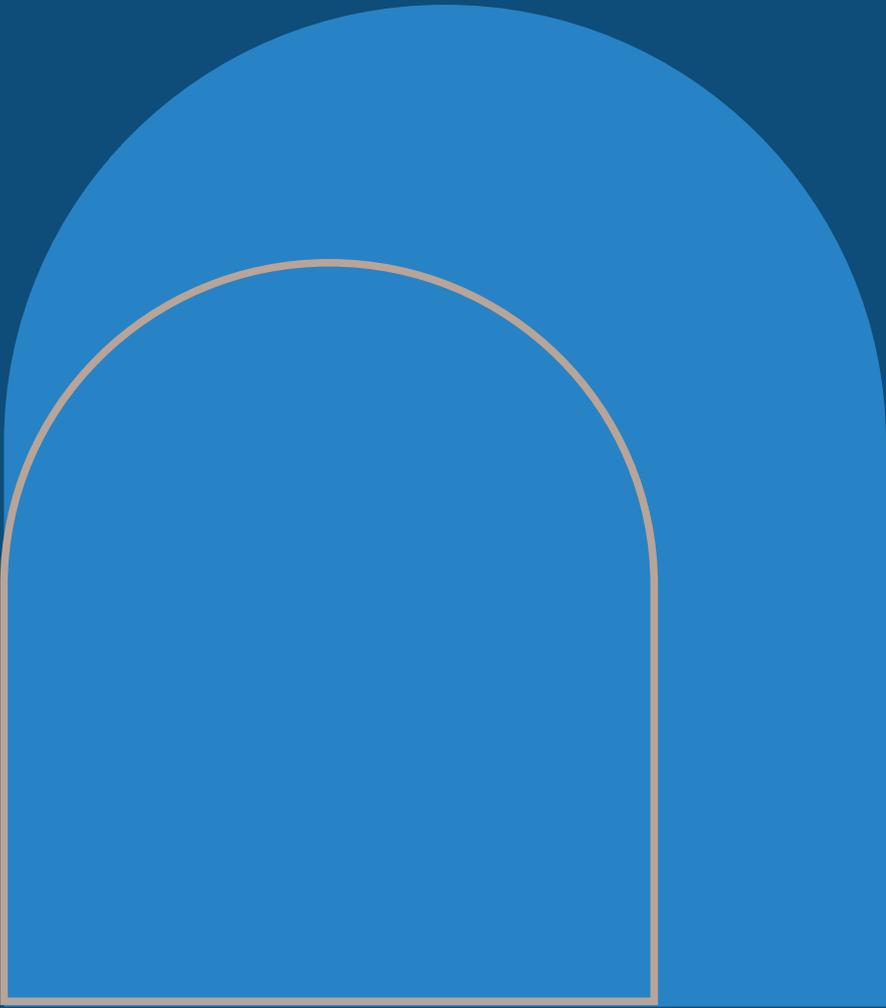# RULES AND REGULATIONS FOR THE MASTER OF ARTS IN TRANSNATIONAL GOVERNANCE

June 2021

RULES AND REGULATIONS

FOR THE MASTER OF ARTS IN TRANSNATIONAL GOVERNANCE

CONTENTS

APPENDIXES

PREAMBLE: **PURPOSE OF THE RULES AND REGULATIONS**

This document constitutes the framework of the Master of Arts in Transnational Governance (hereafter the 'Master's programme') Rules and Regulations. The School of Transnational Governance (hereafter the "STG") offers the programme within the European University Institute (hereafter the "EUI").

This body of Rules defines the academic and administrative rights, obligations and responsibilities of students registered in the Master's programme.

While this set of Rules and Regulations centres on all aspects of admission, requirements, fees and financial aid, programme, rights and obligations, progress, and graduation. They operate jointly with other EUI policies, guidelines, and regulations. Therefore, reference must also be made to separate (but linked) institutional codes and regulations that will affect the lives of students at the Institute, mainly:

- Disciplinary Regulations[1]
- Policy on Harassment Prevention and Education[2]
- Code of Ethics in Academic Research[3]
- Guide on good data protection practice in research[4]

The mentioned sources, together with these Rules, apply to all EUI members and students, including those who are not formally institutional members but are hosted at the STG at any time, e.g., students from partner institutions participating in the Student Mobility Programme (SMP).

Candidates admitted to the STG/EUI are required to familiarise themselves with all the policies as registration signifies that students accept the conditions and guidelines set out in all regulations. Students also commit themselves to respect all study aspects throughout the programme. That is to say, the administrative and academic aspects and the proper use of the facilities and institutional property to avoid misuse, causing damage or inconvenience to other users.

All appendixes form an integral part of these regulations.

Application
These Rules and Regulations apply with effect for the first intake of the Master's programme, starting during the academic year 2020-2021 onwards, and were approved by the EUI Executive Committee on the 22nd of April 2020 and the Academic Council on the 13th of May 2020.

Amendments
Reviewed and updated in May 2021, approved by the EUI Executive Committee on the 9th of June 2021 and the Academic Council on the 16th of June 2021. These amendments will become effective on the 16th of June 2021 and replace the previous versions of the Rules and Regulations for The Master of Arts in Transnational Governance.

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[1] Executive Committee (27 February 2013). Disciplinary Regulations, IUE 106/13 (CA 103)
[2] European University Institute (2019). EUI Policy on Harassment Prevention and Education
[3] European University Institute (2019). Code of Ethics in Academic Research, IUE 254/19 (CA 252)
[4] European University Institute (2019). Guide on good data protection practice in research. Third edition

DEFINITIONS

Academic Director
Professor appointed to look after all matters related to the Master's programme, including supervision, admission to successive years and others

Academic intake
The annual amount of admitted students for the Master's programme

Academic recovery
The possibility of resuming studies at the end of an intermission period without affecting the normative study pace

Academic term
The normative portion of the academic year corresponding to autumn term and spring term (also referred to as semester)

Academic year
The annual period of educational sessions between the beginning of September and the end of August of the following year

Administrative fee
A fee imposed and administered by the School of Transnational Governance covering the implementation of a specific procedure

Admission
The official permission given to students to attend the Master's programme

Admissions Officer
The person responsible for the overall implementation of the selection-to-admission process

Ancillary fee
A fee imposed and administered by the School of Transnational Governance covering specific services

Application file
The set of documents required to be submitted in view of being considered for admission to the Master's programme

Application
The formal request of an applicant to be considered for admission to the Master's programme

Approved external sources
Any institution, organisation or natural person acting as a donor for a student in view of financially supporting his/her studies

Asynchronous learning
Distance education using the resources prepared by the professor but without real-time interaction with him/her

Assessment
Systematic process conducted to identify students' level of performance by measuring knowledge, skills, and attitudes related to each course. The assessment provides feedback to improve the students' path towards learning. ***Refer to Chapter 2.8***

Assignment
Exercises, training activities or educational components (individual and/or in a group) that could be in one of the following forms: (i) Writing a paper, an essay, a report, a Master Thesis or another written assignment; (ii) Working on a research assignment; (iii) Participating in seminars, tutorials, lectures, master classes, workshops, Executive Training Seminars, project groups and study groups; (iv) Completing an internship; and (v) Participating in fieldwork or simulation games. All learning activities are designed to obtain the skills defined for the Master's programme and its various study units and modules. ***Refer to Chapter 2.7***

Candidate
Every person who makes a formal application for the Master's programme

Commencement date
The official starting date of the Master's programme

Conditional place offer	A place offered to selected candidates for admission to the Master's programme contingent upon meeting the degree requirements
Course-related fee	A fee imposed and administered by the School of Transnational Governance covering the examination resit and module repeat fees
Debit note	The document issued in respect to the establishment of an amount receivable
Deferral	The act of postponing the enrolment in the Master's programme by one academic year or until the next intake point. *Refer to Article 1.6.1*
Duty of care	The student's moral obligation to provide full-time care to his/her partner, children or relatives of the first degree
ECTS	The European Credit Transfer System (ECTS) express the learning based on the defined learning outcomes and their associated workload. In the Master of Arts in Transnational Governance, one ECTS credit is equal to 25 hours
Evaluation	Judgment about the performance of students to define the grade to which goals are achieved
Executive Training Seminars	Training seminars organised by the STG faculty for mid-career professionals.
Extension	The deferment period granted on a submission deadline in relation to the Master Project. *Refer to Article 1.6.2.*
Fabrication	The falsification or invention of qualifications, data, information or citations in any formal academic exercise
Fee status	The specific status allocated to each student who has registered on the Master's programme in relation to the financial obligations. *Refer to Article 1.4.4*
Free Electives	Specialisation track seminars that students can choose during the third semester. They should be on a different topic from the one selected for their specialisation.
Hybrid teaching	Academic activity in which participants can be either online or in person.
Immigration status	The legal status of a foreign national residing temporarily in Italy
Instalment	Any of the several parts into which the second year tuition fee may be divided into for payment at successive fixed intervals. *Refer to Article 1.4.8*
Intermission	A break in the study programme with or without a temporary suspension of the registration period. *Refer to Article 1.6.2*
Internship	A real-world work experience —in an organisation from the public, private or civil society sector— that provides the students with the possibility to put into practice the academic concepts learned during the first year. *Refer to Chapter 3.4*
Joint degree	A single degree issued by two (or more) higher education institutions based on a study programme jointly developed and provided by them
Leave of absence	A temporary leave from the programme granted to a student by the School of Transnational Governance. *Refer to Article 1.6.2*

Modules	Didactic and learning material formally structured that contains a coherent and explicit set of topics, teaching methods, learning outcomes and assessment procedures
New entrant	A student who is enrolled in the Master's programme for the first time
Normative study pace	The regular academic progression completed within a two-year period
Normative time-to-degree	The maximum length of registration for the Master's programme (up to 36 months excluding the intermissions with suspension of registration period)
OB note	*Outstanding Balance* – a status note receivable by the students who were granted permission to pay the second year tuition fee in four instalments. **Refer to Article 1.4.8**
Online teaching	Academic activity which takes place exclusively with the support of digital and electronic resources. Activities can either be synchronous or asynchronous.
Parental leave	A temporary leave from the programme granted to a student by the School of Transnational Governance on the grounds of parenthood imminently before and after the birth/adoption of their child. **Refer to Article 1.6.2**
Payment calendar	The document indicating the deadlines for the payment of the programme fees throughout an academic year
Period of studies	The overall period spent by a student for obtaining the Master's degree, including the intermissions with suspension of registration period
Place offer	A place offered to selected candidates for admission to the Master's programme
Plagiarism	The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement
Point of entry to the programme	The calendar year when the student is enrolled in the Master's programme
Pre-screening	The stage I of the three-stage selection process for recruiting students to the Master's programme covering the assessment of completeness of application files
Programme fees	All the fees (tuition, course-related, administrative and ancillary) associated with the Master's programme
Provisional place offer	A place offered to selected candidates for admission to the Master's programme contingent upon completion of the financial requirements
Recognition	A formal acknowledgement by a competent authority of the value of an educational qualification
Refund	The reimbursement made by the School of Transnational Governance of the amounts paid by a withdrawing student. **Refer to Chapter 1.7**
Registration	The first stage in the process of enrolment referring to all the selected candidates
Representatives (Reps)	A student representative, often referred to as 'rep', is one of the official representatives of the students at the European University Institute and at the School of Transnational Governance. There are four reps in total, elected

annually by the students. The responsibility of the reps is to further the academic, welfare and social interests of all the students as a whole.

