

# STUDY REGULATIONS

COLLEGE  
OF EUROPE

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Brugge

College of Europe  
Collège d'Europe



Natolin

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# STUDY REGULATIONS OF THE COLLEGE OF EUROPE (BRUGES AND NATOLIN)

## APPLICABLE FROM SEPTEMBER 2022 ONWARDS<sup>1</sup>

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## *Preliminary Article*

In accordance with Article 18 of the Statutes of the College of Europe, the present regulations establish general rules for the study programmes offered by the College of Europe in Bruges and in Natolin.

These regulations may be complemented by rules specific to the different study programmes, insofar as these have been brought to the attention of the Academic Council and are compatible with the present regulations.

Students pursuing the joint degree “Master of Arts in Transatlantic Affairs” (MATA) of the College of Europe and The Fletcher School of Law and Diplomacy at Tufts University are subject to the study regulations at the institution responsible for the academic activity in question. As for the provisions on conduct stipulated in Article 9 of the present study regulations, these apply to all students pursuing the MATA degree, no matter at which institution they are enrolled.

For the purposes of the present regulations:

“Academic Council” refers to the body which deliberates upon students’ academic results and takes the decisions provided for in the relevant articles.

“Joint MATA Committee” refers to the body composed of representatives of The Fletcher School of Law and Diplomacy and the College of Europe which deliberates upon the academic results of students pursuing the MATA programme as far as its joint academic activities are concerned (Article 23). The Joint MATA Committee decides on its own rules of procedure, without prejudice to the present study regulations.

“Academic Departments” refers to the departments which organise, under the authority of the Academic Council of the College, study programmes in Bruges and in Natolin as well as, concerning chapters 2 to 4 of the present regulation, to the “European General Studies” programme in Bruges.

“Study Programmes” refers to the European studies programmes and the joint programme “Master of Arts in Transatlantic Affairs” (MATA). The study programmes are those organised in Bruges (“Master of European Law”, “Master of Arts in European Political and Governance Studies”, “Master of Arts in EU International Relations and Diplomacy Studies”, and “Master of Science in European Economic Studies”) and in Natolin (“Master of Arts in European Interdisciplinary Studies”).

“Director of Studies” refers to the Directors of academic departments in Bruges and in Natolin as well as the Academic Coordinator of the “European General Studies” courses in Bruges and the Director of the “Master of Arts in Transatlantic Affairs” study programme.

“Chairholder” refers to a person appointed in conformity with the guidelines set up by the Academic Council for the establishment of chairs at the College.

“Permanent Professor” refers to a professor who holds an employment contract from the College and is attached to an academic department in Bruges or in Natolin.

“Professor” refers to the person to whom the Academic Council has given the responsibility of teaching a course.

“Assistant” refers to the academic assistants who – within the framework of the departments and programmes of studies – assist the professors to whom the Academic Council has given the responsibility of teaching a course.

“Course” refers to all forms of courses and seminars, compulsory or optional, in a study programme, approved by the Academic Council.

“Joint academic activities” refers to all forms of academic activities that are co-taught by professors of the College of Europe and The Fletcher School within the MATA programme.

“Mark” and “grade” refer to the marking scale of the College of Europe in which a mark is a number that refers to a specific point on the scale of 0-20, whereas a grade is a description of the overall level of achievement which refers to a band of marks, as defined in Article 21.



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## Chapter 1: Admission to the College

### Section 1.1. - Conditions of admission

#### *Article 1. Degrees*

All applicants to the College of Europe must hold a relevant university degree. Admission to the College of Europe requires either a Bologna Master's degree, or an equivalent degree, or a final university degree and in principle 240 ECTS credits acquired in the course of one's university studies. Equivalence will be determined on the basis of objective criteria.

Additional course work and the professional experience of candidates may be taken into consideration during the selection process.

Each academic department establishes, under the authority of the Academic Council, specific criteria for admission as to the degrees required as well as the overall academic level of students. For the MATA programme, The Fletcher School of Law and Diplomacy and the College of Europe establish specific joint criteria for admission. Further information on degree requirements appears in Annex 1 to the present regulations.

#### *Article 2. Languages*

The working languages of the College are English and French. The Academic Council determines the level of knowledge required in each of the two languages for each study programme.

### Section 1.2. - Application for admission and the selection procedure

#### *Article 3. Application*

Candidates must submit their completed application for admission online to the Admissions Offices of the College of Europe before the final date set each year by the College.

A copy of the complete admission application must also be sent to the selection body in their country, if this is required by the selection body.

