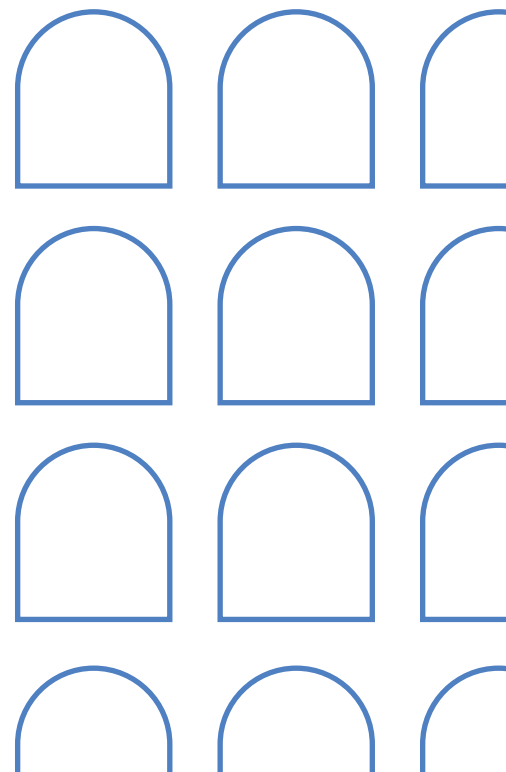


# RULES AND REGULATIONS

FOR THE MASTER OF ARTS  
IN TRANSNATIONAL  
GOVERNANCE



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

## CONTENTS

1.	PREAMBLE: PURPOSE OF THE RULES AND REGULATIONS .....	6
1.1.	APPLICATION .....	6
1.2.	AMENDMENTS .....	6
2.	DEFINITIONS .....	7
3.	ADMISSION, FEES AND STUDENT STATUS .....	1
3.1.	ADMISSION POLICY STATEMENT .....	2
3.2.	THE SELECTION COMMITTEE.....	3
3.2.1.	Tasks of the Selection Committee .....	3
3.2.2.	Composition and appointment.....	3
3.2.3.	Obligations, Rights and Duties .....	3
3.2.4.	Confidentiality and data protection .....	3
3.2.5.	Conflicts of interest .....	4
3.3.	APPLICATION, SELECTION AND ADMISSION PROCESS .....	5
3.3.1.	Publicity .....	5
3.3.2.	Timing of the selection procedure .....	5
3.3.3.	Eligibility.....	5
3.3.4.	The application file.....	5
3.3.5.	Selection criteria.....	6
3.3.6.	The selection process.....	6
3.3.7.	No appeals concerning admissions.....	7
3.4.	STG FEES AND SUPPORT OPPORTUNITIES .....	8
3.4.1.	General provisions.....	8
3.4.2.	Currency .....	8
3.4.3.	Student fee liability .....	8
3.4.4.	Fee Status Classification.....	8
3.4.4.1.	Self financed .....	9
3.4.4.2.	STG fee waiver .....	9
3.4.4.3.	STG scholarship.....	9
3.4.5.	Payment Calendar.....	10
3.4.6.	Tuition fee deposit.....	10
3.4.7.	Payment methods .....	11
3.4.8.	Payment default.....	11
3.5.	STUDENT STATUS AND RESIDENCE REQUIREMENTS .....	13
3.5.1.	Student status.....	13
3.5.2.	Maximum length of registration for the Master’s programme .....	13
3.5.3.	Right to submit Assignments.....	13
3.5.4.	Residence requirements.....	13
3.6.	CHANGES IN STUDENT STATUS .....	14
3.6.1.	Deferrals .....	14
3.6.1.1.	Timing and effect.....	14
3.6.2.	Withdrawal .....	14

3.6.2.1.	Timing and effect.....	15
3.6.3.	Intermission of studies.....	15
3.6.3.1.	Timing, length, and effect.....	15
3.6.3.2.	Intermission of studies on medical grounds.....	16
3.6.3.3.	Intermission on the basis of duty of care.....	16
3.6.3.4.	Intermission for maternity / paternity leave.....	16
3.6.3.5.	Professional Development Leave.....	16
3.7.	THE REFUND POLICY.....	19
3.7.1.	Entitlement to full refund (tuition fees with tuition fee deposit).....	19
3.7.2.	Entitlement to partial refund (tuition fees without tuition fee deposit).....	19
3.7.3.	Administrative matters concerning refunds.....	20
4.	ACADEMIC ORGANISATION.....	21
4.1.	GENERAL PROVISIONS.....	22
4.1.1.	Registration.....	22
4.1.2.	Type of Programme.....	22
4.1.3.	Level of the Qualification.....	22
4.1.4.	Length of the Programme.....	22
4.1.5.	Study Load.....	22
4.1.6.	Language of instruction.....	22
4.1.7.	Academic Requirement for Credits.....	22
4.2.	ACADEMIC CONDUCT.....	23
4.2.1.	General provisions.....	23
4.2.2.	Academic Integrity - Ethics and Good Practice in Academic Activities.....	23
4.2.3.	Violations of Good Academic Practice.....	24
4.2.4.	Conduct during academic activities.....	24
4.2.5.	EUI Library and EUI Information and Communication Technology facilities (ICT).....	25
4.2.6.	Essay-writing services and Impersonation.....	25
4.2.7.	Misconduct during the Curricular Internship and/or the Student Mobility Programme.....	25
4.3.	ORGANISATION OF TEACHING AND LEARNING METHODS.....	26
4.3.1.	Digital Education within the Master's programme.....	26
4.4.	CLASS ATTENDANCE AND PUNCTUALITY.....	27
4.4.1.	Attendance Waiver Sought In Advance.....	27
4.4.2.	Attendance Waiver Sought Retrospectively.....	27
4.4.3.	Auditing.....	27
4.5.	WORKLOAD AND CREDITS.....	29
4.5.1.	Recognition of credits outside the Student Mobility Programme (SMP) framework.....	29
4.6.	WEIGHTING AND GRADING.....	30
4.6.1.	Grading.....	30
4.6.2.	Failed Assignments and Failed Courses.....	30
4.6.3.	Responsibility.....	31
4.7.	ASSIGNMENTS - GENERAL PROVISIONS.....	32
4.7.1.	Retention period of examinations and graded assignments.....	32

4.7.2.	Period of validity .....	32
4.7.3.	Communication of results.....	32
4.7.4.	Withdrawal following Failure .....	32
4.8.	ASSIGNMENTS - COURSEWORK.....	33
4.8.1.	Individual Assignments .....	33
4.8.2.	Group Assignments .....	33
4.8.3.	Late submissions of coursework assignments .....	33
4.8.4.	Deduction Scheme for Late Submissions.....	33
4.8.5.	Making changes after submission.....	34
4.8.6.	Word Limit Deduction Scheme.....	34
4.8.7.	Plagiarism.....	34
4.8.8.	Violations of good academic practice .....	34
4.8.9.	Extensions to Deadlines – Coursework Assignments.....	35
4.8.10.	Failed Coursework Assignments .....	35
4.9.	EXAMINATION ASSIGNMENTS.....	36
4.9.1.	Content and forms of examination .....	36
4.9.2.	Individual Assignments .....	36
4.9.3.	Group Assignments .....	36
4.9.4.	Scheduling, frequency, and deadlines of examinations.....	36
4.9.5.	Absence and Postponement of examination assignments.....	36
4.9.6.	Specific requests for examinations.....	37
4.9.7.	Conduct during examination assignments .....	37
4.9.8.	Failed examination requirements.....	37
4.10.	Assignments – Resits and Progression.....	39
4.11.	Review, Inspection and Appeal.....	40
4.11.1.	Right of review and inspection.....	40
4.11.2.	Appeal procedures.....	40
4.12.	ADDITIONAL PROVISIONS .....	42
4.12.1.	Electronic devices.....	42
4.12.2.	Audio or video recording of academic activities .....	42
4.12.3.	Social Media.....	42
4.12.4.	Organising events.....	42
4.12.5.	Students with disabilities.....	42
4.12.6.	Quality Assurance of the Master’s programme .....	42
4.13.	FINAL PROVISIONS .....	44
4.13.1.	Notice .....	44
4.13.2.	Communications and announcement of decisions.....	44
5.	STRUCTURE OF THE MASTER’S PROGRAMME.....	45
5.1.	GENERAL OVERVIEW .....	46
5.1.1.	Academic Calendar .....	46
5.1.2.	Duration of studies .....	46
5.2.	Induction Week.....	47

