**Academic years 2026-2028**

The Centre international de formation européenne (CIFE) organises the Executive Master in EU Studies and issued the following regulations on August 12th, 2008, last amended on 1 October 2026. 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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## 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 students with a scientific and practical background for diverse fields of professional activity. It allows students to deepen and to supplement their knowledge of the EU integration process. The programme *Executive Master in EU Studies* offers a mix of theoretical knowledge and practical skills.

In the first year, students 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.

In the second year, students specialise in Political Science, Economics or EU Law and choose a track, research or professional track, within their specialisation. An interdisciplinary approach is encouraged and applied by the faculty in numerous sessions during the workshops. First, students deepen their knowledge with the compulsory advanced courses in Political Science, Economics and EU Law. Second, they chose their specialisation and their track (either research or professional track). The research track leads to a master thesis, the professional track, intensifying skills and competences for the labour market, leads to a final paper.

In addition to academic knowledge, students acquire and develop professional skills and competences for their future professional endeavours throughout the programme.

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)

Over the two study years, the module *Skills and Competences*, including a course on either *Project Cycle Management & Logical Framework Approach* or *Strategic Planning, Implementation and Evaluation of Development Programmes in the EU* is offered.

As students are expected to work according to academic standards in their written contributions (proper quotation in assignments and examinations, etc), sessions on the *Fundamentals of Scientific Work* are scheduled, one during the first workshop of the first study year in October on:

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

Two further online sessions on plagiarism and artificial intelligence will take place in November and January of the first study year.

These skills and competences are essential for all 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 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 terms and phases.
The first year is composed of a total of 11 courses (either obligatory or optional) and a compulsory simulation.

The second year is structured around three disciplines (Political Science, Economics, European Law), each consisting of an advanced course and a specialisation phase following either a research track or a professional track.

Over the two study years, the module *Skills and Competences*, including a course on either *Project Cycle Management & Logical Framework Approach* or *Strategic Planning, Implementation and Evaluation of Development Programmes in the EU* is offered.

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:

# EXECUTIVE MASTER IN EU STUDIES YEAR 1

## Courses – Online and During Workshops

**TERM 1**

**BASIC COURSES**

Institutional Architecture of the EU
Introduction to European Law
History of European Integration

**TERM 2**

**COMPULSORY COURSES**

EU Law – Internal Market & Competition | The EU in World Politics | EU Enlargement – Experiences, Processes, Impact | EU Council Simulation

**OPTIONAL COURSES**

Sustainable Development Policy and the European Green Deal | JHA: Refugees & Migration in Times of Crisis | Lobbying and Advocacy in the EU | Economic Dimension of EU Integration | Political Economy of Energy Transitions

**TERM 3**

FUNDAMENTALS OF SCIENTIFIC WORK

SKILLS AND COMPETENCES

OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY

WORKSHOP BERLIN

WORKSHOP ROME

WORKSHOP BUDAPEST

WORKSHOP BRUSSELS

# EXECUTIVE MASTER IN EU STUDIES YEAR 2

## Courses – Online and During Workshops

**TERM 1**

**ADVANCED COURSES**

- POL Institutional Evolution of the EU: Drivers & Barriers
- ECO The EU Facing Global Economic Challenges
- LAW Constitutional Framework of the EU

**TERM 2**

**SPECIALISATION PHASE**

*Choose One Discipline (POL, ECO or LAW) and One Track*

RESEARCH TRACK Methodology Classes → MASTER THESIS

PROFESSIONAL TRACK Specialisation Courses → FINAL PAPER

**TERM 3**

PROJECT CYCLE MANAGEMENT

STRATEGIC PLANNING OF DEVELOPMENT PROGRAMS

SKILLS AND COMPETENCES

OCTOBER NOVEMBER DECEMBER JANUARY FEBRUARY MARCH APRIL MAY JUNE JULY

WORKSHOP VIENNA

WORKSHOP BERLIN

WORKSHOP BARCELONA

WORKSHOP NICE

### 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 on-site. The course is then carried out online. Students acquire the contents of the online courses through self-study. Communication between experts and students occurs via the online 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- European Credit Transfer System - 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).

| | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Month** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | **ECTS** |
| **First year** | | | | | | | | | | | | | | | | | | | | | | |
| **Compulsory courses** | | | | | | **18** | | | | | | | | | | | | | | | | **18** |
| **Elective courses** | | | | | | **9** | | | | | | | | | | | | | | | | **9** |
| **Simulation** | | | | | | | | **3** | | | | | | | | | | | | | | **3** |
| **Second year** | | | | | | | | | | | | | | | | | | | | | | |
| **Skills & Competences (PCM or SPIED)** | | | | | | | | | | **3** | | | | | | | | | | | | **3** |
| **AC EU law** | | | | | | | | | | | **5** | | | | | | | | | | | **5** |
| **AC Economics** | | | | | | | | | | | **5** | | | | | | | | | | | **5** |
| **AC Political 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.