For admission to the MATA programme, applicants apply to the partner institution at which they wish to spend their first year of studies.

Applications for admission are only valid for one academic year.

#### *Article 4. Selection procedure*

An initial selection is made by the College, assisted by the national selection bodies where they exist, on the basis of the application. Those candidates who are selected will be called for an interview, which will normally be attended by one or more representatives of the College. In special circumstances, the College may allow interviews to take place by telephone or videoconference.

The College retains the final say in all admission decisions, and the College's decision is final. In the case of the MATA programme, the initial selection is made by the Joint MATA Committee which also takes the admission decisions.

### Section 1.3. - Act of admission and consequent matters

#### *Article 5. Financing studies at the College*

Upon receiving a favourable decision of admission to a study programme, candidates must ensure that they can finance their studies and their stay at the College.

No transcript or diploma will be delivered to students who have not fulfilled all applicable financial conditions.

#### *Article 6. Official admission decision*

Only an official letter issued by the Admissions Offices of the College of Europe constitutes definitive proof of admission of a candidate.

Admission is only valid for the academic year and for the study programme specified by the Admissions Offices. In the case of the MATA programme, the student is admitted for the entire duration of the two-year programme. Depending on where the student will spend the first year of studies, the Admissions Offices either of the College of Europe or of The Fletcher School will issue an official letter. This letter will also specify the study track that the student will follow as part of the MATA programme at the College of Europe.

A student is admitted only to one study programme.

#### *Article 7. Conditional admission*

An official decision to admit a candidate may be made subject to one, several or all of the following conditions. The candidate may be required to:

- (i.) furnish proof of the acquisition of specific additional knowledge;
- (ii.) provide the required diplomas;
- (iii.) produce a financial guarantee;
- (iv.) complete a complementary programme prior to the official start of the academic year, such as a language course or an introductory course which may be organised as an additional component of a study programme, also at the candidate's own expense.

In any case, if any of the conditions (i.) to (iii.) stipulated in the admission decision are not entirely fulfilled at the start of the academic year, a student may be admitted if they can credibly show that the requirements will be met soon. If the conditions are not met before the completion of the studies at the College, the diploma will not be awarded, and no transcript of records will be delivered.

If condition (iv.) stipulated in the admission decision is not fulfilled at the start of the academic year, and the student has been absent from the complementary programme for reasons not considered to be legitimate by the Academic Council, the admission decision may be withdrawn.

*Article 8. Transferring from one study programme to another*

A student admitted to study at the College cannot request a transfer from one study programme to another.

Section 1.4. - Conduct and unjustified long absences

*Article 9. Conduct and unjustified long absences*

Students must respect the laws applicable at their place of study, as well as the regulations of the College, and must abstain from any conduct which might disturb the smooth running and the good name of the College or, in the case of the MATA programme, smooth running and the good name of the College and The Fletcher School of Law and Diplomacy. In particular, College premises may not be used for activities not coming within the remit of the College objectives, and the name and logo of the College may not be used without the approval of the College administrations.

Any infractions will be penalised and may involve, in serious cases, expulsion from the College. In the framework of the MATA programme, expulsion from the College of Europe would also entail expulsion from The Fletcher School.

Without prejudice to other sanctions for academic rules as set out in other provisions of these regulations, non-compliance with the provisions of this article in relation to academic activities is sanctioned under the authority of the Academic Council. All penalties will be imposed by the Academic Council, based on a recommendation of the Rector. No sanction will be imposed without the student being heard by the Academic Council or a delegation thereof.

Students who have been absent from the College for a long period of time without a legitimate excuse and, as a result, have missed courses and/or examinations, may be expelled from the College.

Any behaviour that undermines the living conditions within the College community is sanctioned in accordance with the codes of conduct respectively in force on each of the College's campuses. The Academic Council needs to be notified in writing of any sanction of an academic nature taken under the codes of conduct procedures. Such notification will entail the nature of the transgression leading to the sanction and a summary of the procedural steps taken, with full respect to the protection of personal information of the involved parties.

In case of an expulsion of a student from the College in accordance with the codes of conduct procedures, the Rector will convene an emergency extraordinary Academic Council meeting, after the elapsing of the appeal period (7 working days) or after the finalisation of the appeal procedure in case of appeal, to confirm the expulsion. Only the nature of the transgression leading to the expulsion and a summary of the procedural steps taken, with full respect to the protection of personal information of the involved parties, will be communicated to the Academic Council. The concerned student can be informed of the final decision on their expulsion only after the confirmation by the Academic Council. This Academic Council decision cannot be appealed under Article 46.