5.3.	FIRST YEAR OF THE MASTER’S PROGRAMME .....	47
5.4.	CURRICULAR INTERNSHIP .....	47
5.4.1.	Curricular Internship requirements.....	47
5.4.2.	Curricular Internship recognition .....	47
5.5.	SECOND YEAR OF THE MASTER’S PROGRAMME .....	48
5.5.1.	Specialisation tracks .....	48
5.5.2.	Master Project.....	48
5.5.3.	Optional: Student Mobility Programme (SMP).....	48
5.5.4.	Conditions for passing the Second Year.....	48
5.6.	CONDITIONS FOR DEGREE CONFERRAL .....	49
5.6.1.	STG Awards.....	49
5.6.2.	Distinction .....	49
5.6.3.	Diploma and Transcripts .....	49
5.6.4.	Transcript of Records .....	49
6.	INTERNATIONAL STUDENT EXCHANGE AND PARTNERSHIPS .....	50
6.1.	STUDENT MOBILITY PROGRAMME (SMP).....	51
6.1.1.	General guidelines for the SMP.....	51
6.1.2.	SMP Certification.....	51
6.1.3.	Students evaluation during the SMP .....	51
7.	STUDENTS’ RIGHTS AND RESPONSIBILITIES .....	52
7.1.	STUDENTS’ RIGHTS.....	53
7.1.1.	Student representation in academic governance.....	53
7.1.2.	Right to academic information .....	53
7.1.3.	Course and supervision evaluation.....	53
7.1.4.	Small job contracts .....	53
7.2.	STUDENTS’ RESPONSIBILITIES .....	54
7.2.1.	Satisfactory progress and financial aid.....	54
7.2.2.	Other requirements .....	54
8.	APPENDIX I: LANGUAGE ASSESSMENT FOR THE MASTER’S PROGRAMME.....	55
9.	APPENDIX II: PROGRAMME FEES FOR THE MASTER’S PROGRAMME .....	56
10.	APPENDIX III: ACADEMIC INTEGRITY PLEDGE.....	57

## 1. PREAMBLE: PURPOSE OF THE RULES AND REGULATIONS

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

This set of Rules and Regulations defines the academic and administrative rights, obligations and responsibilities of students registered in the Master’s programme.

This set of Rules and Regulations covers admission and requirements; fees and financial aid; the degree 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 including, but not limited to:

- [Disciplinary Regulations](#)<sup>1</sup>
- [Policy on Harassment Prevention and Education](#)<sup>2</sup>
- [Code of Ethics in Academic Research](#)<sup>3</sup>
- [Guide on good data protection practice in research](#)<sup>4</sup>

EUI policies, guidelines, and regulations, in their most up-to-date version, together with these Rules and Regulations, apply to all EUI members and students, and to 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.

Candidates admitted to the STG/EUI are required to familiarise themselves with all the relevant regulations, rules, and policies as registration signifies those students accept the conditions and guidelines set out therein. Students commit themselves to respect all aspects of these regulations throughout the programme and to the proper use of the facilities and institutional property to avoid misuse, causing damage or inconvenience to other users.

All annexes form an integral part of these regulations.

### 1.1. 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 22<sup>nd</sup> of April 2020 and the Academic Council on the 13<sup>th</sup> of May 2020.

### 1.2. AMENDMENTS

Reviewed and updated in May 2023, approved by the EUI Executive Committee of 10 May 2023 and the Academic Council of 17 May 2023 subject to the Academic Council Decision N° 3/2023 of 26 July 2023. These amendments will become effective on the 1<sup>st</sup> September 2023 and apply starting with the cohort beginning their Master of Arts in Transnational Governance in the academic year 2023-2024.

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<sup>1</sup> Executive Committee (27 February 2013). Disciplinary Regulations, IUE 106/13 (CA 103)

<sup>2</sup> European University Institute (2019). EUI Policy on Harassment Prevention and Education.

<sup>3</sup> European University Institute (2019). Code of Ethics in Academic Research, IUE 254/19 (CA 252)

<sup>4</sup> European University Institute (2019). Guide on good data protection practice in research. Third edition

## 2. DEFINITIONS

<b>Academic Director</b>	Professor appointed to oversee all matters related to the Master's programme and other matters
<b>Academic intake</b>	The admitted students for the Master's programme for any given academic year
<b>Academic recovery</b>	The resumption of studies following an intermission where it is anticipated that credits will be awarded within the normal timeframe
<b>Academic term</b>	The portion of the academic year corresponding to autumn semester and spring semester
<b>Academic year</b>	The annual period of educational sessions between the beginning of September and the end of August of the following year
<b>Administrative fee</b>	A fee imposed and administered by the School of Transnational Governance covering the implementation of a specific procedure
<b>Admission</b>	The official permission given to students to attend the Master's programme
<b>Admissions Officer</b>	The person responsible for the overall implementation of the selection-to-admission process and other official duties in the School of Transnational Governance
<b>Ancillary fee</b>	A fee imposed and administered by the School of Transnational Governance covering specific services
<b>Application file</b>	The set of documents required to be submitted in view of being considered for admission to the Master's programme
<b>Application</b>	The formal request of an applicant to be considered for admission to the Master's programme
<b>Approved external sources</b>	Any institution, organisation or natural person acting as a donor for a student in view of financially supporting his/her studies
<b>Asynchronous learning</b>	Distance education using the resources prepared by the Professor but without real-time interaction with him/her
<b>Assessment</b>	Systematic process conducted to identify students' level of performance related to each course. Feedback is provided to improve the students' path towards learning. Assessments contribute to students final grades in a course. Refer to Chapter 4.7 to 4.10
<b>Assignment</b>	All learning activities designed to obtain the skills defined for the Master's programme. These activities, individual and/or in a group, include, but are not limited to: (i) written papers, essays, reports, Master Projects or other written assignment; (ii) working on a research assignment; (iii) participation in seminars, tutorials, lectures, master classes, workshops, and project and study groups; (iv) completion of a curricular internship; and (v) participation in



fieldwork or simulation games Assessments may be graded or ungraded. Refer to Chapter 4.7 to 4.10

<b>Attendance waiver</b>	A temporary waiver of the requirement to attend synchronous classes. Refer to Chapter 4.4
<b>Candidate</b>	Every person who makes a formal application for the Master's programme
<b>Commencement date</b>	The official starting date of the Master's programme
<b>Complementary course</b>	3 ECTS course
<b>Conditional place offer</b>	A place offered to selected candidates for admission to the Master's programme contingent upon meeting the degree requirements
<b>Core course</b>	5 ECTS course
<b>Course</b>	The primary credit-bearing teaching form in the Master's programme
<b>Course assistants</b>	Students that facilitate in-class activities, particularly regarding the logistics of group activities such as simulations or negotiation games. Course assistants are not expected to teach or be involved in the conception and delivery of teaching. Course assistants should not be asked to provide significant support outside of class time.
<b>Course-related fee</b>	A fee imposed and administered by the School of Transnational Governance relating to course activities
<b>Debit note</b>	The document issued in respect to the establishment of an amount receivable
<b>Deferral</b>	The act of postponing the enrolment in the Master's programme by one academic year or until the next intake point. Refer to Article 3.6.1
<b>Duty of care</b>	The student's obligations to provide care to his/her partners, children, or relatives of the first degree which will detrimentally affect their ability to complete their studies within the normal time frame
<b>ECTS</b>	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 5-8 hours of teaching.
<b>Evaluation</b>	Judgment about the performance of students to define the grade to which goals are achieved
<b>Extension</b>	The deferment period granted on a submission deadline in relation to an assignment
<b>Fabrication</b>	The falsification or invention of qualifications, data, information or citations in any formal academic exercise
<b>Fee status</b>	The specific status allocated to each student who has registered on the Master's programme in relation to the financial obligations. Refer to Article 3.4.4

<b>Hybrid teaching</b>	Academic activity in which participants can be either online or in person
<b>Immigration status</b>	The legal status of a foreign national residing temporarily in Italy
<b>Instalment</b>	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 3.4.7
<b>Intermission</b>	A break in studies with or without a temporary suspension of registration. Refer to Article 3.6.3
<b>Curricular Internship</b>	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 5.4
<b>Joint degree</b>	A single degree issued by two (or more) higher education institutions based on a study programme jointly developed and provided by them
<b>New entrant</b>	A student who is enrolled in the Master’s programme for the first time
<b>Normative study pace</b>	Regular academic progression completed within a two-year period
<b>Normative time-to-degree</b>	The maximum length of registration for the Master’s programme (36 months excluding intermissions with suspension of registration period)
<b>OB note</b>	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 3.4.8
<b>Online teaching</b>	Academic activity which takes place exclusively with the support of digital and electronic resources. Activities can either be synchronous or asynchronous.
<b>Parental leave</b>	A temporary leave from the programme granted to a student by the STG on the grounds of parenthood imminently before and after the birth/adoption of their child. Refer to Article 3.6.3
<b>Payment calendar</b>	The document indicating the deadlines for the payment of the programme fees.
<b>Period of studies</b>	The time spent by a student for obtaining the Master’s degree, including intermissions where registration was suspended.
<b>Place offer</b>	A place offered to selected candidates for admission to the Master’s programme
<b>Plagiarism</b>	The deliberate or reckless copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement
<b>Point of entry</b>	The academic year when the student is enrolled in the Master’s programme