<u>First year</u>
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.

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

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.

Students are awarded 3 ECTS for the successful completion of the module *Skills and Competences* (*Project Cycle Management and Logical Framework Approach or Strategic Planning, Implementation and Evaluation of Development Programmes in the EU*) within the second study year.

### 1.7. The marking system

The performance of the students 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. 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

- Students of the first year of the programme who fulfil all academic criteria. During the first year students 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 fee

The tuition fee for the two-year programme *Executive Master in EU Studies* is 11 000 euro.

This fee covers the educational and technical support, the use of the special internet workspace as well as board and lodging during the eight workshops. Travel costs are to be covered by the students 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 both Senior Programme Managers of the Executive Master in EU Studies. It 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. It 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 Senior Programme Managers in charge 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.

Students 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 students 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 students with the opportunity to study specific areas of interest in more depth. In order to meet the requirements of the programme, each student 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'.

Students 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 students 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. Simulation

A European Council summit simulation exercise based on controversial issues taken from real political scenarios is scheduled for one of the workshops. Participation is compulsory and is graded.

### 4.2.3. Throughout the two study years

#### 4.2.3.1. Module Skills and competences

Although all course modules contribute to enriching the skills, competences and expertise of the students (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 with the purpose of endowing the students 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 the skills and competences needed on a daily basis in international working environments. Meetings with (inter)national experts and practitioners offer the opportunity to discuss current issues affecting the EU and its member states in depth, provide a valuable insight into decision-making procedures and an opportunity for dialogue and networking possibilities.

The other part consists of a separate project-based course - either *Project Cycle Management and Logical Framework Approach* or *Strategic Planning, Implementation and Evaluation of Development Programmes in the EU* where students learn to manage 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 Fundamentals of Scientific Work (first year)

As students are expected to work according to academic standards in their written contributions (proper quotation in assignments and examinations, etc), sessions on the *Fundamentals of Scientific Work* are scheduled, one during the first workshop of the first study year in October and two further online sessions on plagiarism and artificial intelligence in November and January of the first study year.

**4.2.4. Participation in workshops**

The curriculum is provided online, but also through face-to-face components. On-site 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 students**

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

**Assignments (30%)**

Throughout the academic year, the students are asked by the experts to submit written assignments which are graded. 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. Students must submit assignments on time and to the required standard as a prerequisite for sitting an examination. If the expert grades the result of the assignment as “FAIL” but agrees to grade it once more, then the student may resubmit the assignment. The revised version must be submitted on time before final examinations.

**Moderated fora (20%)**

An active and substantial contribution to forum discussions during the e-learning phases is incorporated into the final course grade. Forum contributions need to be made until one day before the examination date. For each course the expert will explain his/her expectations and deadlines.

**Examinations (50%)**

At the end of each term, the students 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 student in the assignment and in the forum activity.

There are two exceptions:

for the course ‘History of European Integration’, the examination counts for 80% of the final grade and the participation to the online sessions for 20%:

for the course 'Political Economy of Energy Transitions', the examination counts for 70% of the final grade and the participation to the online sessions for 30%.