## Chapter 2: Choice of courses by students

### Section 2.1. - Study programmes

#### *Article 10. General provision*

The Academic Council decides on and approves all study programmes.

The academic year runs from August/September to June of the following calendar year. The exact dates are determined each year by the Academic Council.

#### *Article 11. Reference to the study programmes*

The study programmes specify the conditions of admission and the rules concerning the use of languages within the study programme, including course assessment, the number of courses organised, and the number of courses required to obtain a degree. They also specify the weight given to each course (weight in average) for the calculation of the overall average mark and the attribution of the ECTS credit points.

### Section 2.2. - Rules concerning the choice of courses

#### *Article 12. Procedures and restrictions on course choices*

Procedures relating to the choice of courses in a study programme are established by each study programme.

These rules allow students to create their individual course programme within the limits set by the study programmes. No student has a right of admittance to a particular course. Every student must follow a minimum of one course in each of the working languages of the College, with the exception of the MATA programme.

The choice of optional courses in each study programme is made before the end of the first semester on the basis of an oral or written presentation relating to the different courses, without prejudice to the MATA programme.

Where a study programme requires courses to be followed from the list of European General Studies courses, these cannot be replaced by courses organised within the framework of other programmes. European General Studies courses are chosen at the start of the first semester for the first semester course, and before the end of the first semester for the second semester course.

#### *Article 13. Additional courses*

A student may follow an ECTS-bearing course not required by their study programme, either as an auditor or by registering officially for that course, provided that both the professor teaching the course and the Director of Studies of the study programme in which the course takes place agree. In either case, the student must inform the Director of the Academic Administration Office of their campus.

If a student officially registers for an additional course, they are irrevocably obliged to take the examination for that course. The student will receive a separate certificate for that additional course.

It will not enter the student's transcript of records for the degree. The general provisions relating to examinations and marking are all fully applicable to additional courses.

The opportunity to follow an additional course gives no rights to a student with regard to course scheduling: in particular, a student cannot require that the timetable of the additional course be compatible with that of their regular programme.

### Section 2.3. - Extra-curricular activities

#### *Article 14. Extra-curricular activities*

Extra-curricular activities can neither replace a course required by the regular study programme of a student nor can they replace a thesis. They do not give rise to ECTS credits.

## Chapter 3: Assessment - general rules

### Section 3.1. - Forms of assessment and languages

#### *Article 15. Forms of assessment*

The assessment of performance in courses at the College is in principle undertaken on the basis of a written examination, an oral examination, or a written examination followed by an oral (see also section 4.1 below). A written examination can be handwritten or digital. Each student is also required to write and submit a Master's thesis (see section 4.2 below). In the context of the joint MATA degree, the internship is assessed on the basis of an internship report. Study programmes may also include additional forms of assessment mentioned in Article 19 of these regulations. Any other kind of assessment must be approved by the Academic Council following a proposal from the Director of Studies. In the case of the joint academic activities of the MATA programme, the Academic Council delegates this task to the Joint MATA Committee.

The form of assessment applicable to each course must be mentioned in the course outline and on the ECTS card.

#### *Article 16. Languages*

Without prejudice to the specific requirements of language course examinations, assessments are conducted in one of the two working languages of the College, in accordance with the particular procedures for each study programme, as approved by the Academic Council.

### Section 3.2. - Examination sessions

#### *Article 17. Examination sessions*

Examinations are organised during sessions fixed by the Academic Council. The first examination session is organised at the end of the first and the second semester of the academic year. The second examination session takes place after the end of the academic year in which a student has been enrolled.

#### *Article 18a. Examination sessions for the European studies programmes*

The student sits an examination in each subject during the first examination session. In the case of a non-compensable failure (see Article 22a below), the student has one chance to resit the examination in question during the second examination session. The regular first examination sessions take place in November-December and in May-June. The regular second examination session takes place in September-October. Second session examinations are in principle taken in writing, without prejudice to the specific requirements of language course examinations.

An examination taken unsuccessfully at the end of the first semester in November-December can be retaken (on a second session basis) at the end of the second semester in May-June upon student request. In the case of a non-compensable failure, for which the student is not excused (see Article 37a below), the student will not be awarded the College degree.

Any student absent from an examination in the first examination session for reasons considered to be legitimate by the Academic Council (see Article 37a below), takes the examination during the examination session following the end of the academic year in which they have been enrolled. The examination thus taken in September-October will be deemed to form part of the first session examinations.

An examination not taken during the November-December examination session of the year of study for reasons considered legitimate by the Academic Council can be taken (on a first session basis) at the end of the second semester in May-June, upon student request.