<b>Pre-screening</b>	Stage I of the admissions selection process which assesses the completeness of application files
<b>Programme fees</b>	All the fees (tuition, course-related, administrative and ancillary) associated with the Master's programme
<b>Provisional place offer</b>	A place offered to selected candidates for admission to the Master's programme contingent upon completion of the financial requirements
<b>Recognition</b>	A formal acknowledgement by a competent authority of the value of an educational qualification
<b>Refund</b>	The reimbursement made by the STG of the amounts paid by a withdrawing student. Refer to Chapter 3.7
<b>Registration</b>	The process of enrolment of selected candidates
<b>Representatives (Reps)</b>	A student representative (often, 'rep'), is an official representative of the students at the EUI and at the STG. There are four reps elected annually by the students representing the whole student body. The responsibility of the reps is to further the academic, welfare and social interests of all the students as a whole.
<b>Resit</b>	An attempt to sit an examination by a student who has previously failed or failed to attempt an assignment. Resits may be capped (maximum grade of 50) or uncapped (maximum grade of 100).
<b>Screening</b>	Stage II of the admissions selection process involving a comparative review of candidates' applications
<b>Selected candidate</b>	Every person selected for admission to the Master's programme prior to formal confirmation on accepting the offer
<b>Selection Committee</b>	The institutional body in charge of the admissions selection process. Refer to Chapter 3.2
<b>Self-financing</b>	The condition of a student self-paying their annual statutory tuition fees
<b>Synchronous learning</b>	Educational activity that takes place in real-time and in which the students interact with the professor
<b>Statement of purpose</b>	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
<b>Student status</b>	The status granted to all the students officially enrolled in the Master's programme
<b>Supervisor</b>	An academic who serves as an advisor for the Curricular Internship and the development of the Master Project. Supervisors may be STG/EUI faculty members or external if approved by the Academic Director of the Master's programme.
<b>Teaching Assistant</b>	Doctoral students, employed specifically to provide teaching support for a particular course on a specific contract.

<b>Teaching Associate</b>	Full (or part) - time STG employee that support the STG faculty in the design and implementation of the different academic activities related to the Master's programme
<b>Teaching staff</b>	Professors, experts, instructors, practitioners, and Teaching Associates involved in the training activities related to the Master's programme
<b>Transcript of Records</b>	"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.
<b>Tuition fee deposit</b>	An advance payment set at EUR 3.000,00 made by a student and credited towards the first year tuition fee
<b>Tuition fee waiver</b>	A formal decision taken by the STG constituting exemption from, or a reduction of, the tuition fee
<b>Tuition fee</b>	The annual amount paid by a student covering the costs for attending the Master's programme
<b>Undergraduate degree</b>	Academic degree earned by an applicant who has completed undergraduate courses covering the equivalent of at least 180 ECTS credits
<b>Withdrawal</b>	The act of a student wishing to cease permanently his/her participation in the Master's programme. Refer to Article 3.6.2

### **3. ADMISSION, FEES AND STUDENT STATUS**

### **3.1. 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 will treat all candidates fairly and transparently. The STG defines merit for admission as not being limited to one factor but as sitting at the intersection of multiple experiences, attributes and metrics that creates the individual context for each candidate.

### **3.2. THE SELECTION COMMITTEE**

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

#### **3.2.1. Tasks of the Selection Committee**

The Selection Committee has the following tasks:

- Establishing the timeline for the selection process within the general timeframe October-April covering the recruitment campaign
- Performing Stages I (pre-selection); II (screening and selection); and III (post-selection procedures) of the admissions process by applying the selection criteria as defined in art. 3.3.5
- Stages I and III may be delegated to the Admissions Officer.

#### **3.2.2. Composition and appointment**

The Selection Committee is comprised of:

- Academic Director of the Master's programme
- The Chair of the Committee who should be an EUI/STG professor
- At least two (2) additional EUI/STG professors
- At least one (1) STG Teaching or Research Associate
- One (1) Student Body representative as observer

The Admissions Officer advises the Committee, supports its work, and acts as secretary. The 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 (Admissions Officer).

Membership of the Selection Committee is determined on an annual basis. The STG Director nominates the Chair of the Committee on an annual basis.

#### **3.2.3. 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.

These Rules and Regulations determine the process, ensuring consistency and impartiality in all aspects of the selection procedure.

#### **3.2.4. 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. The obligation of confidentiality covers discussions of the Committee and details, data, information and knowledge connected with 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.

### **3.2.5. 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 or as soon as any conflict becomes apparent. 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 or discussion regarding admission by members of the STG with a close relationship to the candidate concerned is prohibited.



### 3.3. APPLICATION, SELECTION AND ADMISSION PROCESS

#### 3.3.1. Publicity

The School of Transnational Governance shall make all information material relating to these Rules and Regulations available in electronic format.

#### 3.3.2. Timing of the selection procedure

Applications shall be submitted by the end of February. The selection process - including the pre-screening (stage I) and the comparative review (stage II) - shall not extend beyond **mid-April**.

The post-selection procedures (stage III) – including the communication of the decision made by the Selection Committee – shall take place **from mid-April onwards**.

The 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 the deadline indicated in 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.

#### 3.3.3. 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 or dual degree programme exists between the STG and the university or institution in question.

#### 3.3.4. 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. 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).<sup>5</sup>

- 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.

- **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

### 3.3.5. Selection criteria

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

- **Academic record**: Cumulative Grade-point Average, Grade Trends, Grades in Individual Courses (or equivalent)
- **Academic and non-academic experience**: educational 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** as viewed in the context of the candidate's academic and personal circumstances.

### 3.3.6. The selection process

The selection process takes place in three consecutive stages:

Stage I: Pre-screening

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<sup>5</sup> For language assessment, see [Appendix I](#).

At the first stage, the Admissions Officer under their delegated power pre-screens applications for completeness as outlined in Art. 3.3.4. The Admissions Officer receives, processes, files and prepares all documentation in the necessary format. Upon completion of the pre-screening, the Admissions Officer draws up the preliminary list for comparative review 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. Upon the completion of the comparative review, the Selection Committee will produce the final **ranking list**, which informs on the admitted candidates.

#### Stage III: Post-selection procedures

The Admissions Officer 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.

#### **3.3.7. 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.

### 3.4. STG FEES AND SUPPORT OPPORTUNITIES

#### 3.4.1. 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.<sup>6</sup>

#### 3.4.2. 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.

#### 3.4.3. 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. 3.4.8 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.

#### 3.4.4. 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 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 maximum timeframe** 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 (where applicable).

The STG regulates three different *fee statuses*:

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<sup>6</sup> For the comprehensive list of fees, please refer to [Appendix II](#).

### 3.4.4.1. Self financed

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

### 3.4.4.2. 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 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 maximum timeframe for the Master's programme.

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.

#### 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.

### 3.4.4.3. STG scholarship

An **STG Scholarship** is a **full tuition fee waiver with a financial contribution** in the form of a monthly stipend aligned on the monthly grant for Ph.D researchers admitted to the 4<sup>th</sup> year.<sup>7</sup> Additionally, the STG will defray visa and travel expenses (lump sum up to **€ 1.450,00**<sup>8</sup>).

#### Purpose

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

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<sup>7</sup> The amount is liable to yearly adjustment.

<sup>8</sup> 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

## 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.

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

## 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 normal timeframe (i.e. full-time presence) and a 100% pass rate during each examination session with a minimum average grade, the level of which 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**.

### 3.4.5. Payment Calendar

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

- in full (overall tuition fees relating to the first and the second academic year) upon registration,
- in full in relation to the first academic year upon registration,
- 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 the deadline indicated in the notification sent by the 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).

### 3.4.6. 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 3.7, and is **non-transferable**.

### 3.4.7. 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 in line with the financial processes on the general financial rules of the EUI.

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

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

### 3.4.8. 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 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 Admissions Officer at least 30 working days prior to due date except in exceptional circumstances involving serious illness or bereavement, to be determined by the Academic Director. The Admissions Officer must inform the Academic Director of the Master's programme and revert a decision within a 15-working 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.

