Committee can decide otherwise, no later than two months before the beginning of the programme of study, notably in the case of an insufficient number of students registered.

Article 5 **Payment of fees**

1. Applicants admitted to the programme shall be registered at the University of Geneva as continuing education students in the Master of Advanced Studies in European and International Governance programme once they have submitted their initial payment of between CHF 3,000 and CHF 5,000 before the deadline stipulated in their letter of acceptance to the programme. The precise amount shall be set by the Executive Committee.
2. The above-mentioned initial payment will be deducted from the total amount of fees due, which is in the range of CHF 25,000 to CHF 30,000. The precise amount for each year shall be set by the Executive Committee. This amount corresponds to the maximum length of studies specified in Article 6.1. If the length of studies is extended, an additional payment shall be assessed. The precise amount of this payment is set at the beginning of each year by the Executive Committee.
3. After deduction of the above-mentioned initial payment, the balance of fees due must be paid either in total no later than one month after the beginning of the programme of study, or in two payments before the deadlines set for each year by the Executive Committee.
4. If, after making the above-mentioned initial payment, a student decides not to participate, and does not show up at the beginning of the programme of study, the student's fees shall be refunded, with the exception of an amount of CHF 1,000, which will be deducted and retained for administrative costs.
5. If a student is unable to make payments within the deadlines set by the Executive Committee, the student may request from the Executive Committee, in writing and with due justification, an extended payment plan. If this request is accepted, the Executive Committee shall communicate to the student the new payment plan and relevant deadlines. Students must have made payment in full before the diploma for the programme may be delivered.
6. If a student abandons the programme during the year without submitting a duly justified, written request for an extension of the length of studies as stipulated in Articles 6.2 and 6.3, the total amount remains due and will not be refunded.

Article 6 Length of studies

1. The length of studies is a minimum of two semesters and a maximum of three semesters.
2. The Executive Committee, upon recommendation of the programme's co-directors, may grant exceptions regarding the maximum length of studies when acceptable justifications exist and if students request and justify such exceptions in writing. The extension, if granted, may not exceed a maximum of one semester, and it is subject to the payment of additional fees. The Executive Committee makes decisions regarding the amount of extra fees and all applicable conditions.
3. The Executive Committee, upon recommendation of the programme's co-directors, may also authorize students to interrupt their studies and take them up again during a future semester, conditional upon the programme being offered at that time. This interruption of studies may in no case last longer than two years. Students must request and justify this interruption in writing. Students retain credit for any modules they successfully completed. Taking studies up again is subject to payment of additional fees, and students shall be subject to the modalities of instruction and assessment of the year in which they rejoin the programme. The Executive Committee makes decisions regarding the amount of extra fees and all applicable conditions.
4. Students who are abandoning the programme must inform the programme's co-directors immediately of their decision in writing, in principle within three days of failing to attend classes. As specified in Article 5, the total amount of fees remains due in the case of abandonment of the programme.

Article 7 Programme and plan of study

1. This programme of study corresponds to 60 ECTS credits. It comprises instruction organised in modules, and a Master's end-of-study project.
2. On proposal of the Executive Committee, the plan of study is adopted by the Faculty Council of the Faculty of Law and by the Faculty Council of the GSI, upon recommendation of the relevant Colleges of the Professors. The plan of study shall include the list of modules, and the number of credits associated with each module and with the Master's end-of-study project.

Article 8 Assessment and grading

1. Precise assessment modalities for the modules and the Master's end-of-study project shall be announced to students in writing at the beginning of the programme of study.

2. Each module is assessed by the instructors responsible for it through one or more oral and/or written exams. Assessments must be successfully completed within specified deadlines.
3. The Master's end-of-study project comprises either an internship and a written internship report, a written report on a predetermined project in the framework of the student's professional activity, or a research project in the form of a written thesis on a subject related to the teaching in the programme. With approval from the expected supervisor of the Master's end-of-study project, the student shall propose to the Executive Committee the thesis topic, the internship site, or the theme of the professional project selected. Work on the Master's end-of-study project may begin once approval is received from the Executive Committee.
4. Details for direction and completion of the Master's end-of-study project are provided by the directives adopted by the Executive Committee.
5. The Master's end-of-study project is undertaken under the responsibility of a supervisor designated by the Executive Committee. The supervisor must, in principle, either be a professor, a member of the faculty of the programme and holder of a doctorate, or a member of the faculty of the programme and a recognized expert in the field in question. The Master's end-of-study project must be completed within the specified deadlines. The Master's end-of-study project is assessed by a jury of two members comprising the designated supervisor of the Master's end-of-study project and another member who must, in principle, either be a professor, a member of the faculty of the programme and holder of a doctorate, or a member of the faculty of the programme and a recognized expert in the field in question.
6. Assessments are in the form of a grade from 1 to 6. Grading is to the quarter point. The grade of 0 is reserved for unexcused absences and for cases of fraud or plagiarism. Students must achieve a grade of at least 4, or an average of at least 4 for assessments composed of multiple exams, on assessments for each module and for the Master's end-of-study project. Successful completion of assessments and the Master's end-of-study project awards the associated ECTS credits.
7. If students receive a grade below 4 on one of their assessments, or an average below 4 for assessments composed of multiple exams, they may attempt the assessment in question, or the exam or exams for which they received a grade below 4, or a written or oral test stipulated by the Executive Committee, a second time within one month of receiving notice of the unsuccessful assessment.