Any student absent from an examination in the second examination session for reasons considered to be legitimate by the Academic Council (see Article 37a below) takes the examination during the examination session in November-December of the following academic year for first semester courses, and in May-June of the following academic year for second semester courses.

However, under no circumstances may an examination be taken or retaken after the examination session at the end of the academic year following the year of registration of the student.

#### *Article 18b. Examination sessions for the MATA programme*

The student sits an examination in each subject during their first examination session at the College of Europe. For a student who spends the first year of studies at the College of Europe, the regular first examination session takes place in November-December and in May-June. For a student who spends the first year of studies at The Fletcher School of Law and Diplomacy, and without prejudice to Article 43, the regular first examination session at the College of Europe takes place in May-June. In the case of a non-compensable failure (see Article 22b below), the student has one chance to resit the examination in question during the second examination session at the College of Europe. The regular second examination session takes place in September-October. Second session examinations are in principle taken in writing.

An examination taken at the end of the first semester in November-December can be retaken (on a second session basis) at the end of the second semester in May-June upon student request. In the case of a non-compensable failure, for which the student is not excused (see Article 37a below), the student will not be awarded the College degree.

Any student absent from an examination in the first examination session for reasons considered to be legitimate by the Academic Council (see Article 37a below), takes the examination during the examination session following the end of the academic year in which they have been enrolled at the College. The examination thus taken in September-October will be deemed to form part of the first session examinations.

An examination not taken during the November-December examination session of the year of study for reasons considered legitimate by the Academic Council can be taken (on a first session basis) at the end of the second semester in May-June upon student request.

Any student who spends the first year of studies at the College of Europe and is absent from an examination during the second examination session for reasons considered to be legitimate by the Academic Council (see Article 37a below) takes the examination during the examination session in November-December of the following academic year for first semester courses and in May-June of the following academic year for second semester courses.

Any student who spends the first year of studies at The Fletcher School of Law and Diplomacy and is absent from an examination in the second examination session at the College of Europe for reasons considered to be legitimate by the Academic Council (see Article 37a below) takes the examination during the examination session in May-June of the following academic year, without prejudice to Article 43.

However, under no circumstances may an examination be taken or retaken after the examination session at the end of the academic year following the student's year of studies at the College of Europe.

### Section 3.3. - Marking

#### *Article 19. Elements assessed in the marking process*

Students are, in principle, assessed by an examination.

Other elements can be taken into account when marking, provided that this is done on the basis of clearly and individually identifiable elements (such as papers, oral presentations, handouts and participation in class, including during "simulation games") and that it is applied equally to all students. The non-respect of formal requirements (such as deadlines, word count, references or a bibliography for written work) will be sanctioned according to the "Common rules regarding class papers and Master's theses" in Annex 4.

#### *Article 20. Responsibility*

Professors assess students completely autonomously and assume full responsibility.

In the case of written examinations in which a large number of students participate, assistants may take part in the marking process. However, any participation of assistants in the marking process must occur under the supervision of the professor who teaches the course and who assumes full responsibility for the marks awarded. Moreover, the participation of assistants in marking must be approved in advance by the competent Director of Studies.

#### *Article 21. Marking scale*

A 20-point scale with intervals of half a point is used. 20 is the highest mark and 0 is the lowest.

Marks below 11 constitute a failing mark. Marks of 11 and higher but below 13 constitute a pass with the grade "fair", marks of 13 and above but below 15 constitute a pass with the grade "good", marks of 15 and above but below 17 constitute a pass with the grade "very good", marks of 17 and above constitute a pass with the grade "excellent".

For language examinations, the grade achieved under the criteria set out in the previous paragraph may be replaced by its equivalent in the scale established by the Council of Europe.

For the MATA programme, the grade conversion table in Annex 2 applies.

#### *Article 22a. Limited compensation for marks in the European studies programmes*

A mark of at least 11 in each of the subjects making up a student's study programme is required to obtain a degree.

However, the degree is also awarded to a student who satisfies all of the four conditions below :

- (i.) has an overall average of 13 or higher,
- (ii.) receives no mark lower than 9 ("non-compensable fail"),
- (iii.) obtains no more than two marks lower than 11 but equal to or above 9 ("compensable fail"),
- (iv.) does not receive a mark below 11 for the Master's thesis.

When the marks obtained during the first examination sessions do not satisfy one or more of these four conditions, the student must resit all subjects for which they obtained a mark lower than 11 during the second session.

The same limited compensation rule applies to both examination sessions.