	Due date	Self-financed	Partial Fee-Waiver
1 <sup>st</sup> Instalment	30 <sup>th</sup> June	€ 5.100,00	€ 2.600,00
2 <sup>nd</sup> Instalment	1 <sup>st</sup> October	€ 3.000,00	€ 1.500,00
3 <sup>rd</sup> Instalment	1 <sup>st</sup> December	€ 3.000,00	€ 1.500,00
4 <sup>th</sup> Instalment	1 <sup>st</sup> February	€ 3.000,00	€ 1.500,00

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.



### **3.5. STUDENT STATUS AND RESIDENCE REQUIREMENTS**

#### **3.5.1. Student status**

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

#### **3.5.2. Maximum length of registration for the Master's programme**

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

Any **intermission with suspension of the registration period does not count** toward the calculation of the thirty-six months / three years. These exemptions fall under the categories outlined in art. 3.6.3.

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

#### **3.5.3. Right to submit Assignments**

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

#### **3.5.4. Residence requirements**

Students **must reside in Florence** or its immediate surroundings except for periods of intermission as outlined in art. 3.6.3 as well as any exchange period or curricular internship.

### 3.6. CHANGES IN STUDENT STATUS

#### 3.6.1. Deferrals

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

- Unconditional place offer
- New entrant to the programme
- Self-financed fee status
- 1-year worth tuition fee paid in full

The lack of full compliance will automatically prevent the student from accessing the right to defer. Students fulfilling the requirements must submit a Deferral Request to the Admissions Officer. The 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 such 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.

##### 3.6.1.1. Timing and effect

The student should submit a Deferral Request at least **30 working days prior to the commencement date of the Master's programme** except in exceptional circumstances involving serious illness or bereavement, to be determined by the Academic Director. 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 3.7.

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 3.7.

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.

#### 3.6.2. Withdrawal

Withdrawing from the Master's programme will lead to termination of registration, loss of student status and denial of access 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 Admissions Officer. The Admissions Officer must inform the Academic Director of the Master's programme and revert a decision within 7 working days.

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

### 3.6.2.1. Timing and effect

In the event of withdrawal in full compliance with the provisions laid down in Chapter 3.7 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 3.7 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.

### 3.6.3. Intermission of studies

Extension of deadlines should be used where possible in preference to intermission.

#### 3.6.3.1. Timing, length, and effect

##### **Intermission of studies without suspension of registration**

Students seeking to apply for an intermission of no longer than 30 days should submit an intermission request to the Admissions Officer who shall inform the Academic Director of the Master's programme and revert a decision within 7 working days. In this case, the students are not entitled to suspend their registration/student status.

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.

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 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 report that states that the student in question is on sick leave, should be addressed to the competent EUI/STG authorities. The report 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 one of the EU official languages 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**

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 7 working days.

Intermission requests for a period longer than 30 days should be submitted within a maximum period of 15 working 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 (e.g, 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. Any grades obtained before the intermission period was started will be retained upon recommencement, and students should only submit assignments not completed prior to the intermission.

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:

### **3.6.3.2. Intermission of studies on medical grounds**

Intermissions can be granted on medical grounds. A reasoned request, including a medical report that states that the student in question is on sick leave, should be addressed to the competent EUI/STG authorities. Medical certificates should not be dated more than 30 days before the request for intermission is submitted. The report 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.

### **3.6.3.3. 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 working days of the commencement of absence, a reasoned request shall be addressed to the competent EUI/STG authorities. The privacy of students will be treated in full compliance with the EUI Data Protection Policy.

### **3.6.3.4. 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. Students are entitled to up to four months of maternity / paternity leave. A request shall be addressed to the competent EUI/STG authorities. The privacy of students will be treated in full compliance with the EUI Data Protection Policy.

### **3.6.3.5. Professional Development Leave**

#### **Definition**

**Professional development leave** constitutes a specific type of intermission granted on the basis of a labour contract for a period up to **14 months**.

#### **Objective**

**Professional development leave** offers an outstanding opportunity for gaining in-depth work experience and developing transferable professional skills while retaining the entitlement of resuming studies at the end of the leave.

**Professional development leave** aims at enhancing students' understanding of local-to-global workforce by accessing relevant positions that allow them to start building a professional network even before graduation.

## Beneficiary

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

## Pre-requisites

Students must complete at least **two semesters of studies** in order to become eligible for professional development leave.

Before the starting date of the professional development leave, students must meet all academic requirements for enrolment in the second year of studies (to be deferred to the next academic year). For cases included under OPTION 2 of the period of intermission (see below), the enrolment in the second year occurs prior to the start date of the professional development leave with possibility of resuming studies from the fourth semester onward (in the following calendar year). Under OPTION 1, the academic requirements consist of gaining all the ECTS credits obtainable by the end of the first year of studies excluding the curricular internship. Under OPTION 2, the academic requirements consist of gaining all the ECTS credits obtainable by the end of the third semester of studies including the curricular internship.

Students must secure a job opportunity scheduled during the period allocated for the professional development leave, and provide the supporting documents (labour contract) when submitting the official request for intermission.

**Disclaimer:** The job opportunity does not fall under the responsibility of the School of Transnational Governance. The interested party (the student) must proactively search and secure the position, and submit a request for intermission within three months prior to the starting date of the leave, which will be granted automatically once the academic requirements are fulfilled.

## Period of intermission

### OPTION 1

The period of intermission extends from **July of the first academic year to August** inclusive the following year (14 months). The interval allows for a structured approach in terms of academic coordination and a smooth transition from academic to professional to academic again with a direct enrolment in the second year of studies.

Calendar

<i>Interval</i>	<b>Type of activity</b>
<i>September – June</i>	Period of studies
<i>July – August</i>	Professional development leave
<i>September – June</i>	Period of studies

### OPTION 2

Upon specific request, the professional development leave can also be granted after the end of the third semester of studies, **from February to December of the following calendar year (11 months)**.

Calendar

<i>Interval</i>	<b>Type of activity</b>
<i>September – January</i>	Period of studies

*February – December*

Professional development leave

*January – June*

Period of studies

### **Further conditions and retention of student status**

#### **Self-financed students**

- Under OPTION 1 of the period of intermission, a non-refundable second year tuition fee deposit of 5.100,00 or 2.600,00 EUR (based on the fee status) is due by the regular deadline (30-JUN-XXXX)
- Under OPTION 2 of the period of intermission, the deadline for the payment of the second year tuition fee remains the same as established in the payment calendar at the beginning of the study programme
- During the authorised intermission period, no additional fees are incurred. In case the tuition fee increases, the students are entitled to retain the level of their initial cohort tuition fee.

#### **Fee waiver**

- The student retains the support entitlement on return to the STG.

#### **Scholarship holder**

- The student does not benefit from the stipend during the professional development leave.
- The student retains the full fee waiver on return to the STG, **without scholarship entitlement** for the remaining period of studies (one semester or second academic year). The student retains entitlement for the defrayment of the returning flight costs.

### **Other provisions**

Professional development leave is not subject to any additional fee (application or administrative).

Students are not allowed to continue working after the end of the professional development leave. They remain eligible though for the small jobs at the EUI capped at 200 working hours per academic year.

During the intermission period, the student's immigration status can potentially be subject to temporary change. Nevertheless, the EUI will provide institutional support either with the extension or the renewal of the documents allowing students to stay/study in Italy on return to the STG.

Students must observe the legal requirements for undertaking professional activity in the country of destination. Students are responsible for obtaining any documentation needed for their stay and work in the respective country, and comply with all tax regulations applicable in their case.

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.

### 3.7. THE REFUND POLICY

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

#### 3.7.1. Entitlement to full refund (tuition fees with tuition fee deposit)

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

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

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

#### 3.7.2. 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 where relevant within a 7-working 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 where relevant within a 30 working-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 where relevant 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 removal of student status.

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

- The selected candidate granted a conditional offer does not ultimately meet the academic requirements set for admission.
- The documentary support for admission provided by the selected candidate proves fraudulent or misleading.
- 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.
- 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.

### **3.7.3. 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 working 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<sup>9</sup> 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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<sup>9</sup> The bank charges fall under the student's responsibility.



#### **4. ACADEMIC ORGANISATION**

## **4.1. GENERAL PROVISIONS**

### **4.1.1. 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.

### **4.1.2. Type of Programme**

The Master's programme is a **full-time, residential** programme.