Resit

The second (and third) attempt to sit an examination by a student who has previously failed

Screening

Stage II of the three-stage selection process for recruiting students to the Master's programme covering the comparative review of candidates' applications

Selected candidate

Every person selected for admission to the Master's programme prior to formal confirmation on accepting the offer

Selection Committee

The institutional body in charge of the selection process. ***Refer to Chapter 1.2***

Self-financing

The condition of a student self-paying their annual statutory tuition fees

Synchronous learning

Distance education activity that takes place in real-time and in which the students interact with the professor

Statement of purpose

A well-rounded written account of all the activities, interests and motivations in support of the applicant's potential and suitability for the Master's programme

Student status

The status granted to all the students officially enrolled in the Master's programme from the time they join the School of Transnational Governance until the end of the programme

Study Unit (SU)

Different components of a module

Supervisor

An academic who serves as an advisor for the Internship and the development of the Master Project Supervisors may be STG/EUI faculty members or external in case of dual or joint degrees

Teaching Associate (TA)

STG Academic staff that support the STG faculty in the design and implementation of the different academic activities related to the Master's programme

Teaching staff

Professors, experts, instructors, practitioners, and Teaching Associates involved in the training activities related to the Master's programme

Transcript of Records(ToR)

An up-to-date record of the students' progress in their studies: the educational components they have taken, the number of ECTS credits they have achieved, and the grades they have been awarded

Tuition fee deposit

An advance payment set at EUR 3.000,00 made by a student and credited towards the first year tuition fee

Tuition fee waiver

A formal decision taken by the School of Transnational Governance on complete exemption from, or a reduction of, the statutory annual tuition fees

Tuition fee

The annual amount paid by a student covering the costs for attending the Master's programme

Undergraduate degree

Academic degree earned by an applicant who has completed undergraduate courses covering the equivalent of at least 180 ECTS credits

Withdrawal
The act of a student wishing to cease permanently his/her participation in the Master's programme. *Refer to Article 1.6.2*

PART I: ADMINISTRATIVE ORGANISATION

CHAPTER 1.1 **ADMISSION POLICY STATEMENT**

The STG will pursue a narrowly tailored selection-to-admission process where a wealth of information is considered to identify those most likely to benefit from the STG educational offer, and to weigh each candidate's potential contribution to the overall learning environment. The STG assumes the responsibility to treat all candidates fairly and transparently through an enabling system informed by equal opportunity to demonstrate relevant achievements and potential. The STG reserves the right to define **merit for admission** as not being limited to one factor but sitting at the intersection of multiple experiences, attributes and metrics that creates the individual context for each candidate assessment.

CHAPTER 1.2   **THE SELECTION COMMITTEE**

The Selection Committee decides on admission to the STG Master's programme.

1.2.1   Tasks of the Selection Committee

The Selection Committee has the following tasks in relation to the Master's programme:

- Establishing the timeline for the selection process

- Determining the short-listing process and ranking system

- Screening and conducting the comparative review of the candidates' files by applying the selection criteria as defined in art. 1.3.5

- Admission of researchers to the Master's programme

1.2.2   Composition and appointment

The Selection Committee has the following composition:
- Academic Director of the Master's programme
- Two (2) EUI/STG professors
- One (1) STG Teaching associate
- One (1) Student Body representative as observant

Members at-large:
- STG Director acting as the Chair of the Committee
- STG Executive Director
- External Academics selected based on regional expertise

The STG Admissions Officer is present, acting as advisor to the committee, with voice but no vote. The STG Admissions Officer supports the work of the Committee and acts as the secretary. The STG Admissions Officer is not a member of the Selection Committee.

The **Chair of the Committee** takes the leading role in steering the Selection Committee in its works throughout the selection procedure with the assistance of the secretary to the Committee (STG Admissions Officer).

A Selection Committee is organised for each annual procedure. Except for the STG Director, the STG Executive Director and the Academic Director who are permanent members as per mandate, the EUI/STG professors, the STG Teaching associate, the Student Body representative, and the External Academics may vary. The **Chair of the Committee** nominates them at the beginning of each calendar year.

1.2.3   Obligations, Rights and Duties
The members of the Selection Committee have equal rights and obligations.

The Selection Committee must always observe the principles of equal treatment while performing its duties.

The *Rules and Regulations for the Master of Arts in Transnational Governance* are the references the Selection Committee relies upon in ensuring consistency and impartiality in all aspects of the selection procedure.

1.2.4 Confidentiality and data protection

The deliberations of the Selection Committee are strictly confidential. The confidentiality of the proceedings in place is to guarantee the independence of the Committee and the objectivity of their work, by shielding it from any kind of interference or outside pressures. Maintaining this confidentiality means not divulging the standpoints adopted by individual members or revealing any details, data, information and knowledge connected with personal or comparative assessment of candidates.

The Selection Committee may consult or review all documentation pertaining to a selection procedure for which they have responsibility. The confidentiality of the documents relevant to candidates' evaluation must be fully respected at all stages of the selection procedure.

The members of the Selection Committee must also fully respect any obligations related to the protection of personal data as stated in the applicable rules of the EUI Data Protection Policy.

1.2.5 Conflicts of interest

The members of the Selection Committee and its secretary must disclose any potential or real conflict of interest and make an official notification in this respect to the Chair of the Committee prior to the commencement of the Committee's works. The Chair of the Committee reserves the right to replace a member of the Committee where impartiality cannot be ensured.

The policy does not prohibit the STG from admitting people who are in a close personal or professional relationship with members of the STG and/or of the EUI community to the programme, provided that those candidates comply with the requirements outlined in the current regulations. Examples of a close personal or professional relationship are family relationships such as those between spouses or spousal equivalents, parents and children, siblings, in-laws, grandparents and grandchildren; consensual amorous and/or sexual relationships; relationships between persons whose economic interests are closely interrelated. Throughout the period of study at the STG, there shall be no direct reporting or supervisory relationship between those concerned, nor shall they be involved in any decision relating to the other.

Any direct decision-making regarding the admission procedure and ensuing administrative matters by members of the STG with a close relationship to the person concerned is prohibited.

CHAPTER 1.3 APPLICATION, SELECTION AND ADMISSION PROCESS

1.3.1 Publicity

The School of Transnational Governance shall make   all information material relating to the *Rules and Regulations for the Master of Arts in Transnational Governance* available in electronic format.

1.3.2 Timing of the selection procedure

Applications shall be submitted by the end of January. The selection process - including the pre-screening and the comparative review - shall not extend beyond **mid-April.**

The post-selection procedures – including the communication of the decision made by the Selection Committee – shall take place in the **second half of April.**

The STG Admissions Officer shall notify, in writing, the selected candidates of the decision made by the Selection Committee. The selected candidates must confirm their acceptance as well as comply with the financial requirements (where applicable) within **up to 30 days** of receipt of the notification. In case of payment liability, the balance is due by **30 June at latest** of the same calendar year.

The STG reserves the right to adjust the number of annual academic intakes and therefore the admissions calendar if considered necessary. All changes will be made available in due time.

1.3.3 Eligibility

Candidates are eligible to apply for the Master's programme if they have obtained, or are in the process of obtaining, a Bachelor's degree or equivalent, of at least 180 ECTS. Students may not be registered at the same time for the Master's programme and another academic programme, unless a specific joint degree programme exists between the STG and the university or institution in question.

1.3.4 The application file

Applications shall be submitted in electronic format, **only**.

The online application file is composed of:

- **Application Form**
- **Curriculum Vitae**
- **Copy of the University Diploma**

  If the University Diploma is written in a language other than one of the official EU languages, the candidate must submit a copy of the original together with a translation in English. Hard copies are not required at this stage.

  If the University Diploma is not available prior to the submission deadline, the STG will accept a **Proof of Awarded Degree** issued by the awarding institution to verify educational credentials. A candidate, who is selected for admission, shall send the copy of the diploma by email, as soon as it becomes available.

If the candidate is in the process of obtaining the mandatory undergraduate degree, the STG will accept a **Proof of Enrolment** in the last year of studies together with a copy of the **Provisional Transcript of Records** for all completed academic terms to date. Both documents must be official and bear the signature of a representative of the Academic Registrar's Office. The STG will not accept signatures from other academic or administrative staff. If the Provisional Transcript of Records is written in a language other than one of the official EU languages, the candidate must submit a copy of the original together with a translation in English. Hard copies are not required at this stage. Those candidates selected for admission and in the process of obtaining academic recognition for their ongoing studies will receive a **conditional place offer**. The conditional offer is not contingent on the fee status. The offer will receive validation on provision of the University Diploma / Proof of Awarded Degree as soon as it becomes available.

- **Copy of the Transcript of Records**

  The **Transcript of Records** shall list the courses taken per each academic term, the marks awarded and (if applicable) the final degree result.

  If the Transcript of Records is written in a language other than one of the official EU languages, the candidate must submit a copy of the original together with a translation in English. Hard copies are not required at this stage.

  If the candidate is in the process of obtaining the undergraduate degree, please refer to *Copy of the University Diploma* section, above.

- **Statement of Purpose**
- **English International Language Certificate**

  Candidates are required to submit an English International Language Certificate. Candidates who are English native speakers or have a degree from a university programme taught entirely in English and who have written a thesis in English in such a programme are exempted. The expected level of English proficiency is level B2 of the Common European Framework of Reference (CEFR).[5]

- **Copy of an Identity Document**

  If the candidate holds dual nationality, s/he should attach the copy of a second passport/ID card proving the second nationality.

- **Other qualifications supported by a certificate** (if applicable)
- **Two Reference Letters** to be submitted directly by the academic referees
- **Candidates' Video Presentation** to be submitted online and serving the purpose of enabling the Selection Committee to develop a more accurate judgement of the candidate with regard to scholarly knowledge, academic interest, and experience and language skills

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[5] For language assessment, see Appendix I.

1.3.5 Selection criteria

During the selection process, the Selection Committee will assess the following **elements**:

- **Academic record**: *Cumulative Grade-point Average / Grade Trends*

- **Academic and non-academic experience**: *education background, life experiences, leadership roles, community service and/or civic engagement*

- **Individual attributes**: *intellectual curiosity, leadership skills, languages spoken*

- **Overall compatibility level and potential for success** within the learning environment of the School of Transnational Governance

The Selection Committee will base its work on **the documentation submitted by the candidates** and will assess **merit for admission and access to any of the STG support opportunities** as viewed in the context of the candidate's academic and personal circumstances.

1.3.6 The selection process

The selection process takes place in three consecutive stages:

Stage I: Pre-screening

At the first stage, the STG Admissions Officer pre-screens applications for completeness as outlined in Art. 1.3.4. The STG Admissions Officer receives, processes, files and prepares all documentation in the necessary format. Upon completion of the pre-screening, the STG Admissions Officer draws up the preliminary shortlist and submits it together with the respective application files to the Selection Committee.