#### *Article 22b. Limited compensation for marks in the MATA programme*

In the case of students pursuing the MATA degree, without prejudice to the requirements concerning the components of the MATA programme falling under the responsibility of The Fletcher School of Law and Diplomacy, a mark of at least 11 in each of the subjects making up a student's study programme at the College of Europe is required to successfully obtain the degree.

However, the degree is also awarded to a student pursuing the joint MATA degree who meets the requirements concerning the components of the MATA programme falling under the responsibility of The Fletcher School of Law and Diplomacy, and who satisfies all of the three conditions below with respect to the subjects making up a student's study programme at the College of Europe, with the exception of the Master's thesis and any other joint academic activity of the MATA programme:

- (i.) has an overall mark of 13 or higher,
- (ii.) receives no mark lower than 9 ("non-compensable fail"),
- (iii.) obtains no more than two marks lower than 11 but equal to or above 9 ("compensable fail").

When the marks obtained in the first examination session do not satisfy one or more of these three conditions, the student must resit all subjects for which they have obtained a mark lower than 11 during the second session.

#### Section 3.4. - Deliberation of the results

##### *Article 23. Deliberation of the final results*

The Academic Council deliberates on the provisional marks before deciding on the final results in agreement with the professors.

The final result for each student is based on the marks given by professors. The Academic Council can, in exceptional cases, alter a mark given by a professor after consulting the professor. The mark may not be changed by more than 1 point.

After the Academic Council has taken note of, or deliberated on, the marks, they can only be changed in accordance with the procedures described in Articles 25, 26 and 27 of the present regulations.

In the case of the MATA programme, the Academic Council also confirms the marks for the joint academic activities after they were proposed by the Joint MATA Committee.

### Section 3.5. - Communication of the results and information provided to students

#### *Article 24. Communication of the results*

The results of examinations are not communicated to students before they have been reviewed by the Academic Council.

#### *Article 25. Information provided to students*

Professors must provide explanations for all marks given to students.

Students may consult their written examinations and, if applicable, other course work together with the assistant for the course at the date and hour officially fixed for this purpose (i.e. the official feedback session; to take place within 14 calendar days following the communication of the results). On this occasion, the assistant delivers the explanation for the mark obtained on the basis of the information provided by the professor.

The exam papers are the property of the College and neither the originals nor copies can be handed over to the students or retained by the students.

If the student continues to have queries about the reasons for their mark, they may, within 24 hours after obtaining the information from the assistant at the official feedback session, request in writing that the professor provides additional explanations in the form of a written reasoned response. The student must indicate the issues that they wish to be addressed. These explanations should not constitute a full re-appraisal of the piece of assessed work in question but be limited to the specific issues indicated by the student. The professor will reply in writing to the issues raised within 14 calendar days after the request. The communication of the request and of the reply must in any case be done through the assistant of the course concerned.

In the case of language courses, the student will address the request for further information to the Director of the Language Service of the respective campus, who will contact the relevant professor to provide a written reasoned response. The student must indicate the issues which should be addressed by the professor.

In the case of the thesis, students receive a written assessment (evaluation form) of their work. Should a student nonetheless have important queries about the reasons for their mark, they may request that the professor provides additional explanations. The student must indicate the issues for which they submit the request. This request and the communication of the written reasoned response to it must in any case be done through the assistant of the course concerned.

If a professor wishes to adjust the mark, they must declare a manifest error of appraisal, and explain the nature of the error. The professor will forward the proposed adjustment, together with the explanation, to the Director of Studies, who will inform the relevant Academic Administration Office and make a recommendation to the Academic Council. Any modification of the mark will be finally decided upon by the Academic Council. In case of a technical error, Article 26 applies.

#### *Article 26. Technical errors*

In the event that a mark that has been communicated to a student is found to be the result of a technical error (such as an incorrect calculation) on the part of the professor, the academic department or the Academic Administration Office, the Director of Studies is informed of the correction to be made to the mark. The Director of Studies verifies the existence and the nature of a mistake and informs the Academic Administration Office of their campus. A correction that reduces the mark can only be made if this is notified to the student within 14 calendar days following the communication of the marks by the relevant Academic Administration Office to the student.

### *Article 27. Appeals*

A student has the right to appeal the mark they have been given, if after having requested and received a written reasoned response from the professor under Article 25 they maintain that there has been a manifest error of appraisal, or when they have not received a reply from the professor within the 14 calendar days indicated in Article 25.