### **4.1.3. Level of the Qualification**

Master's Degree (Second Cycle / EQF Level 7)

### **4.1.4. Length of the Programme**

The Master's programme is a two-year, four semester programme. Each semester is considered finalised after the conferral and release of all grades for the courses within that semester. The fourth semester instead, is considered completed after the Graduation Ceremony.

### **4.1.5. Study Load**

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

### **4.1.6. 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 Chapter 3 of these Rules and Regulations.

### **4.1.7. Academic Requirement for Credits**

In order to obtain the ECTS credits for a course, the student must meet all of the following criteria:

1. Attendance for at least 75% of synchronous teaching;
2. Completion of all required assignments, whether graded or not; and
3. Average grade in all graded assessments of at least 50.

Final grades will be conferred upon and released to students once it has been confirmed that the relevant requirements have been met.

## 4.2. ACADEMIC CONDUCT

During any academic activity, especially but not limited to the completion of assignments, students are required to refrain from any form of misconduct as defined by the [EUI Code of Ethics in Academic Research](#). While the [EUI Code of Ethics in Academic Research](#) defines “Research Misconduct”, these definitions apply equally to all academic activities within the Master’s programme, including those that are not necessarily research oriented. For this purpose, all students must sign the “[Academic Integrity Pledge](#)”<sup>10</sup> at the beginning of their studies at the School of Transnational Governance (STG).

According to the [EUI Code of Ethics](#), academic misconduct “implies (and is not limited to) fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. [...] Misconduct also includes any plan or attempt to do any of these things.”<sup>11</sup> See also Chapter IV. Misconduct in Academic Research of the [Code of Ethics in Academic Research](#).

Any case of academic misconduct may be subject to penalties or sanctions (see section 4.3.3 “Violations of good academic practice”).

### 4.2.1. General provisions

While at the STG, students are always required 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.

### 4.2.2. Academic Integrity - Ethics and Good Practice in Academic Activities

As a publicly funded institution, dedicated to research and higher education, the European University Institute “is committed to promoting and maintaining high standards of integrity and accountability in the conduct of academic research and is keen to embed and endorse a culture of honesty and transparency in all its institutional activities. In undertaking this commitment, the Institute emphasizes that academic freedom is a core value to be safeguarded and sustained.” It has set out its vision of ethics and good practice in the [EUI Code of Ethics in Academic Research](#).<sup>12</sup>

The STG fully adheres to this vision. In all its activities, it promotes the principles and values of academic integrity and aims to prevent academic misconduct.

To facilitate orientation among the core principles of and main risks to academic integrity, the following passages reflect core principles and definitions as outlined in the [EUI Code of Ethics](#):

#### Principles and Values of Academic Integrity

Members of the EUI community strive to

- advance the quest for truth, knowledge, scholarship and understanding by requiring **intellectual and personal honesty** in learning, teaching and research,
- foster a climate of **mutual trust** to encourage the free exchange of ideas and enable all to reach their highest potential,
- seek to ensure **fairness** in institutional standards, practices and procedures as well as fairness in interactions between members of the community,
- promote **respect** among students, staff and faculty: respect for self, for others, for scholarship and research, for the educational process and intellectual heritage,

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<sup>10</sup> See Appendix III.

<sup>11</sup> European University Institute (2019). [Code of Ethics in Academic Research](#), IUE 254/19 (CA 252)

<sup>12</sup> European University Institute (2019). [Code of Ethics in Academic Research](#), IUE 254/19 (CA 252), 3.

- uphold high standards of conduct in learning, teaching and research by requiring shared **responsibility** for promoting academic integrity among all members of the community.

#### 4.2.3. Violations of Good Academic Practice

Academic misconduct includes, but is not limited to, the following acts:

**Plagiarism:** The deliberate or reckless copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement;

**Piracy:** The deliberate exploitation of ideas from others without proper acknowledgement;

**Abuse of Intellectual Property Rights:** Failure to observe legal norms regarding copyright and the moral rights of authors;

**Abuse of Research Resources:** Failure to observe the terms and conditions of institutionally licensed research resources;

**Defamation:** Failure to observe relevant legal norms governing libel and slander;

**Denying access to information or material:** To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress;

**Fabrication and Fraud:** The falsification or invention of qualifications, data, information or citations in any formal academic exercise;

**Misconduct in formal examinations:** Includes having access, or attempting to gain access during an examination, to any books, memoranda, notes, unauthorized electronic devices or any other material, except such as may have been supplied by the invigilator or authorized by the School of Transnational Governance. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or any other communication and conversations that could have an impact on the examination results.

**Misinterpretation:** The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.

**Impersonation:** The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;

**Professorial misconduct:** Professorial acts that are arbitrary, biased or exploitative;

**Sabotage:** Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or wilfully disrupting the experiments of others; or endangering institutional access to licensed research resources by wilfully failing to observe their terms and conditions.

#### 4.2.4. Conduct during academic activities

The STG's teaching goals are 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 as is 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.

In cases where a student does not comply with these Rules and Regulations, Professors/instructors should inform the Academic Director. In such cases a student may be subject to the EUI's disciplinary procedures.

#### **4.2.5. 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](#)

#### **4.2.6. Essay-writing services and Impersonation**

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 impersonation, 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.

#### **4.2.7. Misconduct during the Curricular Internship and/or the Student Mobility Programme**

While staying at a host organisation for the Curricular Internship or in an academic institution during the Student Mobility Programme, students of the Master's programme must respect all the rules of the hosting organisation and academic institution.

### **4.3. ORGANISATION OF TEACHING AND LEARNING METHODS**

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

The detailed requirements of each course 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 and Teaching Associates/Assistants (and in some cases peers), 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 undertaken entirely online or in a hybrid mode.

#### **4.3.1. 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 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.

Students have access to Brightspace and all resources available during their entire period of studies at the STG and until their graduation.

#### 4.4. CLASS ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are compulsory throughout the programme. Persistent lateness may be considered absence. The minimum attendance requirement is 75%.

If a student is unable to attend an obligatory class/academic activity they should follow the procedure for obtaining an attendance waiver. If that procedure is not followed, the student will be marked as absent. If a student is marked as absent for more than 25% of their classes, they will be required to take a resit in order to obtain the credits in the course.

If 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.

In certain cases, a student may be entitled to an attendance waiver. Attendance waivers apply to individual classes. In some cases where a more extended period of absence is foreseen, students should seek intermission in line with art 3.6.3. There are two circumstances in which a waiver may be granted.

##### 4.4.1. Attendance Waiver Sought In Advance

First, the student may have a legitimate reason for missing class which has been communicated **in advance**. In these cases, documentation justifying the absence should be submitted to the STG Admissions Officer. Supporting evidence must be submitted substantiating the reason for the absence. Examples of justified absence include, but are not limited to, medical treatment, illness, family emergencies or bereavement, and traffic accidents.

In cases of **acute illness**, students may miss **three** consecutive days of class without confirmation from a medical professional. If a student is absent from classes for longer than three days, they require a medical communication stating the period of absence. In all other cases, evidence is required to substantiate the justification.

The final say on whether an absence is justified or not rests with the Academic Director. In cases relating to health, to preserve confidentiality of medical information, a letter from a medical professional indicating the period of absence (but not the reason for it), should be submitted to the Admissions Officer. The Admissions Officer will communicate the duration of the period of absence to Academic Director. In all other cases, evidence may be submitted directly to the Academic Director.

##### 4.4.2. Attendance Waiver Sought Retrospectively

Second, the student may have a legitimate reason for absence which is **communicated, in exceptional circumstances, retrospectively**. This would include the case of an illness or accident which prevents effective communication. In such a case, appropriate documentation retrospectively explaining the absence must be submitted to the Admissions Officer as soon as is possible (in cases not involving health, within 7 days).

If the absence is justified, and an attendance waiver granted, it will be discounted for the purpose of assessing the required level of attendance. If the absence is not justified, or no appropriate evidence is submitted, then the student will be marked as absent.

##### 4.4.3. Auditing

Subject to availability, students can attend other courses or workshops than those needed to complete programme requirements. These additional activities will not confer credits.

##### General information:

- First-year compulsory courses are not open for audit.
- Students wishing to audit a course should first seek permission from the Professor/instructor via the Professor's Teaching Assistant or Professor's Personal Assistant at least one week before the course starts.

- Admission to audit the course is at the discretion of the professor/instructor and subject to caps on class size, space constraints or other 'limited resource' considerations.
- Professor/instructor have full discretion to require in-person only, online only or a combination of these for persons seeking to audit a course.
- First-year students cannot audit or attend second-year courses or workshops

Expectations of students auditing a course: (i) Auditing students do not submit assignments, (ii) Auditing students do not receive evaluations, grades, or credits, and (iii) Auditing students who participate in person are expected to attend all classes in order not to disrupt in-class group work and team activities.