Stage II: Screening and selection

The second stage falls under the responsibility of the Selection Committee and consists of the comparative review of the application files.

Stage III: Post-selection procedures

Upon the completion of the comparative review, the Selection Committee will produce the final **ranking lists:** the ranking list of selected candidates and the reserve-ranking list of selected candidates. The Selection Committee will submit those final lists to the STG Admissions Officer, who shall notify in writing each candidate of the decision of the Selection Committee.

Depending on the outcome of the selection procedure, candidates may receive:

- a **place offer** for the beneficiaries of one of the STG support opportunities,

- a **provisional place offer** whose validation is conditional on completion of the financial requirements,

- a **conditional place offer** (final or provisional) whose validation is contingent on completion of degree requirements, or

- a **rejection letter**.

1.3.7 No appeals concerning admissions

Candidates cannot appeal against a negative decision taken by the Selection Committee, nor will any information be provided about the academic grounds underlying that decision.

CHAPTER 1.4 **STG FEES AND SUPPORT OPPORTUNITIES**

1.4.1 General provisions

The STG shall apply an impartial and transparent policy with regard to programme fees and will provide the respective information to all interested parties.

The provisions apply to all students enrolled in the Master's programme whether there is a fee liability payable or not.

The STG charges tuition fees for its Master's programme on an annual basis and the fee applies for a full academic year.

The level of the annual tuition fee is set at the point of entry to the Master's programme and remains valid for students in the cohort as they progress. In case of **full repeat of an academic year,** the student retains entitlement to carry forward the level of his/her initial cohort tuition fee.

Any fee other than tuition fees is charged separately and is subject to a specific payment calendar.[6]

1.4.2 Currency

All fees related to the Master's programme are in EURO (€). Students must observe the regulatory processes and ensure that all fee payments to the STG fully cover the bank charges and/or currency exchange fluctuations.

1.4.3 Student fee liability

Students are obliged to ensure a proper financial standing throughout the entire programme and retain ultimate liability in respect to programme fees.

Students are personally liable for the payment of all fees including when fees are paid directly to the STG by approved external sources. Should the payment from approved external sources be not forthcoming, the STG will seek to recover the fees directly from students.

The STG reserves the right to take appropriate action as outlined in Art. 1.4.8 against those students who fail either to pay their fees or to make satisfactory arrangements to clear any school-related debt by the end of a set period.

1.4.4 Fee Status Classification

The decision on the allocation of a fee status lies with the **Selection Committee** and is based on the information provided by each candidate during the selection procedure.

Upon completion of the selection procedure, each selected candidate will receive **a place offer**. By accepting the offer, the selected candidate agrees with the assessment of his/her fee status as decided by the Selection Committee and commits to abide by

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[6] For the comprehensive list of fees, please refer to Appendix II.

the terms of these rules as well as any subsequent amendments that shall not have retroactive effect.

Once allocated, the fee status remains **valid for the entire normative time-to-degree** for the Master's programme unless the specific progress requirements for retention of support entitlement are not met. In such case, the STG reserves the right not to carry forward the support commitment (forward)(where applicable).

The STG regulates **three different** *fee statuses*:

1. **SELF-FINANCED**

   All candidates selected for admission to the Master's programme without the STG support receive the fee status *self-financed*.

2. **STG FEE WAIVER**

   The STG Fee Waiver represents a STG initiative for supporting participation in the Master's programme by the means of a full tuition fee waiver.

   Purpose

   The **STG Fee Waiver** secures the benefit of **full exemption** from payment of **statutory tuition fees** for the Master's programme. Contingent upon **institutional decision**, the STG reserves the right to allocate a limited non-statutory number of **partial tuition fee waivers** where considered beneficial for the organisation of the annual intake. The allocation of partial tuition fee waivers is **not bound by the selection criteria** and does **not commit to yearly implementation**. Once granted, the **partial fee waiver** implies the same obligations and rights associated with the *self-financed status*.

   Beneficiary

   The beneficiary of the **STG Fee Waiver must be a registered student** of the Master's programme.

   Extent and coverage

   The **STG Fee Waiver** will cover in full the normative time-to-degree for the Master's programme. Extensions of the submission deadlines for the Master Project within the 90-day limit are compatible and allow retention of full tuition fee waiver entitlement.

   The **STG Fee Waiver** does not provide scholarship entitlement.

   Students who are granted a STG Fee Waiver will be responsible for the payment of any additional programme fees – as defined in Appendix II of the present regulations.

   Selection criteria

Candidates applying for financial support are required to provide supporing documents attesting their financial need.

Specific requirements

Selected candidates must secure full-time presence for the entire duration of the Master's programme in that any **preventable events** (e.g. compulsory military service) must not require, at a later stage, a long-term interruption of studies.

Requirements for retention of the fee status under STG Fee Waiver

Retention of the fee status under the STG Fee Waiver is conditional upon maintenance of the normative studying pace (i.e. full-time presence) and a 100% success rate during each examination session at the highest academic band score where the minimum performance limit is set by the Academic Director upon consultation with the faculty body.

3. STG SCHOLARSHIP

The **STG Scholarship** represents the STG flagship funding initiative consisting of **full tuition fee waiver with a financial contribution** in the form of a monthly stipend of **€ 1.120,00**[7]. Additionally, the STG will defray visa and travel expenses (lump sum up to **€ 1.450,00**[8]).

Purpose

The scholarship must be used only for the intended purpose, namely, to **cover the living expenses** including but not limited to, housing, meals, medical and accident insurance, personal expenses.

Beneficiary

The beneficiary of the **STG Scholarship must be a registered student** of the Master's programme.

Extent and coverage

The scholarship will cover in full the normative time-to-degree for the Master's programme. Extensions of the submission deadlines for Master   Project within

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[7] The amount is liable to yearly adjustment.

[8] The flat-rate reimbursement for travel expenses will be calculated on the basis of the kilometric distance between Florence (as the student's temporary residence) and the student's permanent residence:

Distance in Km	Amount in EUR (roundtrip)
Up to 500	200,00
501 – 1000	300,00
1001 – 1500	500,00
1501 – 2000	700,00
Over 2001 (within Europe)	900,00
Over 2001 (outside Europe)	1.200,00

the 90-day limit are compatible and allow retention of full fee waiver entitlement but without scholarship entitlement.

Upon acceptance of an intermission request for more than 30 days requiring the suspension of the registration period, the student retains the scholarship entitlement on return to the STG but does not benefit from the stipend during the absence.

Selection criteria

Candidates applying for financial support are required to provide supporting documents attesting their financial need.

Specific requirements

The selected candidate must secure full-time presence for the entire duration of the Master's programme in that any **preventable events** (e.g. compulsory military service) must not require, at a later stage, a long-term interruption of studies.

Requirements for retention of the full fee waiver and the scholarship entitlement under the STG Scholarship programme

Retention of full fee waiver and scholarship entitlement is conditional upon maintenance of the normative studying pace (i.e. full-time presence) and a 100% success rate during each examination session at the highest academic band score where the minimum performance limit is set by the Academic Director upon consultation with the faculty body.

Administrative matters concerning the STG Scholarship

The EUI's accounting officer will ensure the transfer of the scholarship on a monthly basis to the beneficiary's **bank account of choice**.

1.4.5 Payment Calendar

Where applicable, candidates selected for admission to the Master's programme shall pay the tuition fee:

a) in full (overall tuition fees relating to the first and the second academic year) upon registration,
b) in full in relation to the first academic year upon registration,
c) in instalments defined as follows: a deposit of € 3.000,00 to be paid upon registration and the balance of the first-year tuition fee to be paid by **30 June at latest** of the year of registration.

Candidates, who have been assigned the self-financed status, will receive a provisional place offer. These candidates will have to secure at least the minimum payment covering the tuition fee deposit within **up to 30 days** upon receipt of the notification of the offer by the STG Admissions Officer. The provisional place offer will be validated only upon completion of the above-mentioned minimum payment.

For any subsequent tuition fee-related payments, the due date will be the end date of the ongoing academic year (usually 30 June).

1.4.6 Tuition fee deposit

Candidates with a **self-financed status** are required to pay a **tuition fee deposit** of € **3.000,00** in order to secure their enrolment. Where a deposit payment is required, the enrolment will take place only after the receipt of the payment.

The tuition fee deposit is not an additional fee but an integral part of the first year tuition fee.

The tuition fee deposit is **non-refundable** except for the cases outlined in Chapter 1.7, and is **non-transferable**.

1.4.7 Payment methods

The STG has the obligation to ensure that all payments are processed safely and securely and the payment processing service relies on measures that safeguard against risks of fraud, money laundering and personal data breaches. The payment solutions should be fully transparent to all parties involved in the process. The STG relies in the implementation of its financial processes on the general financial rules of the EUI.

The STG's preferred method of payment for programme fees is by bank transfer.

The STG is committed to reviewing and assessing payment solutions regularly in order to achieve a service that is as efficient and flexible as possible.

Although all financial matters are remitted to the Financial Management of the STG, the STG Admissions Officer will ensure the communication on the said financial matters toward the students.

The acknowledgment of fee payments is ensured through a debit note.

1.4.8 Payment default

All students liable for payment of programme fees shall respect the deadlines indicated in the Payment Calendar.

If a student is in default of payment terms as specified in the Payment Calendar, the STG will implement the respective provisions of the general financial rules of the EUI, which must be applied accordingly by the accounting officer upon confirmation with the authorising officer and the STG management.

The students shall submit a written notification to the STG Admissions Officer on any particular circumstance causing difficulty in making due payment by the deadline indicated in the Payment Calendar. The written notification should reach the STG Admissions Officer at least 30 days prior to due date. The STG Admissions Officer must inform the Academic Director of the Master's programme and revert a decision within a 15-day period.

In respect to the payment of the **second-year tuition fee only**, the student can request to reschedule the outstanding debt. The new financial arrangements setting a payment in four instalments shall be subject to a new Payment Calendar. In such a case, a €

100,00 administration fee for the authorisation of the new settlement arrangement will be added to the outstanding debt due together with the first instalment. In the event of acceptance, the student will be provided with a new Payment Calendar in relation to the outstanding debt and his/her status will automatically receive an OB (Outstanding Balance) note. The OB note will last until clearance of debt. Under the OB note, each instalment becomes automatically non-refundable upon payment regardless the circumstances.

Table 1 - Instalment Plan under the OB note

	Due date	**Amount**
1st Instalment	30th June	€ 8.100,00
2nd Instalment	1st October	€ 2.000,00
3rd Instalment	1st December	€ 2.000,00
4th Instalment	1st February	€ 2.000,00

Where the debts remain outstanding and overdue, the STG reserves the right to take *punitive actions* against the defaulter at various stages of the recovery cycle as follows:

Administrative measures

- No institutional endorsement on visa-related matters (if applicable)

- No acceptance of enrolment in a subsequent term

- No library and/or IT access

- No issuance of Enrolment Certificates proving the student's status

Academic measures

- Validation of student status withheld

- Validation of grades delayed

- Written evidence of study progress (Transcript of Records) withheld

- Validation of professional internship delayed

- No access to tutorials or online teaching support

- No research permitted, no Master Project or work accepted for assessment

- Suspension of the registration period leading to expulsion from the Master's programme

The STG reserves the right to undertake assessment on a case-by-case basis and to establish the most appropriate timing and level of imposition accordingly following closely the general financial rules of the EUI.