To be admissible, any appeal must be introduced within 7 calendar days after receiving the reasoned response from the professor or 7 calendar days after the lapse of the 14 calendar days within which the professor should reply to the request for additional explanations indicated in Article 25.

Any appeal must be made in writing to the Director of Studies. The appeal must provide a specific indication and explanation of the claimed manifest error.

The Director of Studies will review the appeal and decide, in agreement with the Permanent Professor or, exceptionally, with another professor of the same academic department, whether or not a manifest error of appraisal has been made.

In case an appeal concerns a mark awarded by the Director of Studies, another professor teaching in the same study programme whose specialisation is closest to the subject concerned, will be entrusted with deciding whether or not a manifest error of appraisal has been made, in agreement with the Permanent Professor.

In case an appeal concerns a mark awarded by the Permanent Professor, another professor teaching in the same study programme whose specialisation is closest to the subject concerned, will be entrusted with deciding whether or not a manifest error of appraisal has been made, in agreement with the Director of Studies.

The review carried out shall not entail a full re-appraisal of the piece of assessed work in question, but shall instead be limited to asserting whether there is a manifest error in relation to the specific issues raised by the student. The review shall take due account of the margin of discretion available in academic evaluation.

The Director of Studies informs the Academic Council of the appeals that have been rejected on the ground that they did not constitute a manifest error of appraisal. In case a mark is found to be manifestly unreasonable, the Director of Studies will propose a modification of the mark to the Academic Council, which will decide the mark awarded. The Director of Studies will notify the student of the outcome of the review indicating the justification for the decision.

In the case of language courses, decisions taken in accordance with the provisions of this Article will be taken by the Director of Studies of the programme for which the student is registered and by the Director of Language Service of the campus concerned.

In the case of the MATA programme, decisions taken in accordance with the provisions of this Article will be taken by the Joint MATA Committee in case of joint academic activities of the programme.

## Chapter 4: Rules applicable to different forms of assessment

### Section 4.1. - Examinations

#### *Article 28. Date and place of examinations*

Students must take examinations at the dates fixed for this purpose. Examinations take place on College premises: the Bruges campus for students enrolled in the study programmes taught in Bruges, and the Natolin campus for students enrolled in the study programme taught in Natolin.

Students pursuing the MATA degree can exceptionally sit examinations for courses taken at the College of Europe at The Fletcher School of Law and Diplomacy, subject to the approval of the Joint MATA Committee.

Once a student has received in writing or orally one or several questions of an examination, they are considered to have taken the examination in question. This also applies in case a student claims illness during an examination.

Second session examinations – as well as first session examinations for a student having been absent for reasons considered to be legitimate by the Academic Council – are in principle taken in writing, without prejudice to the specific requirements of language course examinations.

Examinations that have been passed or compensated may not be retaken.

#### *Article 29. Duration of written and oral examinations*

Examinations may be written or oral or both.

The length of a written examination is decided by the professor in agreement with the Director of Studies, but may not be less than two hours in the case of an exclusively written examination, without prejudice to the specific requirements of language course examinations. Written examinations may take the form of an open-book or closed-book format.

In the case of a written examination followed by an oral examination, the oral session must last at least 15 minutes (not including the preparation period), without prejudice to the specific requirements of language course examinations.

In the case of a wholly oral examination as the only form of assessment of the course, the examination must take at least 25 minutes (not including the preparation period).

Oral examinations must take place between 08.30 and 22.00 (with the possibility of preparations starting from 08.00). A professor cannot spend more than 10 hours per day conducting oral examinations.

#### *Article 30. During the written and oral examinations*

During written examinations, students (i.) may leave the room only with the authorisation of an invigilator, and only one person at a time, (ii.) may, with the exception of language examinations, have with them a language dictionary, (iii.) may also have with them other documents authorised in advance by the professor.

All digitally written examinations are organised on a dedicated platform. Students use their own laptops.

Communication during the examinations is not allowed (neither oral nor digital communication), except, if necessary, communication with the person supervising the examination.

The preparation period for an oral examination may take the form of an open-book or closed-book format. During the preparation period, a student (i.) may not leave the room and (ii.) may, in principle, only consult documents provided by a professor for the examination. However, a professor may authorise students to consult their own documents, on the condition that these are specified in advance and checked by the invigilator.

All behaviour contrary to these rules and other more specific requirements established by the academic departments may be penalised by the Academic Council. All cheating or attempted cheating during an examination may lead to a mark of zero for the examination in question, subsequent to hearing the student's explanation. In addition, the Academic Council may expel the student from the College, if it considers this appropriate and after hearing the student. To be admissible, any appeal must be introduced in accordance with the time frame defined in Article 46.