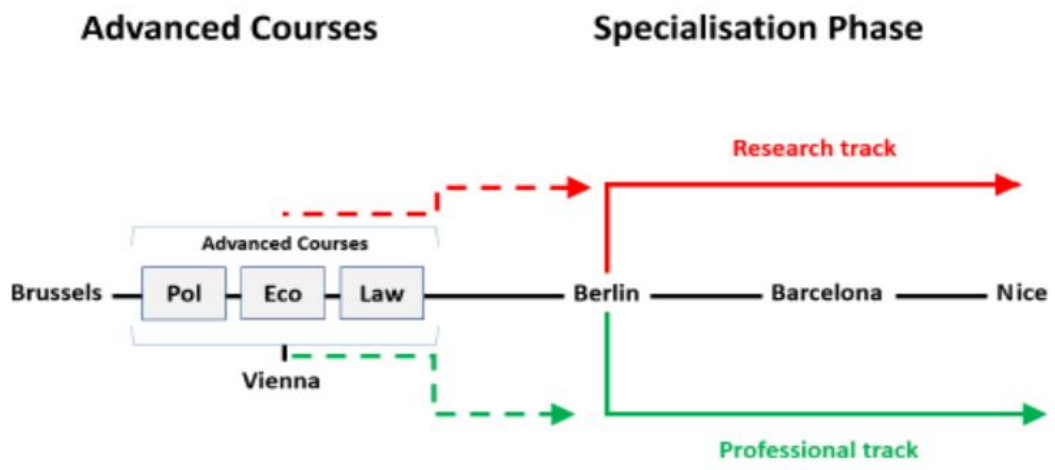
### 4.3. SECOND ACADEMIC YEAR

Only students who have fulfilled the academic requirements (see 2.2.) and earned the necessary ECTS are able to continue into the second 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 the beginning of April and the third term from the beginning of April until the beginning of July. The exact dates are communicated at the beginning of the two years studies.

The second year is organised around three disciplines: Political Science, Economics and European Law.




The **advanced courses** as well as the course *Project Cycle Management & Logical Framework Approach* and *Strategic Planning, Implementation and Evaluation of Development Programmes in the EU* are introduced during the last workshop of the first year.

At the beginning of the second year (July), students should start thinking of the specialisation they will choose as it will determine the forum requirements. Their decision is needed and needs to be communicated to the programme administrators at the latest in October.

The first workshop of the second year (October) focusses on issues of the advanced courses and finalises the courses *Project Cycle Management & Logical Framework Approach* and *Strategic Planning, Implementation and Evaluation of Development Programmes in the EU.* Joint interdisciplinary teachings complement the workshop programme.

During the second workshop of the second year (January), examinations for the advanced courses take place. During the workshop, students train professional skills (ECJ Simulation, debating society, communication skills), follow introductions to the specialisation courses and methodological classes and discussions on the preparation either of a master thesis (research track) or a final paper (professional track).

During the third workshop of the second year, students present their work to their supervisors and fellows. This is conducted in a form of a research colloquium for the research track and a professional presentation for the professional track.

Students of the professional track sit the final examination for the specialisation course during the workshop.

The final term (beginning April until the end of June) 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 end of June 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, students may consult the minutes.

#### 4.3.1. Advanced courses (July to January)

All students must take part in the advanced courses:

'The Institutional Evolution of the EU: Drivers and Barriers',

'The EU facing Global Economic Challenges'

and 'Constitutional Framework of the EU, European Citizenship, and EU Fundamental Rights'.

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

**Academic requirements for the advanced courses**

For the courses 'The Institutional Evolution of the EU: Drivers and Barriers' and the 'Constitutional Framework of the EU, European Citizenship, and EU Fundamental Rights': the examinations count for 40%, assignments for 40% and forum participation for 20% of the final course grade.

For the courses 'The EU facing Global Economic Challenges' the examinations count for 50% , assignment for 20% and forum participation/online sessions 30% of the final course grade.

**Assignments**

Throughout the course, students are required to submit a written assignment to the course experts, which will be graded. One assignment (in preparation for the second workshop) is to be submitted, in different formats (policy paper, legal writ/legal memo and others). This assignment is designed to check how studies are progressing and to serve as preparation for the workshops and the examinations. Students must submit their assignment on time and to the required standard as a prerequisite for sitting an examination. If the expert grades the result of the assignment as "FAIL" but agrees to grade it once more, then the student may submit a revised version of the assignment. This must be submitted on time before final examinations.

**Online sessions & Moderated fora**

An active and substantial contribution during the online sessions will be incorporated into the final course result.

Students must answer one question during an online session and participate to three out of four online sessions. Students who have chosen the module as a specialisation must participate to all 4 online sessions. This activity is graded.

**Examinations**

At the end of the term, students sit a written examination in all three advanced courses. The prerequisite for sitting the examinations is the submission of all assignments.

A pass grade in the written examination is a precondition for obtaining the respective course ECTS, i.e. examinations marked as "F" (fail) must be retaken and given a pass grade, regardless of the performance of this student in the assignment and in the forum activity.

Retake examinations for advanced courses take place during the third workshop.

**4.3.2. Specialisation phase (January to July)**

Students choose their specialisation in Political Science, Economics or EU Law and their track - research or professional- in October latest.

In each specialisation, students choose their track, either research track leading to a master thesis or professional track leading to a final paper.