The STG shall seek amiability in settling all matters related to outstanding debts. The STG must ensure that the implementation of any punitive action takes place only after the exhaustion of all amiable attempts to collect the due amounts.

The STG will refuse any payment proposal/source deemed inappropriate. Said action may lead to the loss of candidate's entitlement to enrol in the programme.

CHAPTER 1.5   STUDENT STATUS AND RESIDENCE REQUIREMENTS

1.5.1 Student status

Student status is automatically granted to all students duly registered in the Master's programme from the time they join the STG until the end of the programme. Those with student status may participate in all activities of the STG/EUI and benefit from all facilities and services provided to students.

1.5.2 Maximum length of registration for the Master's programme

For the Master's programme, student status may last up to **36 months (3 years)**.

The **intermissions with suspension of registration period do not count** toward the calculation of the thirty-six months / three years. These exemptions fall under the categories outlined in art. 1.6.2.

The **maximum overall period of intermission without suspension of registration period** is **6 months** throughout the maximum period of 36 months**.**

The 90-day extension period as outlined in art. 1.6.2, counts toward the calculation of the thirty-six months.

1.5.3 Right to submission of Master Project

The right to submit the   Master Project depends on the student status, i.e., only Master students who have duly registered may submit.

1.5.4 Residence requirements

Students **must reside in Florence** or its immediate surroundings except for the periods of intermission as outlined in art. 1.6.2 as well as the student exchange period or internship.

CHAPTER 1.6   **CHANGES IN THE STUDENT STATUS**

1.6.1 Deferrals

The right to defer the admission offer is conditional upon the cumulative fulfilment of the following:

1. *Unconditional place offer*

2. *New entrant to the programme*

3. *Self-financed fee status*

4. *1-year worth tuition fee paid in full*

The lack of full compliance will automatically prevent the student from accessing the right to defer. The students fulfilling the requirements must submit a Deferral Request to the STG Admissions Officer. The STG Admissions Officer must inform the Academic Director of the Master's programme and revert a decision within a 15-day period.

If a STG support beneficiary requests a deferral, s/he will automatically lose the support and will be transferred to self-financed status; in the event of such request and provided that an unconditional place offer was made, the student is liable for the payment in full of at least 1-year worth of tuition fee. Should the student refuse, his/her registration with the STG will be terminated without the possibility of being re-considered for STG support during a future admission session.

Timing and effect

The student should submit a Deferral Request at least **30 days prior to the commencement date of the Master's programme**. In the event of authorisation, the STG will retain the payment already made and credit it toward the subsequent academic intake.

The STG will not consider the deferral requests submitted after the deadline. If this occurs, the amount paid will be forfeited in full respect of the provisions of Chapter 1.7.

If the student holds an Italian visa granted based on enrolment in the Master's programme, the student must provide evidence for his/her stay in the country of origin and the cancellation of the Italian visa; otherwise, the right to defer is withheld and the amount paid forfeited in full respect of the provisions of Chapter 1.7.

The candidate may defer an offered place **only once** and for **one academic year only**. Should the period exceed an academic year, the candidate will be required to re-apply with the initial amount paid forfeited.

1.6.2 Withdrawal, intermission and extension of deadlines
1. Withdrawal

Withdrawing from the Master's programme will lead to termination of the registration period, loss of the student status and access denied to all of the EUI facilities and services provided to students.

Upon confirmation of withdrawal, the person's immigration status may be subject to change as a result of the loss of the student status.

If a student registered with the STG makes the decision to withdraw being in full understanding of the implications and the consequences, s/he will be required to submit a withdrawal request to the STG Admissions Officer. The STG Admissions Officer must inform the Academic Director of the Master's programme and revert a decision within a 7-day period.

The withdrawal requests must bear the same date as the submission date. The STG will not accept retrospective or backdated withdrawals.

Timing and effect

In the event of withdrawal in full compliance with the provisions laid down in Chapter 1.7 in respect to exceptional circumstances occurring prior to the commencement date of the programme, a refund process in full (tuition fee deposit inclusive) will automatically follow without the need of submission of a refund request. The same provisions apply in the event of withdrawal of the place offer by the STG.

The entitlement to partial refund is granted in accordance with the provisions laid down in Chapter 1.7 and upon submission of a refund request.

If a recipient of the STG Fee Waiver submits a withdrawal request at any stage of his/her studies, s/he is not liable for any financial impositions.

If a recipient of the STG Scholarship submits a withdrawal request at any stage of his/her studies, the STG reserves the right to impose the full restitution of scholarship covering the period of stay until the very last day of the month of submission of the said request. The STG reserves the right to enforce a recovery procedure deemed appropriate.

2. **Intermission of studies**

The STG does not encourage requests for intermissions during the first or last term of studies where a deferral (first term) or extension (last term) respectively are more appropriate.

Timing, length, and effect

Intermission of studies without suspension of registration period

students seeking to apply for a period of intermission no longer than 30 days should submit an intermission request to the STG Admissions Officer who shall inform the Academic Director of the m   a's programme and revert a decision within a 7-day period. In this case, the students are not entitled to suspend their

registration/student status in that deadlines for assessing progress and submission of work remain unchanged.

If a recipient of the STG Scholarship submits an intermission request for a period no longer than 30 days, the student retains the scholarship entitlement for the period of intermission and the funding will continue uninterrupted.

The students can request to intermit their studies without suspension of registration period and with retention of support entitlement in the following cases:

- **Leaves of absence for missions up to 30 days** provided that they contribute significantly to the completion of the Master's's programme (**from the second term onward only**)

- **Leaves of absence on medical grounds**

  Leaves of absence can be granted on medical grounds. A reasoned request, including a medical certificate that states that the student in question is on sick leave, should be addressed to the STG Admissions Officer. The certificate should specify the period of absence that is pertinent to the request, which, **in this case, shall not exceed 30 days**. Medical certificates shall be treated confidentially and in full compliance with the EUI Data Protection Policy. The medical certificate submitted should be in any of the EU official languages; if the medical certificate is written in a language other than   an English translation will be required together with the original documentation.

The **maximum overall period** of intermission without suspension of registration period is **6 months**.

Intermission of studies with suspension of registration period

Students wishing to apply for a period of intermission longer than 30 days should submit an intermission request to the STG Admissions Officer who must inform the Academic Director of the Master's programme and revert a decision within a 7-day period.

The intermission requests for a period longer than 30 days should be submitted within a maximum period of 15 days after the occurrence of the event motivating the request.

The acceptance of an intermission longer than 30 days will lead to a temporary suspension of the registration period and restricted access to the EUI facilities and services provided to students. If the request occurs during the academic term, the student is required to seek the advice of the Academic Director of the Master's programme on the possibility of academic recovery at the end of the intermission period. If the period is too long to allow academic recovery (i.e., more than two months), the student will have to retake the entire academic term and resume attendance of classes together with the next cohort at the beginning of the corresponding term in the subsequent year.

During the authorised intermission period, students are not entitled to study or undertake any form of employment.

During the intermission period, the student's immigration status can potentially be subject to temporary change.

The students can request to intermit their studies with suspension of registration period and with retention of support entitlement on return to the STG in the following cases:

- **Intermission of studies on medical grounds**

  Intermissions can be granted on medical grounds. A reasoned request, including a medical certificate that states that the student in question is on sick leave, should be addressed to the STG Admissions Officer. Medical certificates should not be dated more than 30 days before the request for intermission is submitted. The certificate should specify the duration of sickness leave that is pertinent to the request. Medical certificates shall be treated confidentially and in full compliance with the EUI Data Protection Policy. The medical certificate submitted should be in one of the EU official languages; if the medical certificate is written in any other language, an English translation will be required together with the original documentation.

- **Intermission on the basis of duty of care**

  In cases such as prolonged illness, where students provide full-time care of their partners, children, or relatives of the first degree, intermission can be granted. Within 15 days of the commencement of absence, a reasoned request shall be addressed to the STG Admissions Officer. The privacy of students will be treated in full compliance with the EUI Data Protection Policy.

- **Intermission for maternity / paternity leave**

  The students may intermit their studies on grounds of parenthood imminently before-and-after the birth/adoption of their child. The students are entitled to up to four months of maternity / paternity leave. A request shall be addressed to the STG Admissions Officer. The privacy of students will be treated in full compliance with the EUI Data Protection Policy.

During the authorised intermission period, no additional fees are incurred so that the students are entitled to retain the level of their initial cohort tuition fee.

In case the period of intermission does not allow academic recovery within the term when the request was submitted, the STG will allow the student to credit the tuition fees paid against future fees conditional upon payment in full of the programme fee by 30 August of the year of submission of the request.

3. **Extension of the submission deadline for Master Project**

Students wishing to extend the submission deadline should submit a Master project extension request to the Academic Director of the Master's programme. Upon approval in writing from the Academic Director of the programme, the student is entitled to an extension period of up to 90 days including the defence session and is subject to the payment of a

1. € 100,00 administration fee

and
2. € 5.265,00 *Module VIII/IX: Study Unit 3* fee

The extension is available **only once** to each student.

The student requiring additional time to complete the Master Project must have settled all previous examinations and obtained the required number of ECTS credits in order to proceed to the final assessment of his/her studies.

If a recipient of the STG Fee Waiver submits a Master Project extension request, the student will retain the support entitlement for the period of extension.

If a recipient of the STG Scholarship submits a Master Project extension request, the student will retain the status for the period of extension without scholarship entitlement.

CHAPTER 1.7   **THE REFUND POLICY**

Official withdrawal from the programme **must always precede** a request for refund.

Entitlement to full refund (tuition fees with tuition fee deposit)

In order to secure entitlement to full refund, the student must submit a Withdrawal Request at least **30 days prior to the commencement date of the Master's programme** and prove through acceptable documentary evidence any of the following **exceptional circumstances**:

1. Recent certified serious illness or disability where recovery is expected to cover extended periods of time preventing the student from enrolling in the programme: *medical certificate required*

2. Recent certified serious illness or disability of a close family member (parent, sibling, spouse/partner or child): *medical certificate required*

3. Death of the student or of a close family member (parent, sibling, spouse/partner or child): *death certificate required*

All circumstances must occur prior to the commencement date of the Master's programme and the student concerned shall provide evidence for his/her stay in the country of origin and the cancellation of the Italian visa.

In the event of withdrawal of the place offer made by the STG, the student has the right to full entitlement to refund.

Entitlement to partial refund (tuition fees without tuition fee deposit)

The entitlement to partial refund is granted in respect to the time of submission of the Withdrawal Request together with the Refund Request, and to the academic year (first or second).

If the student submits a Withdrawal Request reasoned outside the exceptional circumstances (hereinafter *regular withdrawal*) together with a Refund Request at any stage **prior to the commencement date of the Master's programme**, s/he is entitled to a **refund of the tuition fees paid with retention by STG of the tuition fee deposit**. The candidate shall provide evidence for his/her stay in the country of origin and the cancellation of the Italian visa within a 7-day period after de-registration. If the student does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited.