*Article 31. Presence of professors and assistants at the time of the oral examination*

If a course is taught by two professors, but the oral examination is only conducted by one of them, the examination will nevertheless cover the entirety of the subject matter covered by the course.

If the two professors examine students separately, their examinations should, in principle, follow immediately one after the other. If this is, exceptionally, not possible, the professors must ensure that the two examinations are complementary.

The presence of at least one assistant at oral examinations is mandatory. It is possible to derogate from this rule in the case of language examinations, provided that the examination is recorded.

Section 4.2. - Thesis

*Article 32. Obligation to write a thesis*

All students are required to write a thesis on a topic falling within the domain of their study programme. This topic must be approved by the supervisor(s) of the thesis. The thesis must be written in English or French, the language having been chosen by agreement with the supervisor of the thesis, following the particular rules specific to the study programme concerned.

Moreover, certain scholarships may require the writing of a Master's thesis on a specific subject.

*Article 33. Thesis supervisor*

The supervisor of a thesis should be teaching a course for which the student is registered, without prejudice to the specific rules established by the study programmes. However, a chairholder, a professor teaching in the framework of the European General Studies or any other professor may co-supervise the thesis of the student, provided that the rules applying to the study programme are followed and that the arrangement meets the approval of the Director of Studies and the Director of the Academic Administration Office of the campus concerned.

In the case of the MATA programme, students will be co-supervised by a professor of their study track at the College of Europe and of The Fletcher School of Law and Diplomacy.

Research for and the writing of the thesis must be undertaken in accordance with plans approved by the supervisor(s) of the thesis.

#### *Article 34. Academic content requirements*

A thesis must:

- (i.) contribute to a more thorough understanding of a topic with original insights relevant to the study programme of the student,
- (ii.) constitute an academic work, in substance and in form, having been personally created with the sole purpose of obtaining a degree from the College of Europe (which the student must solemnly declare in the thesis).

#### *Article 35. Submission of the Master's thesis and marking*

Theses must be completed and submitted in their final version before the start of the examinations organised at the end of the academic year. The precise dates and times for submission are determined each year by the Academic Council. In the framework of the MATA programme, the Joint MATA Committee decides on the precise date and time for the submission of the thesis.

For the MATA programme, the student submits the thesis at the institution where they complete the last semester of the programme.

The thesis must be submitted in conformity with Annex 3 and Annex 4.

Consequently, a thesis that is not submitted by the deadline fixed by the Academic Council, will be awarded a mark of zero. A thesis that is submitted after the deadline is considered as not submitted, without prejudice to Article 37a.

The supervisor of a thesis will mark the work in accordance with the criteria set out in Article 34 of the present regulations. In addition, they will provide a written evaluation of the thesis.

The theses that have received either a failing or an excellent mark are subject to a second reading by a professor with an expertise in the field, without prejudice to the MATA programme.

In the case of the MATA programme, the professors co-supervising the thesis decide by consensus on the mark, based on the grade conversion table included in Annex 2. In case of disagreement, the Joint MATA Committee appoints another professor, who will assess the thesis and decide on the final mark.

In the case of a failing mark in the first examination session, a student has one chance to resubmit a thesis in the second session. It must be submitted before the beginning of the second session of examinations; the submission date will be determined by the Academic Council.

A student who submits the Master's thesis in second session for the first time without any justification (according to Article 37a) is not entitled to a mark above 14.5/20, without prejudice to the MATA programme.

Administrative penalties may be imposed in case of an infraction of the rules mentioned in this section and Annex 3 and Annex 4 of the present regulations. In case of a major infraction of these rules, a thesis may be considered as not submitted and awarded a mark of zero.

Under no circumstances may a thesis be submitted after the examination session at the end of the academic year following the year of registration of the student.

### *Article 36. Deposit of theses in the Library*

Unless otherwise specified by the student or the thesis supervisor, a digital copy of each thesis having obtained a mark equal to or above 15 for the written work may be made available for consultation in the Library in agreement with the author of the thesis. If the mark is less than 15 or if the thesis has been sanctioned for plagiarism, the digital version of the thesis will be filed but will not be freely accessible.

## Section 4.3. - Excusable absences and reasonable accommodations

### *Article 37a. Excusable absences*

In case of illness before the examination or before the date of submission of the Master's thesis, or any assessed coursework (such as an oral presentation, a class paper or a course requiring full attendance), the student must provide the Director of the Academic Administration Office of their campus with a medical certificate justifying the absence. This certificate should be received by the College, if possible, before, but at the latest 7 calendar days following, the date of the examination or of submission of the Master's thesis or of the date of any assessed coursework with a submission deadline (such as a class paper). It should clearly state the period covered by the illness and, if applicable, to what extent the student has been unable to prepare for the examination or work on the thesis.