According to their specialisation, they are assigned the corresponding requirements in the advanced courses (see point 4.3.1).

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

EU Law: 'Internal Market, Trade and Sustainability'

Economics: 'Cohesion and Differentiation in the EU'

Political Science: 'Formats of professional practice – Working in the EU political arena'

Students of the research track students have to write their master theses in the chosen discipline (Political Science, Economics or EU Law).

**Academic requirements for the specialisation phase (professional or research track)**

The following repartition of ECTS and grade weighing applies:

**<u>Professional track Economics:</u>**

The following grade weighing applies:

| | |
|---|---|
| 15 % | Forum (+Webinar) |
| 20 % | Assignment + Presentation |
| 25 % | Exam |
| 40 % | Final paper |

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

Participation in the forum discussion is graded. Two short forum questions have to be answered.

**Assignment and presentation (20%)**

Students on the professional track have to submit an assignment related to the specialisation course in Economics. These assignments are presented and discussed during the third workshop with experts

and peers. They are preparatory working papers for the final papers.

**Written examination (25%)**

During the third workshop, the students sit the written examination. The prerequisite for sitting the examination is the submission of the assignment.

A pass grade in the written examination is a precondition for obtaining the respective ECTS, i.e. examinations graded as "F" (fail) must be retaken and given a pass grade, regardless of the performance of this student in the assignment and in the forum activity.

**Final paper (40%)**

The topic for the final paper has to be agreed on with the Economics expert. The final setting of the topic will be agreed on with the supervisor during the second workshop (January). It will be defended during the last workshop.

For details, see point 6.

**Professional track EU law:**

The following grade weighing applies:

| **EU LAW** | |
|---|---|
| 20 % | Forum (+Webinar) |
| 20 % | Legal memo + oral briefing |
| 20 % | Exam |
| 40 % | Final paper |

**Moderated forum (January to April) (20%)**

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

**Legal memo and oral briefing (20%)**

Students of the EU law professional track have to write a legal memo during the Barcelona workshop.

Students also prepare a topic given by the expert as a group for the oral briefing. They train professional skills in their presentation.

**Written examination (20%)**

During the third workshop, the students sit the written examination.

A pass grade in the written examination is a precondition for obtaining the respective ECTS, i.e. examinations marked as "F" (fail) must be retaken and given a pass grade, regardless of the performance of this student in the assignment and in the forum activity.

**Final paper (40%)**

The topic for the final paper has to be agreed on with the EU law expert. The final setting of the topic will be agreed on with the supervisor during the third workshop (April). It will be defended during the last workshop.

For details, see point 6.

**Professional track Political Science:**

The following grade weighing applies to the discipline Political Science.

| **POL** | |
|---|---|
| 25 % | Press release (+ Webinar I) + One pager (+ Webinar II) |
| 20 % | Policy brief + Presentation (during workshop) |
| 15 % | Exam |
| 40 % | Final paper (format – free choice) |

**Moderated forum (25%)**

Students of the Political Science professional track have to submit a press release and a one pager as forum contributions. These press releases and one pagers are discussed during the corresponding webinars.

**Policy brief and presentation (20%)**

The policy brief focusses on the topic of the final paper. It is presented during the third workshop. A discussion with experts and peers takes place during the third workshop.

**Written examination (15%)**

During the third workshop, the students sit the written examination. The students who have chosen the Political Science professional track write an examination in one of the studied formats of professional practice.

A pass grade in the written examination is a precondition for obtaining the respective ECTS, i.e. examinations marked as “F” (fail) must be retaken and given a pass grade, regardless of the performance of this student 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 during the second workshop (January). Students choose the format (SWOT analysis, white paper, political paper etc) in accordance with their supervisor. The final paper is defended during the last workshop. For details, see point 6.

**Research track**

**Research Paper and presentation (30%)**

Students have to prepare a 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.

The research paper has to be presented during the third workshop. A discussion with experts and peers takes place.

**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 deadline for the submission of the master thesis is the end of May in the second academic year. The defence of the master thesis takes place during the last workshop. For details, see point 5.

#### 4.3.3. Participation in workshops in the second year

The objective of the workshops is to deepen and to complete the learning process. Thus, participation in the four workshops in the second year is compulsory.

#### 4.3.4. Interdisciplinary teaching

During the workshops in the second year, there is an interdisciplinary teaching approach of the three disciplines. Students contribute to the preparation of these interdisciplinary teaching sessions with their assignments and with questions to be raised and submitted within the given deadlines.