If the student submits a Withdrawal Request for regular withdrawal together with a Refund Request **after the commencement date of the Master's programme**, s/he is **not entitled** to any refund of **tuition fees associated with the first academic year**. Nevertheless, if the student has paid for the second year as well, s/he is entitled to a **refund of the tuition fees paid for the second academic year**. In such case, the student must provide evidence for **his/her return** to the country of origin and the cancellation of the Italian visa within a 30-day period after de-registration. If the student does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited.

If the student submits a Withdrawal Request for regular withdrawal together with a Refund Request at any stage prior to the commencement date of the second academic year, s/he is entitled to a refund of the tuition fees paid in respect to the second academic year. The student must provide evidence for **his/her return** to the country of origin and the cancellation of the Italian visa within a 30-day period after de-registration. If the student does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited.

If the student submits a Withdrawal Request for regular withdrawal together with a Refund Request **after the commencement date** of the second academic year, s/he is **not entitled** to any refund.

In the event the student does not qualify for partial entitlement to refund, **s/he still has to submit a Withdrawal Request**. Upon de-registration, the person's immigration status may be subject to change following the lift of student status.

Partial entitlement to refund **will not be granted** if the candidate finds him/herself in any of the following situations:

1. The selected candidate granted a conditional offer does not ultimately meet the academic requirements set for admission.

2. The documentary support for admission provided by the selected candidate proves fraudulent or misleading.

3. The student is unable to continue or complete the programme due to being in breach of national regulations governing his/her immigration status in Italy.

4. The student is unable to continue or complete the programme as a consequence of being in breach of domestic (Italian) or any other national law.

Administrative matters concerning refunds

Any refund of amounts paid shall take effect upon authorisation by the STG management. In the event of acceptance, the refund shall be processed within a 30-day period upon the withdrawal acceptance notification.

The STG shall refund the original remitter by bank transfer only. In the case of split payment, any refund shall be made in the same proportion as the original split. All refunds shall be made in EURO (€); the STG is not liable for any bank charges[9] or currency fluctuations when returning payments.

In the case of refund entitlement, an administrative fee of € 100,00 will be subtracted from the amount subject to refund.

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[9] The bank charges fall under the student's responsibility.

CHAPTER 1.8   EXAMINATION REPEAT POLICY

The student has the right to **one resit per course free of charge**. The third attempt to pass an examination is subject to € 100,00 examination resit fee. Failure upon the third attempt will require a retake in full of the course the student has failed.

If the student is required to retake a full unit, a pro-rata repeat fee will be applied with a value set at **€ 234,00 per 1 (one) ECTS credit**. The student cannot carry more than 5 (five) ECTS credits to the next academic year.

In the event of a student failing to progress to the next academic year in the legitimate course of the Master's programme, the Academic Director shall submit an official notification to the STG Admissions Officer on the student's obligation to repeat the previous academic year in full. The STG Admissions Officer will make the administrative arrangements for re-enrolment. A student required to repeat an academic year in full is liable for the payment of a supplementary annual tuition fee. The student will be charged the fee rate of the initial cohort following the regular payment calendar. In order to re-enrol, the student must have cleared any school-related debt from earlier academic year(s). If a recipient of the STG Scholarship or an STG Fee Waiver is required to repeat an academic year in full, the student will lose automatically the support entitlement and will become liable to payment of tuition fees applicable from the moment of re-enrolment onward.

PART II: ACADEMIC ORGANISATION

CHAPTER 2.1   **GENERAL PROVISIONS**

2.1.1   Registration

Onsite registration takes place during the last week of August or the first days of September, according to the EUI's Academic Calendar. The precise date is announced each year within the Master's programme Academic Calendar.

2.1.2   Type of Programme

The Master's programme is a two-year, four semesters, full-time, residential programme.

2.1.3   Study Load

The Master's programme has a study load of 120 ECTS in total.

2.1.4   Language of instruction

English is both the teaching and working language, common to all students. Therefore, attending the Master's programme requires a minimum B2 level in English, as mentioned in the first chapter of these Rules and Regulations.

CHAPTER 2.2   ACADEMIC CONDUCT

2.2.1   General provisions

While at the STG, students are always expected to maintain the highest standards of academic conduct. Actions that interfere with education, the pursuit of knowledge, or the fair evaluation of a student's development and performance are prohibited.

2.2.2   Conduct during academic activities

The STG's teaching goals is to combine analytical and theoretical education of the highest standards with relevant hands-on experiences. The aim is to engage students in making the necessary connections between theory and practice, support their professional and personal maturity and offer outstanding professional development. To ensure the compliance of all the learning objectives, students are expected to attend all scheduled classes and participate actively. Respect for all participants' ideas and beliefs is mandatory and the use of appropriate language during the class discussions and outside of them. Any kind of discrimination or intolerance manifestation is not allowed, as stated in the Disciplinary Regulations and the EUI Policy on Harassment Prevention and Education.

Professors/instructors are authorised to suspend and/or send out of any academic activity, students who do not observe these Rules and Regulations, the Disciplinary Regulations, the EUI Policy on Harassment Prevention and Education, and any other EUI/STG policy.

2.2.3   EUI Library and EUI Information and Communication Technology facilities (ICT)

No student shall on purpose or recklessly commit a breach of any of the regulations relating to the use of the EUI Library or the EUI ICT services or any other premise in which the Master's programme activities take place.

Infringement of any type of copyright through the EUI ICT network, including using file-sharing to download and distribute copyrighted material, can result in a fine or disciplinary action.

See also Chapter IV. Misconduct in Academic Research of the Code of Ethics in Academic Research

2.2.4   Essay-writing services and Personation

No student can contribute to essay-writing services (directly with the recipient or through commercial companies) in circumstances where someone else, in any examination worldwide, could submit the work provided. The same applies to personation, i.e., the situation where someone – other than the person who has submitted an academic work – has prepared the work or some of its parts.

Additionally, students buying or acquiring material to pass off as their own in examinations can expect to be subject to disciplinary procedures.

CHAPTER 2.3   ORGANISATION OF TEACHING AND LEARNING METHODS

The teaching in the Master's programme is entrusted to STG/EUI professors/instructors. Experts with high and documented qualifications can also carry out teaching and examination activities.

The detailed requirements of each module are provided in the syllabi, which are available before starting each semester.

A variety of pedagogical methods are used to ensure a combination of resources that support different learning paths. Lectures, workshops, tutorials, role-play events, case studies, problem-solving activities, participatory seminars, and discussions are some of the teaching methodologies used within the Master's programme. All of them are designed to introduce students to the theory and practice related to governance at the transnational level, encouraging autonomy while ensuring adequate support from the professor/instructor.

Continuous feedback on coursework is a fundamental part of the teaching and learning experience at the School. Therefore, feedback is provided by professors/instructors so that the students have a sense of the standard that they are achieving.

Although the Master's programme is foreseen to be mainly residential, some of its activities can also be carry entirely online or in a hybrid mode.

2.3.1   Digital Education within the Master's programme

Brightspace is EUI's Virtual Learning Environment (VLE). Activities in Brightspace can either be synchronous or asynchronous.

A VLE is an online platform that can be used to provide students with readings, lecture notes and/or recordings, PowerPoint presentations and other types of content. It can also be used to set up activities and assessments for students. Activities and assessments include discussion boards, quizzes with different types of questions (multiple choice, true/false, short answer, written answer, etc.) and assignments where students can submit documents.

If teaching during the academic year is not delivered fully online or in a hybrid format, professors/instructors and TAs should use Brightspace for communication, engagement, and a repository of relevant resources. In this sense, Brightspace is an additional tool for face-to-face teaching.

CHAPTER 2.4   CLASS ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are compulsory throughout the programme. Persistent lateness may be considered absences and non-attendance of obligatory classes/academic activities without a valid reason and/or without notifying the professor/instructor, TA or STG staff will be considered misconduct. If a student is unable to attend an obligatory class/academic activity due to an emergency or an unexpected event, s/he should inform preferably by email before class.

Exceptional absences of more than one week require written consent from the Academic Director of the Master's programme. More than a week of unjustified absence – meaning absence without notice or absence without approval – noted by a professor/instructor or TA will be considered misconduct. The Academic Director of the Master's programme makes the final decision in these type of cases.

The minimum attendance requirement is 75%. However, students should always have in mind that the credits awarding is subject to the verification of the skills and knowledge acquired, the passing of the final exam/assignment and the active participation and performance more than the attendance. For this reason, day by day attendance is based in trust and on the students' commitment and responsibility. Nevertheless, when sessions are held online, it is compulsory to have the video camera on to ensure proper participation and interaction.

When a session is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory, except in the event of a schedule conflict with another required activity.

CHAPTER 2.5   **WORKLOAD AND CREDITS**

In order to graduate, students must earn 120 ECTS credits during four consecutive full-time residential semesters. Each semester is 12-weeks long, including the exams sessions.

Credits from previous study courses could be recognised as part of the Master's programme as long as those courses are not part of an awarded degree and the subjects are compatible with content and workload. A formal request for the evaluation and recognition of previous credits should be submitted to the Academic Director of the Master's programme one month before the commencement of the first academic year. The decision in this regard will be communicated two weeks after.

Students are awarded credits for completing the following credit-bearing activities:

- Four core modules with their 12 study units: 60 ECTS credits
- Internship: 10 ECTS credits
- Specialisations and electives: 25 ECTS credits
- Master Project: 25 ECTS credits

Some of the programme's teaching activities could have the following time allocation:

- Seminars and courses are usually two contact hours
- Tutorials are about one contact hour long
- Workshops are generally 4 to 6 contact hours long

CHAPTER 2.6   **WEIGHTING AND GRADING**

Evaluation criteria, workload, and the weight of each assessment methodology are explained in the syllabi made available before the beginning of each semester. Components, such as team assignments, oral presentations, class attendance, project works, and intervention/performance in class, should be considered when grading the whole course or seminar. Each professor/instructor decides the weight of each component and can add new teaching and assessing methodologies.

Each course/seminar will have enough autonomous work to facilitate the assessment and confirm whether the student has independently satisfied all the requirements.

2.6.1   Grading

The following criteria support the Master's programme grading scale:

- Grades will be allocated as percentages followed by indicative meaning;
- 50% = Pass grade;
- 40-49% = Mild-fail/insufficient. This means the student passes and earns ECTS credits. However, if the student **wants to improve** her/his grade, s/he can participate in a resit session. Only one mild-fail is allowed in the whole programme;
- 0-39 % = Fail. This means that the student failed, and no ECTS credits are awarded. It is compulsory to participate in the resit session and pass the exam to earn the ECTS credits.

Table 2 – Master's programme Grading Scale

Percentage Grade	Indicative Meaning[10]
95-100	Outstanding
90-94	Excellent
85-89	
80-84	Very good
75-79	
70-74	Good
65-69	
60-64	Satisfactory
55-59	
50-54	Sufficient
49-40	Insufficient -Mild fail – (optional resubmission)
39 or below	Failed (compulsory resubmission)

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[10] This terminology is consistent with the European Credit Transfer and Accumulation System (ECTS)

2.6.2 Responsibility

Professors/instructors assess each student thoroughly and autonomously and therefore assume full responsibility for the assessment.