8. If the assessment is judged unsuccessful on the second attempt, the student is eliminated from the programme. In special circumstances, and if due justifications are presented, the Executive Committee may, following a duly justified written request, authorize a third attempt at an assessment.
9. If a grade below 4 is received for the Master's end-of-study project, the student is allowed to present a new version within the deadlines set by the Executive Committee. If the assessment is judged unsuccessful on the second attempt, the student is eliminated from the programme. In special circumstances, and if due justifications are presented, the Executive Committee may, following a duly justified written request, authorize the presentation of a new version.
10. Students who do not show up for an assessment for which they are registered are considered to have failed the assessment unless their absence has been justified. Illness and accidents are the most common justifications accepted. Students must immediately inform the co-directors in writing, and provide all pertinent documentation, in principle within a maximum of 3 days following failure to show up. The Executive Committee shall decide.
11. Active and regular participation by students in all modules and other activities related to the programme is required and is an integral part of the assessment modalities.

Article 9 Fraud and plagiarism

1. Any duly documented fraud, plagiarism, or attempted fraud or plagiarism shall result in the failure of the assessment in question.
2. Depending on the gravity or the degree of premeditation of the documented behavior, and in event of repeat offenses, the Executive Committee may propose to the Dean of the Faculty of Law that the student be eliminated from the programme.
3. The Dean's Office of the Faculty of Law, after consultation with the Executive Committee, shall refer the matter to the Disciplinary Council of the University of Geneva:
 - if it determines that a disciplinary procedure may be called for;
 - in all cases, when the failure of the assessment in question is definitive and will lead to the student being eliminated from the programme.
4. The Dean or the Dean's Office of the Faculty of Law shall make a ruling after having interviewed the student and having given the student access to the file.

Article 10 Elimination from the programme

1. Students are eliminated from the programme when:
 - a. they definitively fail an assessment for one of the modules or for the Master's end-of-study project, or fail to respect the prescribed deadlines, in accordance with Articles 5 and 8;
 - b. they fail to actively and regularly participate in the programme's modules and in the other activities related to the programme, in accordance with Article 8.11;
 - c. they fail to acquire the total number of ECTS credits represented by the programme within the maximum length of studies stipulated in Article 6.
2. However, cases of fraud, plagiarism, or attempted fraud or plagiarism shall be addressed by the relevant Programme regulations.
3. Elimination decisions are made by the Dean of the Faculty of Law upon recommendation of the Executive Committee.
4. Elimination from the programme does not change the fees due, and gives no right to the reimbursement of fees, irrespective of when it is imposed.

Article 11 Obtaining the diploma

1. On proposal of the Executive Committee, the Master of Advanced Studies in European and International Governance of the University of Geneva is delivered conjointly by the Faculty of Law and the GSI when all conditions in Article 8 above have been met and when all fees have been paid within the relevant deadlines.
2. The diploma is signed by the Rector of the University of Geneva, by the Dean of the Faculty of Law, by the Director of the GSI, and by the programme's two co-directors. The logos of the Centre d'études juridiques européennes (CEJE), the Faculty of Law, and the Global Studies Institute (GSI) figure on the diploma.
3. Students who have not completed the programme, or who find themselves eliminated from the programme, may request a certificate listing the modules they participated in and successfully completed, their grades, and associated credits acquired. Such a certificate is signed by the two co-directors of the programme, and does not constitute a university diploma.

Article 12 Appeals procedures

1. Any decision made by the Dean of the Faculty of Law or by the Executive Committee through application of these Programme regulations may be appealed to the deciding

body, with due justification, within 30 days of the day following the announcement of the decision.

2. The internal Rules pertaining to Appeals at the University of Geneva (RIO-UNIGE) of 16 March 2009 shall apply.
3. The decision on the appeal may also be appealed to the competent instance as stipulated in the aforementioned Rules.

Article 13 Entry into force and scope

1. The present Programme regulations shall enter into force as soon as they are approved by the competent instances.
2. They shall apply to all students as of their date of entry into force.

* * *