#### 4.3.5. Writing of the final paper or the master thesis (beginning of April until the end of May)

**Professional track**

The advanced and specialisation courses, the methodological classes and the workshops in the second year all serve to prepare the students 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 disciplines are 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 takes place in the end of June and marks the end of the programme.

**Research track**

The advanced courses, the methodological classes and the workshops in the second year all serve to prepare the students for the process of finding a topic, preparing research paper and writing and defending 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 disciplines are 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 takes place in the end of June and marks the end of the programme.

## 5. Master thesis

The topic for the master thesis has to be agreed with the expert of the chosen specialisation. Possible topics are discussed during the first workshop of the second year (October) and in preparation of the second workshop (January). The deadline for the final setting of the chosen 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 deadline for the submission of the final version of the master thesis is end of May in the second academic year.

Students are expected to submit the master thesis within the deadline, in adherence with all formal requirements for a piece of independent scientific research. The volume should be 50-60 pages (corresponding to 22, 500 – 27, 000 words) including footnotes and references.

The master thesis is marked by the expert and may be read by a second person to be proposed by the expert. Before the final workshop (June), students receive first comments. The experts' comments include advice for the oral defence during the last workshop and a preliminary grade. If the master thesis does not meet the required standard (e.g. if the expert marks the result of the submitted thesis as "FAIL", or if there is proof of plagiarism), the student is not admitted to the oral defence, and the student is informed accordingly.

During the final workshop students must defend their master theses. The oral defence of the master thesis is public. Minutes are taken during the defence. The purpose of the oral defence is to establish the student's ability to present and discuss the subject matter with the experts and the other students. The student thus provides proof of his or her independent research and that he or she has written the master thesis without any help from others, and without the use of documents and aids other than those stated in the master thesis.

After the oral defence, the supervisors assess the student's performance in a closed session. The student's performance in the oral defence may affect the overall grade of the master thesis.

If the student's performance during the oral defence raises serious doubts as to whether the submitted master thesis is the result of the student's independent research, the Board, after hearing the candidate, decides in each individual case how to proceed (e.g. whether the student may or may not re-submit a thesis, whether the resubmitted thesis may be on the same topic or not, etc.).

After the final workshop, students are able to submit a revised version of their master thesis by the end of August. It is possible to improve the first grade by one ECTS grade with this second submission of the master thesis. In exceptional cases, improvement by more than one ECTS grade is possible. This is decided by the Board of Examinations and Studies on the basis of a proposal by the respective expert.

## 6. Final Paper

The topic for the final paper has to be agreed with the expert of the chosen specialisation. Possible topics are discussed during the first workshop of the second year (October) and in preparation of the second workshop (January). The deadline for the final setting of the chosen topic is the second workshop (January). An assignment has to be written within the scope of each specialisation course and is a preparatory work for the final paper. It has to be presented during the third workshop (beginning of April). The deadline for the submission of the final version of the final paper is end of May in the second academic year.

Students are expected to submit the final paper within the deadline, in adherence with all formal requirements. The volume should be 25-30 pages (corresponding to 11, 250 – 13, 500 words) including footnotes and references.

The final paper is graded by the expert and may be read by a second person to be proposed by the expert. Before the final workshop (June), students receive first comments. The experts' comments include advice for the oral presentation during the last workshop and a preliminary grade. If the final paper does not meet the required standard (e.g. if the expert marks the result of the submitted paper as "FAIL", or if there is proof of plagiarism), the student is not admitted to the oral presentation, and the student is informed accordingly.
During the final workshop students must present their final papers. The oral presentation of the final paper is public. Minutes are taken during the presentation. The purpose of the oral presentation is to establish the student's ability to present and discuss the subject matter with the experts and the other students. The student thus provides proof of his or her independent work and that he or she has written the final paper without any help from others, and without the use of documents and aids other than those stated in the final paper.

After the oral presentation, the supervisors assess the student's performance in a closed session. The student's performance in the oral presentation may affect the overall grade of the final paper.
If the student's performance during the oral presentation raises serious doubts as to whether the submitted final paper is the result of the student's independent work, the Board, after hearing the candidate, decides in each individual case how to proceed (e.g. whether the student may or may not re-submit a final paper, whether the resubmitted final paper may be on the same topic or not, etc.).

After the final workshop, students that have already passed will be able to submit a revised version of the final paper by the end of August (after a two-month period of revision). It is possible to improve the first grade by one ECTS grade with this second submission of the final paper. In exceptional cases improvement by more than one ECTS grade is possible. This is 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 student 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 student 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 responsible expert mentioned in points 5 or 6.