In the case of written examinations such as essays, papers or other paper assignments, in which many students participate, TAs may provide support in the assessment and grading process. However, any participation of TAs in the grading process must occur under the supervision of the professor/instructor who teaches the course/seminar and who takes complete responsibility for the grade awarded.

CHAPTER 2.7 ASSIGNMENTS

Different types of assignments are envisaged for the Master's programme. Each professor/instructor decides which methodology s/he wants to use to assess his/her course/seminar, and specific information regarding the coursework will be specified in the syllabi at the beginning of each semester. Students must complete assessed assignments and submit all mandatory coursework within the deadlines, whether it is formative[11] or summative[12]. Assignments submitted must be the student's own.

Essays, papers, project works, group projects, exams and others are submitted through the Master's programme Virtual Learning Environment (VLE), Brightspace.

2.7.1 Individual Assignments

Unless specified otherwise, all assignments should be completed individually. Discussing matters related to individual tasks with other students is permitted if following the rules stated by the Disciplinary Regulations and the Code of Ethics in Academic Research; therefore, avoiding any type of misconduct such as cheating, plagiarism, fabrication and others.

2.7.2 Study Groups

In the case of group assignments, each student's responsibility – and the study group – to ensure that all members of the group meet their responsibilities.

If a student fails to meet his/her duties and the group has reminded the student of his/her missing obligations, without obtaining a positive response, other students in the group can approach the professor/instructor to discuss the situation. The professor/instructor has the right to dismiss the student from the group work. In those cases, the dismissed student must complete an individual assignment to achieve the requirements.

Discussing matters related to group assignments with other students outside the group is permitted if following the rules stated by the Disciplinary Regulations and the Code of Ethics in Academic Research; therefore, avoiding any type of misconduct such as cheating, plagiarism, fabrication and others.

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[11] Work that does not count towards the final grade.

[12] Work that counts towards the final grade.

CHAPTER 2.8   **ASSESSMENT**

Students will be evaluated for their academic and intellectual development during the entire programme and the extent to which the stated learning outcomes are sufficiently achieved. Therefore, students are entitled to receive reasonable and timely feedback on their performance related to each course/seminar, the general coursework and assignments submitted. When needed, advice related to the learning process is given, especially to those students with difficulties accomplishing the intended learning outcomes.

2.8.1   Submitting work for assessment

Essays, papers, thesis, and other submissions that are assessed as part of the programme have deadlines by which the work must be submitted. Deadlines are published in advance, and the work is handed to the professor/instructor via Brightspace.

2.8.2   Late submissions

Delays in submissions are not accepted.

Late submission will lead to deduction of points, and thus a lower grade would be obtained.

If the assignment is due in hard copy, lateness such as postage troubles, reliance on third parties that do not deliver the work, travel problems, printing problems or others are not accepted.

When submitting electronic files, problems such as computer issues (including virus infection), absence of internet connection, difficulties in connection to Brightspace (unless a system-wide error), or lost/stolen files, among others, do not justify any delay.

Only under specific circumstances (such as illness or other emergencies), a late submission may be accepted. See also Chapter # 2.9.

2.8.3   Deduction Scheme

- ▪ Submissions after one to three days: - 5%
- ▪ Submissions after four or five days: - 10%
- ▪ Submissions after six or seven days: - 15%
- ▪ Submissions are not accepted after the seventh day

The scheme mentioned above might vary if the student reached an individual agreement with the professor/instructor or the Academic Director of the Master's programme.

2.8.4   Extensions

If in case of illness or another urgent cause, the student becomes aware that s/he will need to submit an assignment late, it is possible to apply for late submission and be

excused in advance. The student must contact the professor/instructor to obtain the extension that should be no longer than ten working days.

If a student is unable to work for a very long time, s/he should speak directly with the Academic Director of the Master's programme about making specific arrangements to postpone his/her studies as mentioned in Chapter #1.7 of the current regulations.

2.8.5 Making changes after submission

It is not possible to make changes to coursework after it has been submitted.

There are no valid reasons to grant the resubmission of a written work. Problems such as failure to proofread and doubts related to the work's readiness will not be accepted. Therefore, students must pay attention to submit the correct file/version of their work when submitting a file.

CHAPTER 2.9   **EXAMINATIONS**

Assignments and exams will always be related to the courses' content. Consequently, students are expected to complete all different forms of evaluation as well as any other required individual or collective work.

In order to guarantee the student's anonymity in the grading process, while submitting exams, the files will not have the name and surname but only the student's EUI identification number.

2.9.1   Content and forms of examination

Each professor/instructor determines the requirements and expected outcomes of each examination. Hence, the type of evaluation (oral exams, group assignments, written exams, or others) is determined by the professor/instructor in charge of the course or seminar and is specified in the syllabus.

In the case of applying practical tests, they may also include assessing other skills such as participation, behaviour, and performance.

2.9.2   Scheduling, frequency, and deadlines of examinations

All examinations deadlines are specified in the syllabi and communicated to students at the beginning of the semester.

The deadlines are scheduled in such a manner that students have a reasonable time for preparation, allowing them to demonstrate the acquired knowledge.

Late submissions will be penalised as described in Chapter #2.8 of these Rules and Regulations.

Only those students who have completed all the course's assignments will be accepted to take the final exam.

2.9.3   Excusable absences and unforeseen circumstances to postpone an evaluation

If, due to severe reasons, a student is unable to be present at an examination or to submit work, s/he must inform the professor/instructor and the TA, who will inform the STG Administrative Staff.

In case of illness before the date of submission of the Master Project, students must provide the Academic Director of the Master's programme with a   certificate stating the reason for absence. The certificate should be received by the STG, if possible, before the deadline of submission or, at the latest, during the following week. The certification should clearly state the period covered by the illness and, if possible, to what extent the student has been unable to prepare the work.

Likewise, if while preparing for, or during examinations, or in developing other assessed work, the student has a problem that will affect the quality of the performance,

s/he must inform the professor and TA before the deadline to make them aware of the extenuating conditions. Significant problems should have supporting documentation.

Additionally, students with long-lasting conditions (e.g., dyslexia, attention deficit, etc.) that put them in a particularly disadvantaged position are encouraged to explore alternative examination arrangements or significant adjustments to examinations and assessments following the EUI Disability and Specific Educational Needs policy. Such support should be requested as soon as possible.

Notices received after will not be considered. Still, if there are exceptional circumstances, the professor/instructor can decide whether to accept it or not. However, if the student was prevented from making an earlier request due to his/her condition or personal circumstances or an internal procedural error delayed the student's request, a late notification will be accepted.

Unforeseen circumstances such as personal or family issues, mourning, a traffic accident, and other types of impediments are also part of this category. They will be evaluated in the same way as the illness absences.

2.9.4 Specific requests for examinations

Specific requests for alternative examination arrangements or deadlines adjustments for other reasons, e.g., faith-based reasons, must be submitted to the professor/instructor at least one month in advance. The possibility of alternative arrangements may span among a wide range of options, such as enabling candidates to take written papers at different times, in separate venues, with extra time, with specific ad-hoc supports including electronic devices, or with alternative facilities.

Once the approval for an alternative arrangement has been given for the assessment/examination of a student, it will be valid for the student who requested it during his/her status as a Master's programme student.

2.9.5 Non-academic commitments

Usually, sports or other non-academic and academic activities/commitments at other institutions will not be accepted as valid reasons for changes in assessment/examination deadlines.

2.9.6 Communication of exam results

The communication of exams results will be as follows:

- Autumn semester: until mid-February
- Spring semester: until mid-June

In the case of oral exams, the professor/instructor determines the result and grade no later than **five working days after the exam** was taken.

The grades of the Master Project result will be available **before mid-June.**

2.9.7 Failing examinations

When an exam is failed, students must obtain advice from the professor/instructor as soon as possible for the resit session.

Students failing an examination at the first attempt have the opportunity to re-take without penalties. See also Chapter #1.8

Students are not allowed to re-take an assessment to improve their results.

2.9.8 Right of review and inspection

Students are authorised to inspect all components making up the complete grade of a study unit (essays, midterms, final exams, and others) within two weeks of the announcement of the final results.

Dates may be different during the 2nd and 4th semesters due to the internship period and the submission of the Master Project.

Additionally, the inspection deadline can be extended or shortened in particular circumstances such as the Institute's closure, professors/instructors/TAs' vacations or public holidays.

2.9.9 Resitting/re-taking exams

Students who have not achieved a course/seminar requirement are obliged to re-take that exam.

Students can only resit exams once (per course/seminar) without penalties. See also Chapter #1.9.

The form of re-takes should be similar to the original examination/assessment.

If a student needs a second resit/third attempt at an exam, s/he needs to pay the re-examination fee. See also Chapter #1.8.

If more than one examination is failed during a semester, granting a re-take is at the discretion of the Academic Director of the Master's programme and the professor/instructor in charge of the course. In these cases – while allowing a re-take – the amount and grading of the failed study units and the failure conditions should be considered.

The resit exams are rescheduled following the professor's/instructor's indications. All resits must be organised within the same academic year.

A satisfactory re-take means the demonstration of knowledge, performance, and a passing grade. Instead, the re-take failure means the non-compliance with the minimum requirements and failing the course or seminar.

The grade obtained on a resit exam will be the one considered as the final grade.

Authorisation to resit an exam may be withdrawn from students who regularly miss classes and/or do not complete the other coursework requirements.

Students are admitted to the second academic year only if they have completed all the obligations of the courses and modules from the first year and earned 60 ECTS credits. Under exceptional circumstances, students can be admitted with 55 ECTS credits in a conditional status and the obligation to complete the missing 5 ECTS credits before the end of the third semester. In these cases, the resit session will be determined by the professor/instructor in charge of the course.

If a student fails the re-take(s), his/her enrolment should be reconsidered, as the student will not be able to fulfil all the Master's programme requirements

2.9.10 Retention period of examinations and graded assignments

The Master's programme and STG will retain papers, essays, and any type of written exams or other submitted coursework in paper or digital form for two years after the result is published.

2.9.11 Period of validity

Exams which have been passed are valid for an unlimited period.

2.9.12 Redo courses/seminars

The Master's programme does not allow students to redo any of the programme's courses/seminars. If a student fails in an academic year and decides to withdraw, s/he will receive an Attendance Certificate. The certificate will attest to the work carried out by the student whilst at the STG, specifying the courses attended, and if applicable, grades and ECTS. The Academic Service will issue that certificate.

2.9.13 Conduct during written exams

2.9.13.1 Use of aids

If the use of books, dictionaries, calculators, notes etc., is allowed during an exam, the professor/instructor will announce this beforehand in detail. Other types of electronic devices are not allowed during written examinations if not specified by the professor/instructor. It is prohibited to write any additional information in a book or other material allowed in the examination room unless the professor/instructor has approved it in advance. Moreover, the professor/instructor and the TA may inspect books, calculators, and other materials before, during, or after the exam. The exchange of dictionaries, calculators, books, or any other reference materials during an exam is not allowed.