NB: Students can receive a certificate (without grades/credits) for the audited activities only if they attend and actively participate in all the sessions and request the attendance certificate from the Professor and Office for Academic Affairs.



#### **4.5. WORKLOAD AND CREDITS**

In order to graduate, students must earn 120 ECTS credits earned at the STG or on recognised Student Mobility Programme. 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:

- Core courses: 50 ECTS credits
- Complementary courses: 30 ECTS
- Curricular Internship: 12 ECTS credits
- Master Project: 20 ECTS credits
- Master Project Training: 8 ECTS credits

##### **4.5.1. Recognition of credits outside the Student Mobility Programme (SMP) framework**

Students may seek to transfer credits for academic activities completed externally (i.e. in other EUI departments or at another higher education institution) as long as those courses are not part of an awarded degree and the subjects are compatible with content and workload. Credit transfer may also be possible in the case of a joint or dual degree programme established by the STG. A formal request should be submitted to the Academic Director of the Master's programme one month before the academic activity takes place and provide all the necessary information: description, learning outcomes, type of assessment, and potential ECTS credits to be awarded, among others. The positive or negative decision in this regard will be communicated within two weeks.

To formalise the ECTS credits recognition, once the activity is finalised, it is the student's responsibility to provide all the required certificates that testify participation.

## 4.6. 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 participation, project works, and intervention/performance in class may 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. For both graded and non-graded assignments, students are required to comply not only with the specific requirements for each individual assignment, but also with the EUI Code of Ethics in Academic Research.

### 4.6.1. Grading

The following criteria support the Master's programme grading scale. Grades will be allocated as percentages

- 50% + = Pass grade
- 0-49% = Fail.

Table 2 – Master's programme Grading Scale

Grade percentage	Indicative Meaning <sup>13</sup>
95-100	Outstanding
85-94	Excellent
75-84	Very good
65-74	Good
55-64	Satisfactory
50-54	Sufficient - Pass
49-40	Insufficient - Fail
39 or below	Poor - Fail

### 4.6.2. Failed Assignments and Failed Courses

Students are required to obtain a minimum **average grade** of 50 in each course in order to obtain the required credits. If a student fails a course, no ECTS credits will be awarded. So long as all required assignments are submitted, a student may obtain a mark below 50 in any particular assignment provided that the average grade remains above 50.

If a student fails a course, either because the average grade is below 50, or because not all assignments have been submitted, students are required to resit all failed or missing assignments. These will be capped resits. In such cases, it will be necessary to participate in the resit session to earn the ECTS credits. In cases of capped resits, the maximum grade is 50.

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<sup>13</sup> This terminology is consistent with the [European Credit Transfer and Accumulation System \(ECTS\)](#)

#### **4.6.3. Responsibility**

Professors/instructors assess each student thoroughly and autonomously and therefore assume full responsibility for the assessment. Professors/instructors will support students in compliance with the EUI Code of Ethics in Academic Research. However, ultimate responsibility for compliance rests with the student.

TAs may provide support in the assessment and grading process of any assignment. 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.

## **4.7. ASSIGNMENTS - GENERAL PROVISIONS**

Different types of assignments are envisaged for the Master's programme. Assignments may be graded or ungraded. In the case of ungraded assignments they may be compulsory or optional. Graded assignments are referred to as summative assignments. Ungraded assignments are also referred to as formative assignments. Submission of all compulsory assignments, whether graded or ungraded, is required in order to obtain the ECTS credits for a particular course. Assignments may be in person (examination assignments – see chapter 4.9) or require work to be submitted to a deadline (coursework assignments – see chapter 4.8).

Each Professor/instructor decides which methodology s/he wants to use to assess his/her course/seminar, and specific information will be given in the syllabi at the beginning of each semester. Unless otherwise specified, all assignments submitted must be the student's own. When completing their assignments, students are expected to act in full compliance with the EUI Code of Ethics in Academic Research. Non-compliance may be subject to penalties or sanctions (see section "Violations of good academic practice").

### **4.7.1. 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.

### **4.7.2. Period of validity**

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

### **4.7.3. Communication of results**

The communication of final course grades will be as follows.

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

Professor/instructors may release provisional grades for mid-semester assignments during the course of the semester. Grades are provisional until confirmed and released to students.

### **4.7.4. Withdrawal following Failure**

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.

## **4.8. ASSIGNMENTS - COURSEWORK**

For coursework assignments, the following rules apply:

### **4.8.1. 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.

### **4.8.2. Group Assignments**

In the case of group assignments, it is each student's responsibility – and that of the study group as a whole – 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. In cases of a student failing to participate in the creation of a group project, generating more work for their classmates, in cases of a collective grade, it is the responsibility of the students to inform the Faculty of their group member's absence before the date of submission. The Professor/instructor has the right to dismiss the student from the group work. In those cases, the dismissed student must take a resit to achieve the required credits. Where non-performance is justified, the resit will be uncapped. Where non-performance is unjustified, the resit will be capped with a maximum grade of 50.

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. Group assignments may confer individual grades, or collective grades, according to the professor/instructor's preference.

In cases where a group assignment is failed (both in cases of a collective group mark, or individual marks reflecting performance in the task), students will be required to re-sit the assessment if they do not meet the required average mark. Such re-sits will be capped at 50, and should be individual, written assessments. This may mean that some, but not all, of a group are required to re-sit, depending upon their grades in other assessments in the relevant course.

In cases of justified or unjustified absence of a group member, Professors/instructors must strive, as far as possible, to require the assignment to be submitted in a modified form, to allow the remaining members of the group to receive a grade for the assignment. This could include asking a teaching support staff member to substitute themselves for a missing student. If this is not possible, all students who were present will take an uncapped re-sit. The missing student will sit an uncapped resit if the absence was justified, or a capped re-sit if their absence was not justified.

### **4.8.3. Late submissions of coursework assignments**

Late submission in the absence of an extension to a deadline will lead to deduction of points, and thus a lower grade will be obtained. Submissions submitted more than 168 hours after the deadline without an extension will be treated as a failure to submit. 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. The process for obtaining an extension is discussed at 4.8.9.

### **4.8.4. Deduction Scheme for Late Submissions**

If a student is more than 10 minutes late in their submission, the following late penalties will apply.

- Submissions up to 24 hours after the deadline: - 5%

- Submissions of 24 hours up to 48 hours after the deadline: - 10%
- Submissions of 48 hours up to 72 hours after the deadline: - 15%
- Submissions of 72 hours up to 96 hours after the deadline: - 20%
- Submissions of 96 hours up to 120 hours after the deadline: - 25%
- Submissions of 120 hours up to 144 hours after the deadline: - 30%
- Submissions of 144 hours up to 168 hours after the deadline: -40%

Submissions more than 168 hours late will not be accepted and the assignment will be marked as incomplete.

#### **4.8.5. Making changes after submission**

Resubmissions are allowed until the deadline for any particular assignment.

Problems such as failure to proofread and doubts related to the work's readiness will not be accepted as reasons to resubmit after the deadline. Therefore, students must pay attention to submit the correct file/version of their work when submitting a file.

#### **4.8.6. Word Limit Deduction Scheme**

Any assignment which goes beyond the prescribed word limit will receive a word count penalty. Word limit, and what is and is not included in a word limit, will be rendered clear in the course syllabi.

- 10% over the word limit, or less: -0%
- 11- 20% over the word limit: -10%
- 21-30% over the word limit: -20%
- 31-40% over the word limit: -30%
- 41-50% over the word limit: -40%

More than 50% over the word limit: treated as a non-submission mandating a capped resit.

#### **4.8.7. Plagiarism**

All forms of plagiarism including, but not limited to, the deliberate or reckless copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement, are prohibited and will be subject to penalties and sanctions as befits the individual case. Severe cases of plagiarism will be referred to the EUI's disciplinary committee.

To assist the detection of plagiarism, Professors/instructors may request an automated originality check of all written assignment performed by the anti-plagiarism software Turnitin. While the Turnitin Originality Report indicates similarities with external sources, it remains the responsibility of the professors/instructors to determine cases of plagiarism. Students have access to the Turnitin Originality Report, which is produced upon submission of the assignment.

For more information on Turnitin, visit: <https://www.turnitin.com/>.

#### **4.8.8. Violations of good academic practice**

Any form of academic misconduct, including, but not limited to, plagiarism, fabrication, falsification, deception, or any other means, actions or omissions that impede, wholly or partially, the assessment of the competences, knowledge and understanding of a student is prohibited and may be subject to penalties or sanctions. For definitions see also Chapter IV. Misconduct in Academic Research of the [EUI Code of Ethics in Academic Research](#).