(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 second 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 student 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 student;
- The grade given by the expert and by the possible 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 second 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 student.

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

## 8. Assessment

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

### 8.1. Examinations in the first study year

In the first academic year every term will conclude with final written examinations. These written examinations for the first year courses take place before the workshops and last 60 minutes.
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 takes place during the following workshop. The re-take examinations for the last term of the first year is fixed on one given date.
Only upon written request and in exceptional circumstances can the Board of Examinations and Studies allow the postponement of examinations.

### 8.2. Examinations in the second study year

In the second academic year, the written examinations for the three advanced courses take place before the second workshop in January and the written examinations for the specialisation course (professional track) take place before the third workshop.
Students have 60 minutes to complete each examination.

To be admitted to the examinations in the three advanced courses it is necessary to fulfil all requirements described in point 4.3.1., specifically:

- The submission of the assignments
- The active participation in the different forum discussions

To be admitted to the examination in the specialisation course (professional track) it is necessary to fulfil all requirements described in point 4.3.2., specifically:

- The passing of all three examinations 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 re-take examination 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 examination will be marked as 'FAIL' if:

- the examination does not meet the required academic standards.
- the student's examination paper contains plagiarism.
- the student's examination paper contains text produced by artificial intelligence without quotation unless specifically included in the task.
- the student hands in the examination paper before the end of the given time and asks the staff not to evaluate it.

(ii) A copy of the so-called "Treaty on European Union" and "Treaty on the Functioning of the European Union" can be used during the examinations unless agreed otherwise. The students have to provide themselves with a copy of the Treaty.

(iii) In the case of suspicion that a student has submitted text produced with artificial intelligence without quotation, the expert can decide to reject the examination, allow a resubmission, deduct points, or require an additional oral examination. In cases where repeated cases of submission of text produced by artificial intelligence without quotation are proved, the Board of Examinations and Studies evaluates the specific case and decides upon the measures to be taken. Exclusion from the study programme may result. The decision is then final.

(iv) In cases where the student is absent from the examination 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 programme management. If the documents submitted provide an indisputable reason for the absence of the student, the Board of Examinations and Studies will discuss the possibility of the student taking the examination during the next examination 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) The assignment/paper/Master thesis/final paper has to be the student's 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 student to submit a new assignment.

(vii) In cases where repeated cases of plagiarism are proved beyond doubt, the Board of Examinations and Studies evaluates the specific case and decides upon the measures to be taken. Exclusion from the study programme may result. The decision is then final.

(viii) Should serious plagiarism be detected in the Master thesis/final paper, the student is excluded from the programme. He/she can address the Board of Examinations and Studies in writing.

(ix) Any form of text produced by artificial intelligence without quotation is *completely* forbidden unless specifically included in the task.

(x) In cases of submission of text produced by artificial intelligence without quotation, the severity of the offence will be taken into consideration when evaluating whether or not the expert should allow the student to submit a new assignment.

(xi) In the case of suspicion that a student has submitted text produced with artificial intelligence without quotation, the expert can decide to reject the submission, allow a resubmission, deduct points, or require an additional oral examination. In cases where repeated cases of submission of text produced by artificial intelligence without quotation are proved, the Board of Examinations and Studies evaluates the specific case and decides upon the measures to be taken. Exclusion from the study programme may result. The decision is then final.

(xii) In cases where the student 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 programme management within three working days. 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 student, 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 and text produced by artificial intelligence without quotation is *completely* forbidden unless specifically included in the task.

## 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 student is asked for a statement by the programme management.
His or her statement is forwarded to the Board of Examinations and Studies, which evaluates 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 student is asked for statement by the programme management. His or her statement is forwarded to the Board of Examinations and Studies. The Board of Examinations and Studies may decide that the student is excluded from the programme. The student is informed in writing by this decision. The student may appeal this decision. The appeal has to be submitted to the programme management in writing within four weeks following the receipt of the decision. In general, the Board of Examination and Studies notifies the student of its decision on the appeal within four weeks after receipt of the appeal. The decision is communicated to the student in writing.

## 10. Diploma

The diploma 'Executive Master in EU Studies' (60 ECTS) is awarded to students 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 the expert (see point 5 and 6).

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

The programme awards a Diploma Executive Master in EU Studies for an overall value of 60 ECTS.
Students 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 are valid for all students 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.executive-master.eu