If a professor/instructor allows the use of formula/information sheets during an exam, these may only be in the form approved by the professor/instructor (handwritten, printed, or photocopied). Other forms will not be allowed.

2.9.13.2 Starting time of the Exam

All students must be present in the examination room at least five minutes before the exam start.

If due to unexpected external conditions beyond their control, students arrive no later than half an hour after the start of the exam, they are allowed to participate. Students arriving after this time are excluded from participating in the exam and must contact the professor/instructor and the TA to explain the reason and discuss resit options.

All materials used during the exam – including notes and drafts – should be left on the exam table before leaving the room.

CHAPTER 2.10   **ADDITIONAL PROVISIONS**

2.10.1 Electronic devices

Electronic devices are to be switched off during in-person academic sessions unless used to take notes and access course materials. Devices that are not used for academic purposes are not allowed.

2.10.2 Audio or video recording of academic activities

Academic sessions developed in digital mode are automatically recorded and stored in Brightspace and accessible to the students during their learning period at the STG.

Students who want to make personal audio or video recording of an educational event should ask for approval from the attending students and professors/instructors involved in the activity. Additionally, if a student wants to share the recording with others, s/he should have the approval of all people involved.

2.10.3 Social Media

Social media brings several benefits and opportunities in an academic environment, such as enabling global communication and promoting a dynamic academic debate.

Students should use social media responsibly and be aware of the consequences of irresponsible use. Therefore, posting offensive content related to the STG/EUI or any of its educational activities on social media is prohibited and will result in disciplinary action.

2.10.4 Organising events

Events at the EUI/STG premises can be organised if they follow the Institute's disciplinary regulations and the specific requirements such as details, notifications and schedules established by the STG/EUI's administration.

2.10.5 Students with disabilities

Students with disabilities that might impact their studies are invited to mention their needs to the Academic Director of the Master's programme and the STG staff before starting the programme to implement reasonable adjustments. This should be done following the EUI Disability and Specific Educational Needs policy.

Within the establishment of these specific requirements, students must also specify the extent to which information related to their disabilities may be shared with the STG/EUI community.

If the STG is not informed about a disability well in advance, it may not be possible to make the appropriate adjustments.

2.10.6 Quality Assurance of the Master's programme[13]

The STG strongly emphasises that the Master's programme curriculum is in accordance with international quality requirements. The STG operates under a comprehensive quality assurance system covering all aspects of activities such as curricula and teaching, research and innovation, administration, and support services.

In the STG quality assurance system framework, the Master's programme is regularly evaluated to provide and maintain its high-quality level and monitor necessary adjustments. Other aspects, such as the effectiveness of the assessment procedures, the learning environment, the student satisfaction concerning the programme and the continuous updating of the content of the programme, are also continuously evaluated.

All reports related to evaluation results as well as recommendations for improvement will be accessible to the academic community, external partners and other interested individuals following the EUI procedures. Additionally, students will be informed promptly regarding the programme's updates. Changes will be published and available in due time through different channels such as the STG and Master's website, e-mails, Brightspace and others.

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[13] The provisions related to the Quality Assurance of the programme are in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015), as they are the guiding set of principles in the EUI Strategy 2019-2024, which has been approved by the EUI High Council.

CHAPTER 2.11   FINAL PROVISIONS

2.11.1 Notice

The STG will ensure that proper notice is given of these Rules and Regulations to all students. Necessary amendments will be announced in due time after the approval of the EUI Executive Committee and Academic Council. The new version of this document will be available and published on the Master's programme website and on Brightspace.

2.11.2 Communications and announcement of decisions

The STG provides an outline of the Master's programme on the programme's website. The site is continuously updated, and all relevant information for enrolled students is also available on Brightspace.

The students must regularly check their institutional e-mail address, the STG website and Master's website and Brightspace to be aware of any changes and updates.

Professors/instructors/TAs will use Brightspace - and/or the EUI e-mail account to communicate and announce specific decisions.

Information disseminated via e-mail, Brightspace or through the website will be assumed to be known.

PART III: STRUCTURE OF THE MASTER'S PROGRAMME

CHAPTER 3.1   **GENERAL OVERVIEW**

The Master's programme's academic content is divided into different modules and each module is comprised of one or more courses or study units, enabling the student's progression in an efficient and structured way.

The first and second semesters provide lays out the "foundation" of the programme, while the third and fourth semesters are built upon the two first semester and are designed so the students can specialise in specific areas of their choice

During the first year, the "foundations" in transnational governance offer an interdisciplinary and multidisciplinary approach by teaching skills and substantive knowledge to analyse the problems and the tools necessary to measure and manage them. Additionally, students will receive training in essential professional skills to enhance their employability in the job market.

During the second year, students can specialise in a specific area related to transnational governance. To do so, they receive the innovative analytical insights needed for applying theoretical perspectives and find solutions to real-world problems in precise areas of governance. The training related to professional development will continue during the second year. Through the seminars, workshops, lectures and others, students will benefit from the expertise of globally recognised scholars and practitioners.

Table 3 – Master's Programme overview

MODULE		STUDY UNITS	ECTS	workload	SEMESTER
I.	The Foundations of Transnational Governance	1. The Emergence of Transnational Governance: Actors, Structures, Practices	5	125 hours	1-2
		2. Nuts and Bolts of Transnational Governance	5	125 hours	
		3. Transnational Politics and Institutions	5	125 hours	
II.	Tools of Transnational Governance	1. The Law of Transnational Governance	5	125 hours	1-2
		2. Policy Design	5	125 hours	
		3. Methods	5	125 hours	
III.	Economics	1. Economics I	5	125 hours	1-2
		2. Economics II	5	125 hours	
IV.	Professional Development	1. Boot Camp	1	25 hours	1-2-3-4
		2. Negotiating Transnational Policy	5	125 hours	
		3. Professional Skills Workshops	7	175 hours	
		4. Internship	10	300 hours	
		5. Advanced Professional Skills Workshops	7	175hours	
Transition to the 2nd Year					
V.	Specialisation tracks	1. Specialisation Track seminar I	5	125 hours	3-4
		2. Specialisation Track seminar II	5	125 hours	
VI.	Free Elective	1. Free Elective Seminar I	5	125 hours	3
		2. Free Elective Seminar II	5	125 hours	
VII.	Statecraft—Public Leadership & Policy Expertise	1. Workshops, lectures, webinars, talks, innovative leadership seminars, and other teaching activities.	5	125 hours	3-4

VIII.	Master Module	1.Master Project Seminar 2. Master Project (Master Thesis or Capstone Report)	5 20	125 hours 500hours	3-4
		Σ	120	3000 hours	

3.1.1 Academic Calendar

The STG establishes the academic calendar of the Master's programme in accordance with the EUI academic calendar.

- Boot Camp (2 weeks in early September)
- First semester (autumn) – 12 weeks from mid-September to mid-December
- Second semester(spring) – 12 weeks from early January to the end of March
- Third semester (autumn) – 12 weeks from mid-September to mid-December
- Fourth semester (spring) – 12 weeks from early January to the end of March

3.1.2 Duration of studies

Students are expected to complete their degree within two years, i.e., four full-time consecutive semesters.

Under exceptional circumstances (see Chapter #1), the STG Director and the Academic Director of the Master's programme may extend the time to complete the degree.

CHAPTER 3.2   **BOOT CAMP**

The Master of Arts in Transnational Governance takes off with the Boot Camp, i.e., a pre-sessional study unit, which takes place in September before starting the first-year core courses.

Participation in the Boot Camp is mandatory as it is an integral part of the first year of the Master's programme curriculum. Students earn 1 ECTS credit upon its completion. Additionally, it offers an opportunity to meet the faculty and introduce the students to the specific culture of teaching and learning at the STG.

The Boot Camp has two main components: an academic one and a practical one. The Boot C amp's academic component will offer the students an introduction to STG faculty and the different courses and provide them with insights into transnational governance as taught in the Master's programme.

Instead, the practical side is related to the EUI/STG introductions, social activities, and helpful information about being a member of the EUI/STG community and life in Florence.

CHAPTER 3.3   **FIRST YEAR OF THE MASTER'S PROGRAMME**

The first year lays the foundations for understanding the analysis of transnational governance from legal, economic, historical, and social science perspectives. The academic content is composed of 4 core modules structured in 12 courses and study units plus an Internship.

In the core Module I on the Foundations of Transnational Governance, participants will study the emergence, actors, structures, and practices of transnational governance. They will seek to understand what has driven this transformation and will consider its implications for our democratic systems in the context of recent shifts in global interdependence. In this first module, the analytical perspectives, contextual understanding, and theoretical and empirical knowledge will be drawn from the historical, sociological, and political science perspectives.

Module II focuses on the Tools of Transnational Governance. Here, the master's students will become proficient in the legal and statistical language necessary to understand the effects and impact of transnational governance and to design tools to deal with it. At the end of the module, students will be able to gauge the quality of empirical analysis and normative prescriptions.

Development in society and the economy are always closely related. This also remains true for the age of transnational governance. Module III will therefore be dedicated entirely to Economics. In this module, students will gain essential economic insights into international redistribution effects, potential economic transformations, and the consequences of specific regulatory solutions.

Finally, Module IV will offer a broad range of Professional Development skills. In this module, students receive a wide range of training that complements the foundational knowledge on transnational governance in order to ensure that all graduates have the critical abilities needed to succeed in both the academic and professional worlds. Students gain specific negotiation expertise and focus on other job-relevant abilities through workshops allocated to communication skills, project management, policy drafting and more. The acquisition of professional skills is also spread over various courses in the second year.

3.3.1   Languages

As part of their professional development, students can participate in tailor-made English courses for academic writing during the first year. Additionally, Italian, and other language courses will be offered via the EUI Language Centre.

3.3.2   Conditions for Passing the First Year

Students who have obtained 60 ECTS credits and passed the four foundational modules are deemed to have passed their first year and advance into the second year.

Nevertheless, students who have obtained between 55 and 59 ECTS credits are considered to have passed their first year in conditional status. They will be allowed to

advance to the second year with the additional obligation to re-take the exam they did not pass during the first year.

Students who have obtained fewer than 55 ECTS credits must repeat the entire first year.

3.3.3 Conditions for repeating a year

The STG Leadership decide at the end of the first year, which students have satisfied the conditions necessary to pass to the second academic year, i.e., students who have earned 60 ECTS credits or a minimum of 55 ECTS credits.

In the case of students who have earned fewer than 55 ECTS, the STG Director, the Academic Director of the Master's programme and the Faculty, can determine if they must repeat the first academic year.

Repeating a year implies the suspension of any financial aid awarded by the STG.

Students participating in the Master's programme can only repeat one year, preferably, the programme's first academic year.

CHAPTER 3.4   **INTERNSHIP**

Internships are the meeting point between higher education and employment and allow students to gain a unique working and networking experience while still studying. The specific professional skills gained in a work environment constitute an excellent opportunity for the students' early career development.

As an integral part of the programme's curriculum, Internships are credit-bearing activities and help students to improve and strengthen their knowledge and competencies acquired in the first academic year. Therefore, the Internship should be completed between the first and the second year, from mid-April until mid-September. The mandatory working hours required is 300. Extra hours are not compulsory but are accepted.