The EUI Code of Ethics in Academic Research distinguishes between minor and major violations of good academic practice.<sup>14</sup> Professors/instructors shall report violations and provide evidence immediately. Without prejudice to the right of any person to submit a complaint about academic misconduct to the EUI President, the STG determines whether the severity of misconduct requires submission to the EUI President and, potentially, an investigation by the EUI Ethics Committee.

For minor violations, the STG may decide the following measures:

- Resubmission of an assignment, or supplementary form of examination (e.g. oral exam),
- Deduction of points and lowering of the grade for the assignment,
- A failing grade for the examination or specific assigned exercise; or a failing grade for the course as a whole, depending on the importance of the work to the overall course grade.

For major violations, the EUI Code of Ethics in Academic Research and the EUI Disciplinary Regulations apply<sup>15</sup>.

The student shall be provided the opportunity to make his/her case and defend him-/herself. Students have the right to appeal. Further procedures are outlined in the EUI Code of Ethics and the EUI Disciplinary Regulations.

#### **4.8.9. Extensions to Deadlines – Coursework Assignments**

In some circumstances, extensions to deadlines will be permitted. In such cases, the late penalty scheme outlined above will not apply.

Retrospective extensions to deadlines are not permitted. Students must apply for an extension of the deadline before the date and time of required submission. There are three circumstances in which extensions to deadlines may be possible. First, the student may have a chronic condition which has been assessed by the EUI's disability board. In such cases, the Office for Academic Affairs will communicate to all relevant Faculty whether an extension is required as a reasonable adjustment in light of the student's specific needs. Second, the student may have an acute condition for the relevant period of submission. In order to obtain an extension to the deadline, students are required to submit medical confirmation of the length of the required extension. This evidence should state the length of the required extension. In order to protect the confidentiality of medical information, the nature of the medical condition should not be stated. Finally, a student may have a non-medical justification for non-submission, including, but not limited to bereavement or family emergency. In such cases, students must submit evidence of the reason to the Academic Director in advance of the deadline. The Academic Director will confirm the extension to the deadline.

#### **4.8.10. Failed Coursework Assignments**

Students will not be required to resit a failed coursework assignment except where their overall average grade for a course is below 50. If that is the case, they must resit all failed components. Resits will be held in the resit period. Faculty should strive as far as possible to replicate the original assignment in the resit assignment.

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<sup>14</sup> See European University Institute (2019). Code of Ethics in Academic Research, IUE 254/19 (CA 252), 15-16.

<sup>15</sup> Chapter IV.B.2, C and D. And Executive Committee (27 February 2013). Disciplinary Regulations, IUE 106/13 (CA 103)

## **4.9. EXAMINATION ASSIGNMENTS**

Examination assignments, unlike coursework assignments, take place in person, whether physically in presence or online. The following rules apply to the conduct of such in-person assignments. Completion of all required assignments is a pre-requisite for the obtention of the relevant credits.

### **4.9.1. 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.

### **4.9.2. Individual Assignments**

Unless specified otherwise, all examination assignments should be completed individually.

### **4.9.3. Group Assignments**

In the case of group assignments, it is each student's responsibility – and that of the study group as a whole – 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. In cases of a student failing to participate in the creation of a group project, generating more work for their classmates, in cases of a collective grade, it is the responsibility of the students to inform the Faculty of their group member's absence before the date of submission. The Professor/instructor has the right to dismiss the student from the group work. In those cases, the dismissed student must take a resit to achieve the required credits. Where non-performance is justified, the resit will be uncapped. Where non-performance is unjustified, the resit will be capped with a maximum grade of 50.

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. Group assignments may confer individual grades, or collective grades, according to the professor/instructor's preference.

In cases where a group assignment is failed (both in cases of a collective group mark, or individual marks reflecting performance in the task), students will be required to re-sit the assessment if they do not meet the required average mark. Such re-sits will be capped at 50, and should be individual, written assessments. This may mean that some, but not all, of a group are required to re-sit, depending upon their grades in other assessments in the relevant course.

In cases of justified or unjustified absence of a group member, Professors/instructors must strive, as far as possible, to require the assignment to be submitted in a modified form, to allow the remaining members of the group to receive a grade for the assignment. This could include asking a teaching support staff member to substitute themselves for a missing student. If this is not possible, all students who were present will take an uncapped re-sit. The missing student will sit an uncapped resit if the absence was justified, or a capped re-sit if their absence was not justified.

### **4.9.4. Scheduling, frequency, and deadlines of examinations**

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

### **4.9.5. Absence and Postponement of examination assignments**

In the case of in-person assessments (whether online or in presence), students must attend the examination or presentation. Failure to do so will without reasonable justification for the failure to attend, will mean a capped re-sit must be taken with a maximum mark of 50. In cases of groups examinations,



Faculty should strive to hold the original examination absent a missing group member. If that is not possible, all members of the group will be required to resit (capped or uncapped) as per the rules above.

If a student has a reasonable justification, including but not limited to illness, bereavement, or family emergency, they must submit evidence to this effect before, or as soon as possible after, the set time and date of the assessment. 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.

In cases where a student is suffering from acute illness they are required to obtain medical confirmation of such or they will be marked as absent and required to take a capped re-sit. If the absence from the assessment is justified, the student will be required to take an un-capped re-sit, graded according to the normal scale.

#### **4.9.6. Specific requests for examinations**

Students with specific requests for alternative examination arrangements or deadlines adjustments for other reasons, e.g., faith-based reasons, will contact the professor/instructor in advance to ask for a different date. 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.

#### **4.9.7. Conduct during examination assignments**

Any form of academic misconduct in the context of examinations may be subject to penalties or sanctions (see art 4.2.3, "Violations of good academic practice").

#### **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.

#### **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 if the absence is unjustified, they will be required to sit a capped resit. In the case of justified delay, they will sit an uncapped resit.

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

#### **4.9.8. Failed examination requirements**

When an exam is failed, leading to an average course grade of less than 50, students must obtain advice from the Professor/instructor as soon as possible for the resit session. In cases where an exam is failed,

the resit may take a different form from the original exam, e.g. the substitution for written work of a previous oral exam, or may take the form of a coursework assignment rather than an examination assignment.

#### **4.10. Assignments – Resits and Progression**

Students who have not achieved an average grade of 50 for any course, or who have not submitted any required assignments, are required to resit the failed or missing element. If the element was missed with reasonable justification and the process at 4.8.9 or 4.9.5 was followed, the resit will be uncapped. In all other cases, the resit will be capped at 50.

The form of re-takes should be similar to the original examination/assessment. However, in appropriate cases it may be necessary to substitute an assignment for another form.

Resits will be held in the resit period. Dates for the resit period will be determined annually by the Academic Director of the Master's programme.

Students are admitted to the second academic year only if they have completed all the obligations of the courses 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.

## 4.11. Review, Inspection and Appeal

### 4.11.1. Right of review and inspection

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

Dates may be different during the 2<sup>nd</sup> and 4<sup>th</sup> semesters due to the curricular 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.

### 4.11.2. Appeal procedures

The STG will follow the EUI Academic Rules and Regulations<sup>16</sup> key aspects of this procedure:

**a) Right:** STG students have the right to appeal in the circumstances defined in the Rules and Regulations against decisions that affect them personally.

**b) Academic Judgement:** The appeal procedure cannot be used to contest academic judgement. If a student thinks that s/he deserves a better grade, this cannot constitute a ground for appeal.

c) Non-Academic Grounds

- In case substantial information directly relevant to the quality of the performance under academic judgement was not available, for a good reason to the person grading the assignment;

- There is evidence of prejudice or lack of due diligence from the person grading the assignment

- The procedures presented in the Academic Rules and Regulations have not been followed in taking the decision;

- Personal grounds beyond the student's control: Personal illness or the illness of a close relative or partner and the duty of care that may entail.

**d) Timing:** (a) the notice of intention to appeal must be submitted within 7 days of notification of the decision (including the date of notification), and (b) grounds of appeal must be submitted in writing within 14 days of notification of the decision (including the date of notification).

**e) Form of Appeal:** Notice and grounds of appeal must be in writing. The appeal should be reasoned, which means it should (a) clearly spell out the individual grounds of appeal and any of the special circumstances mentioned above on which it is based, and (b) specify the outcome the appellant seeks. The written submission must also include all supporting documentation the appellant wishes to be considered. In principle, it is not possible to introduce new arguments or documentation later in the appeal

The appeal should be submitted to both the Director of the STG, the Chair of Appeals of the MTnG and the Academic Service, acting as the secretariat

**f) Appeals Committee:** the Chair of Appeals will hear the Appeal, together with the co-ordinator of the Masters' programme acting as secretary, and two Faculty members of the STG. The Faculty members will be appointed ad hoc and should not have graded the student in any relevant assignment.