The Internship can be carried out at private or public structures, including but not limited to public administrations and/or institutions, international and regional organisations, national and international civil society organisations, financial institutions, philanthropic foundations, research organisations/institutes, think tanks, multinational corporations, and so on.

3.4.1 Internship requirements

All Internships must meet two main requirements:

- Have a clear connection to the overall educational goals (preferably connected to the chosen field of expertise in the second year);
- Offer substantial (and quantifiable) learning opportunities allowing for significant career exploration.

3.4.2 Internship recognition

Upon completion of the minimum 300 working hours, the Intern must submit to the Internships Officer the following documents (electronic copies):

- Final Report completed by the Intern and signed by both the Intern and the STG Internship Supervisor;
- Evaluation Form completed by the Host Supervisor.

The submission deadline is set for end-September of the same calendar year. The Intern is fully responsible for the timely submission of all required documents

CHAPTER 3.5 SECOND YEAR OF THE MASTER'S PROGRAMME

During the second year, the curriculum comprises of four modules and eight study units from which students choose those they want to attend to complete their learning path. Basically, students decide on a specialisation area of transnational governance in which they will receive cutting-edge analytical insights and strengthen their expertise.

The academic development of the programme culminates in the second year with the final Master Project. In this Master Project, students apply the learned knowledge in a systematic, independent, and original way to make a specific intellectual contribution to a practical or theoretical question.

3.5.1 Specialisation tracks

The list of seminars for the specialisation tracks are announced during the second semester. Specialisations can range from Public Administration, Democracy, Peace and Security, Digitalisation and Media, Climate, Migration to Health and many others.

3.5.2 Statecraft – Public Leadership and Policy Expertise

This module offers a unique and practical experience for the students to engage in interactive, meaningful discussions with established policy leaders, world-leading scholars, and distinguished executives. Students will be able to attend a wide range of seminars, workshops, lectures, and talks offered by the School – and at the EUI – in the different areas related to transnational governance.

3.5.3 Master Project

The academic formation in the Master culminates in a final Master Project. In this Master Project, students apply what they have learned in a systematic, independent, and original way in order to make a specific intellectual contribution to a practical or a theoretical question.

By the end of the first year, students start their reflection to decide about their Master Project, i.e., whether they want to finalise their studies with a traditional Master Thesis or a more practical oriented Capstone Report. In both cases, students bring together theoretical orientation, empirical data, and methodological rigour to answer a relevant question. During the second year, students attend activities and seminars aimed to guide them in their research and drafting of the Master Project. Support by the STG faculty is provided with research strategies for both types of projects.

The Master Thesis is a scholarly discourse that validates a specific point of view in a given topic as an outcome of independent and original research work. The objective is to understand the theoretical and conceptual considerations around a topic. The Master Thesis should reveal the ability to analyse and interpret information and display the ability to discuss the meaning of the research's outcome coherently. As academic-focused research, it has broader applicability and sometimes can lead to a PhD.

Instead, the Capstone Report describes assumptions, goals, strategies, and results of a case study to solve a real-world problem of transnational governance. It shows that the student can synthesise and demonstrate what has been learned through the programme by applying analytical skills to solve a specific policy or work out institutional, managerial, or organisational problems. A Capstone Report prepares students for a specific professional path.

The topic of the Master Project must be approved by the supervisor appointed for that purpose, and by mid-May of the fourth semester, students must submit the complete monography. To achieve the learning outcomes allocated for the Master Project, the supervisor will closely follow the effort and the manuscript and the progress of the overall work plan.

3.5.4 Languages

As part of their professional development, students can participate in tailor-made English courses for their Master Project writing during the second year. Additionally, Italian, and other language courses will be offered via the EUI Language Centre.

3.5.5 Optional: Student Mobility Programme (SMP)

Due to cooperation with leading global institutions and policy schools, students will have the possibility of complementing their studies by spending one semester (the third one) in one of the EUI/STG partner institutions.

See Chapter # 4 for more information related to the SMP.

3.5.6 Conditions for passing the Second Year

Students need to obtain 60 ECTS credits and recover any missing credits from the first year in order to pass the second year and earn the Master's degree.

CHAPTER 3.6   **CONDITIONS FOR DEGREE CONFERRAL**

In order to receive the Master's programme degree from the STG, students must have earned 120 ECTS credits, fulfilled all their financial obligations and met the following conditions:

- Enrolment in the Master's programme for at least four semesters
- Fulfilment of all academic requirements
- Completion of four core curriculum modules
- Completion of an internship
- Completion of all the activities related to the chosen Specialisation Track
- Completion of all the elective modules
- Completion of the Master module
- Submission of the Master Project

3.6.1   Distinction

A Distinction shall be awarded for a final overall average grade of 90 or above. Irrespective of the award average attained by a student, no student may receive an award with distinction if the student has not received the minimum pass grade for any course.

3.6.2   Diploma and Transcripts

As proof that the programme has been successfully completed, students receive a diploma of the degree, the Master of Arts in Transnational Governance, signed by the EUI President.

3.6.2.1 Transcript of Records

Every student is entitled to receive a Transcript of Records for each year of study.

A Transcript of Records is a document that records the student's academic achievement in the Master's programme. It displays the modules, the number of ECTS credits that have been achieved, and the grades awarded.

Following a student's request, the STG may provide provisional grades to third parties such as employers or other higher education institutions in case of seeking a job or withdrawing from the Master's programme.

PART IV: INTERNATIONAL STUDENT EXCHANGE AND PARTNERSHIPS

CHAPTER 4.1   **STUDENT MOBILITY PROGRAMME (SMP)**

Students will have the opportunity to participate in the Student Mobility Programme (SMP) during the third semester. Those who participate in the SMP must earn 30 ECTS at the partner institution.

Participation in this programme is optional. Students may choose between different partner institutions, considering that there is a limited number of places in each receiving institution.

To be accepted in the SMP, candidates must have successfully completed the first year of study and earned 60 ECTS.

STG applicants to the SMP are pre-selected by the STG and nominated to the partner institutions. The partner institution does the final acceptance for admission. Students are admitted for one semester only, the third one, and there is no tuition fee required at the host institution.

An informative session during the first semester will be organised to explain to the students the SMP procedures, application, and deadlines.

4.1.1 General guidelines for the SMP

Students from a partner institution enrolled in the SMP are considered as students of the Master's programme in every aspect; therefore, they must comply with all duties and obligations outlined in these Rules and Regulations. Similarly, while staying in a partner institution during the SMP, students of the Master's programme must respect all the rules from the partner institution.

Participation in the SMP does not entitle any student to obtain any degree from the institution in which the mobility experience takes place.

4.1.2 SMP Certification

Upon completing the SMP, the host institution issues a certificate where courses, credits and grades are mentioned. This information will appear in the Master's students Transcript of Records.

4.1.3 Students evaluation during the SMP

Students in a host institution taking part in the SMP are assessed according to the methods and procedures of the host institution. For these students, evaluation cannot be deferred or postponed to make-up sessions.

PART V: STUDENT' RIGHTS AND RESPONSIBILITIES

By accepting a place of study and enrolment at the STG and at the EUI, all students join an academic community whose fundamental functions are teaching and learning for the common good. Therefore, the main values inside this educational environment are critical thinking, freedom of expression, academic honesty, and respect for the dignity of others. Consequently, students are expected to respect these values during their stay and throughout their academic life and exercise their rights and responsibilities accordingly.

CHAPTER 5.1   **STUDENTS' RIGHTS**

5.1.1 Student representation in academic governance

Master's students have the right to participate in the governance and institutional agenda of the STG and the EUI. Four Reps must be selected to represent the students in the formal committees of the STG as well as in the respective governing committees of the EUI according to the established rules of the EUI and STG.[14]

5.1.2 Right to academic information

Students have the right to access full and timely educational information, which includes:

- Student-related policies, regulations and official documents, and access to the full text of these documents;
- Syllabi of courses and seminars offered within the programme;
- Information on the dates of the start and end of the academic semester, examinations, deadlines, holidays, graduation and other key dates at the EUI, STG and the Master's programme.

5.1.3 Course and supervision evaluation

Students have the right and obligation to evaluate the whole programme and every single course, professor, instructor, and TA.

Both course and supervision evaluations are conducted anonymously through online surveys at the end of each semester.

The results from evaluation are taken very seriously and the students are encouraged to participate so the programme can be improved both for the students participating in the evaluation as well as future students.

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[14] Charter of the School of Transnational Governance Master Students' Representatives

CHAPTER 5.2   **STUDENTS' RESPONSIBILITIES**

5.2.1 Satisfactory progress and financial aid

Students must comply with the specific requirements for each course/seminar, which are available for all students at the beginning of the semester.

Students who fail to meet satisfactory progress requirements may be subject to discontinuation of financial aid.

5.2.2 Degree requirements

All students should make satisfactory progress towards the degree. This includes:

- Attendance and participation in all mandatory course/seminars and study units as required by the syllabi;
- Passing exams and fulfilment of all assignments with satisfactory grades. See Chapter # 2;
- Public presentation of the Master Project as final coursework;
- Achievement of 30 ECTS earned at a partner institution in case of participating in the Student Mobility Programme;
- Passing the exams of all courses and seminars. See Chapter # 2.

5.2.3 Other requirements

Before leaving the STG/EUI, students must complete the Academic Service's "Leaving the EUI" procedure.

APPENDIX I: LANGUAGE ASSESSMENT FOR THE MASTER'S PROGRAMME

The STG website provides information on tests recognised by the EUI and test scores that are considered as equivalent to level B2 (or higher in case of CAE and CPE).

LANGUAGE ASSESSMENT

Type of Certificate	Minimum test score considered equivalent to level B2 of the CEFR by the STG
IELTS Academic	Overall score from 6.5
Cambridge English: First (FCE)	Grade B (overall score from 175)
Cambridge English: Advanced (CAE)	Grade A, B, C
Cambridge English: Proficiency (CPE)	Grade A, B, C
TOEFL iBT	Overall score from 91
PTE Academic	Overall score from 62

APPENDIX II: PROGRAMME FEES FOR THE MASTER'S PROGRAMME

POSTGRADUATE PROGRAMMES	
Full-time MA in Transnational Governance (120 ECTS CREDITS)	
EU/Non-EU	
Statutory annual tuition fee	**€ 14.000,00**
Tuition fee deposit	**€ 3.000,00**
Course-related fees	
1 (one) ECTS credit fee (non-transferable)	**€ 234,00**
Full module repeat fee (Module VIII and Module IX) (non-transferable)	**€ 5.265,00**
Examination resit fee (except Module VIII and Module IX) (non-transferable)	**€ 100,00**
Administrative fees	
Administration fee for refund procedure	**€ 100,00**
Administration fee for instalment plan	**€ 100,00**
Administration fee for defence deferment	**€ 100,00**
Ancillary fees	
Graduation fee (including the diploma, the rental of the STG academic gown and shoulder piece and the digital recording of the of the Conferring Ceremony)	**€ 50,00**
Re-issuance of Master's degree diploma	**15,00 €**
EUI card re-issuance (in case of loss or deterioration)	**€ 5,00**