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<sup>16</sup> See complete and **original version** of this procedure at European University Institute (2022). [Academic Rules and Regulations for the Doctoral and Master of Research programmes](#), IUE 223/22 (CA 219), 49-51.

**g) Hearing:** Where an appeal is to be heard by the Appeals Committee, the student will be given reasonable notice of the hearing date and will be entitled to attend and be accompanied by one other current member of the EUI community. The appellant may present her/his case in person or may nominate another member of the EUI community to do so on their behalf. The Appeals Committee has access to all relevant material produced by the students and may hear from any person it deems fit.

After hearing the appellant and/or the appellant's nominee, the Appeals Committee shall deliberate in closed session and formulate its decision.

**h) Decision options:** On hearing an appeal, there are three options available to the Appeals Committee. It has the authority to (a) Confirm the original decision, in which case no further action is taken in respect of the appeal, and the case is concluded; (b) Instruct the relevant Faculty member reconsider the appellant's case, adopting any requirements specified by the Appeals Committee; and (c) Vary the original decision.

## **4.12. ADDITIONAL PROVISIONS**

### **4.12.1. 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.

### **4.12.2. 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.

### **4.12.3. 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.

### **4.12.4. 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.

### **4.12.5. 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.

### **4.12.6. Quality Assurance of the Master's programme<sup>17</sup>**

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

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<sup>17</sup> 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.

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.

#### **4.13. FINAL PROVISIONS**

##### **4.13.1. 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.

##### **4.13.2. 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.



## **5. STRUCTURE OF THE MASTER'S PROGRAMME**

## **5.1. GENERAL OVERVIEW**

The Master's programme's is delivered through core and complementary courses, and the master project training.

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 semesters and are designed so the students can specialise in specific areas of their choice

### **5.1.1. Academic Calendar**

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

- Induction Week (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

### **5.1.2. Duration of studies**

In normal circumstances, students are expected to complete their degree within two years, i.e., four full-time consecutive semesters.

The Rules relating to extensions of time, intermissions and deferral are contained above.

## **5.2. Induction Week**

The Master of Arts in Transnational Governance commences with Induction Week, i.e., a pre-session study unit, which takes place in September before starting the first-year courses. Participation 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.

## **5.3. FIRST YEAR OF THE MASTER'S PROGRAMME**

Students must complete 60 ECTS to advance to the second year. In cases of extensions to deadlines which will nevertheless allow for a smooth transition into the second year programme, students may be allowed to commence second year with fewer credits. Otherwise, students who have obtained fewer than 60 ECTS credits must repeat the entire first year or will be required to withdraw from the programme.

The 60 ECTS will be comprised of 6 core courses, 6 complementary courses and the curricular internships. All first year courses are compulsory.

## **5.4. CURRICULAR INTERNSHIP**

Curricular 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 Curricular 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. Completion of the curricular internship confers 12 ECTS.

The Curricular 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.

### **5.4.1. Curricular 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.

### **5.4.2. Curricular Internship recognition**

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

- Final Report completed by the Intern and signed by both the Intern and the STG Curricular 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

## **5.5. SECOND YEAR OF THE MASTER'S PROGRAMME**

During the second year, students must complete 60 ECTS of courses. These will be split between core and complementary courses, and the master project. Students may follow a specialisation track.

Students will take four core courses (5 ECTS credits each, for a total of 20 ECTS credits), four complementary courses (3 ECTS credits each, for a total of 12 ECTS credits), and must complete the Master Project Training (8 ECTS credits) and the Master Project (20 ECTS credits).

### **5.5.1. Specialisation tracks**

In order to qualify for a specialisation track students must take two core courses within a track and develop a Master Project in the same area of expertise.

### **5.5.2. Master Project**

The educational component of the Master culminates in a final course – the 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.

Students may finalise their studies with a traditional Master Thesis or a more practical oriented Capstone Report. Specific guidelines are provided to facilitate this choice, and the selection of a supervisor.

All the STG Master Projects will follow the all-digital and all-open policy and, therefore, will be published in [Cadmus](#), the EUI Research repository. Additionally, they will be stored in the content service platform Alfresco.

### **5.5.3. Optional: Student Mobility Programme (SMP)**

Thanks to the 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 5.5.5 for more information related to the SMP.

### **5.5.4. 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.

## **5.6. 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 120 ECTS as outlined above

### **5.6.1. STG Awards**

The School gives the following annual awards

- Award for the Best Master Project
- Award for the Best Overall Performance

### **5.6.2. Distinction**

A Distinction shall be awarded for a final overall average grade of 85 or above.

### **5.6.3. 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.

### **5.6.4. Transcript of Records**

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

A Transcript of Records is the document that contains the student's academic achievement in the Master's programme. It displays the courses, the number of ECTS credits that have been achieved, and the grades awarded. As for the Master Project, the Transcript of Records will be stored in the content service platform Alfresco.

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.

## **6. INTERNATIONAL STUDENT EXCHANGE AND PARTNERSHIPS**

## **6.1. 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 between 22 and 28 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 and thus a selection procedure based on academic merit will take place.

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 final decision on the student's admission remains with the partner institution. Students are admitted for one semester only, the third one, and, while they are exempted from paying tuition fees at the receiving institution, they shall bear their living costs, including accommodation, meals, visa, travels, health insurance, etc.

An informative session during the first semester will be organised to explain the SMP procedures, application, and deadlines and subsequently a Call for Applications for the SMP, containing all the details, requirements and available slots will be published and shared with students.

### **6.1.1. 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.

### **6.1.2. SMP Certification**

Upon completing the SMP, the host institution issues a Transcript of Records.

### **6.1.3. 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.

## **7. STUDENTS' 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.

Students are also responsible for the successful completion of the requirements of the degree, and enrolment in elective courses. Students may not take more than 120 ECTS for credits. For students who have participated in the mobility programme, it is their responsibility to ensure that they follow the learning agreement established for their mobility period and on their return to the STG.



## 7.1. STUDENTS' RIGHTS

### 7.1.1. 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.<sup>18</sup>

### 7.1.2. 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.

### 7.1.3. 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.

### 7.1.4. Small job contracts

According to the EUI internal dispositions students can work within the institution under the framework of "small job contracts". The main characteristics of these jobs are:

- A minimum of **20 hours** per contract is required
- Students should have passed all the previous courses
- Contracts can also be made with **students receiving scholarships**.
- The total amount of hours that students are allowed to work are:
  - 1<sup>st</sup> Year – 1<sup>st</sup> semester: **not possible**
  - 1<sup>st</sup> Year – 2<sup>nd</sup> semester: a max total of 100 h per academic year
  - 2<sup>nd</sup> Year – 3<sup>rd</sup> semester: a max total of 200 h per academic year
  - 2<sup>nd</sup> Year – 4<sup>th</sup> semester: a max total of 200 h per academic year

The **hour fee** is agreed at EUI central level on a yearly basis.

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<sup>18</sup> Charter of the School of Transnational Governance Master Students' Representatives

## **7.2. STUDENTS' RESPONSIBILITIES**

### **7.2.1. 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 must comply with the overall degree requirements.

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

### **7.2.2. Other requirements**

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

## 8. 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

## 9. 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
Administrative fees	
Administration fee for refund procedure	€ 100,00
Administration fee for instalment plan	€ 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)	€ 65,00 approx.
Re-issuance of Master's degree diploma	15,00 €
EUI card re-issuance (in case of loss or deterioration)	€ 5,00

## 10. APPENDIX III: ACADEMIC INTEGRITY PLEDGE

I pledge to contribute to upholding a culture of honesty, transparency, and ethical conduct throughout my education at the EUI School of Transnational Governance. This includes, but is not limited, to abiding by the EUI Code of Ethics in Academic Research, by the EUI Rules and Regulations and the Rules and Regulations for the Master of Arts in Transnational Governance (MTnG).

Among other things, I pledge that

- I know what plagiarism is and that it is unacceptable for a student of the MTnG to engage in it,
- I know that all texts and sources available in books or on the internet may have a property right holder and are the intellectual work of some author,
- I shall not just change some words in a sentence and claim it is my own,
- I shall not cite phrases or ideas from other texts without correct reference,
- I shall not copy and paste from internet or any other sources without correct reference.

Place and Date \_\_\_\_\_

Student name and surname \_\_\_\_\_

Signature \_\_\_\_\_