Recognition of a justified absence in an examination has the consequences provided for in Article 18a paragraphs 2 and 4 or Article 18b paragraphs 2 and 4. If an absence is not considered justified, a mark of zero will be awarded for the examination or the assessed coursework. In case of late submission of a Master's thesis in the absence of illness or documented exceptional circumstances, the thesis will be deemed not submitted and will be awarded a mark of zero. The Academic Council alone will judge whether an absence was justified.

In justified cases of missed assessed coursework, the Director of Studies will, if necessary in consultation with the course professor, decide upon an appropriate measure (e.g. postponement or substitute of coursework concerned).

### *Article 37b. Reasonable accommodations*

Students with disabilities can request to obtain reasonable accommodations in relation to their examinations, thesis and academic coursework. A substantiated request, supplemented by medical certification, must be submitted to the Director of the Academic Administration Office of the campus concerned.

Founded on the principle of equity, reasonable accommodations are granted on an individual basis and aimed at removing or reducing any obstacles faced by the requesting student, while taking into account the practical feasibility and educational requirements of the study programmes.

#### Section 4.4. - Plagiarism, self-plagiarism, collusion and falsification of data

##### *Article 38. Prohibition of plagiarism, self-plagiarism, collusion and falsification of data*

Any written work submitted by a student is assessed on its originality as well as the depth and breadth of research undertaken.

It follows that plagiarism, self-plagiarism, collusion and the falsification of data are all prohibited.

In the framework of the MATA programme, the rules of plagiarism, self-plagiarism, collusion and the falsification of data applicable at the institution where the thesis is submitted in accordance with Article 35 apply.

##### *Article 39. Definitions*

Plagiarism consists of reproducing another person's texts, data, and works without complete and correct due acknowledgement of the sources, whether or not the reproduction is made in the original language or another language, in a literal fashion or paraphrased. Plagiarism covers the use of whole sentences, parts of sentences, and important expressions without indicating their source, whether by giving an inadequate reference or by the omission of quotation marks. In such instances, mentioning the source only in the bibliography is insufficient. All literal quotations must be indicated by quotation marks or indented, and must be expressly attributed. Plagiarism also occurs when copies are made without attribution of all or part of official documents (legislation, preparatory documents, judgments, reports, studies, inventories, etc.), including those which may be freely copied, whether this copying is literal or takes the form of a paraphrase.

Self-plagiarism consists of reproducing without attribution all or part of another work by the author which has been created in the framework of a study programme or a previous professional activity, whether or not it has hitherto been published.

Collusion consists of entrusting to a third party the task of writing all or part of a piece of written work or a thesis but then passing off all of the final product as one's own work.

Falsifying data consists of deliberately creating and using, in the context of a piece of written work or a thesis, data which one knows to be false, or of altering genuine data to make it support desired conclusions.

##### *Article 40. Penalties*

All cases of plagiarism, self-plagiarism, collusion or falsification of data within the meaning of these terms under the present regulations will incur penalties appropriate to the seriousness of the case in question. The sanction imposed will depend on the extent and nature of the incorrect citations.

In the case of plagiarism:

(i.) The verbatim reproduction or paraphrasing or any literal translation of one or more passages of another text or other texts, accompanied by an attribution of the source but without precise identification of the passages copied, will be penalised by a reduction in the mark awarded to the submitted work. The sanction imposed will follow a progressive scale reflecting the extent of plagiarism.

(ii.) The verbatim reproduction or paraphrasing of one or more passages of another text or other texts without identification or mention of the source of the passages will be penalised by a reduction in the mark awarded to the submitted work. The sanction imposed will follow a more severe progressive scale than in the case of the previous paragraph. The mark can be

reduced to zero if the plagiarism is of a significant nature (for example, the reproduction of a long extract made up of several paragraphs).

(iii.) Where, because of the penalty imposed, the mark awarded to the thesis becomes a failing mark, and

a. a minor penalty was imposed, the student will present the same thesis again in the second session after making the required corrections. The mark given to the corrected version submitted in second session is the mark awarded by the supervisor to the thesis submitted in the first session before the sanction was applied.

b. a severe penalty was imposed because of extensive plagiarism, which, if known, would likely have changed the supervisor's assessment, the student will carry out the required corrections and improvements of the thesis and the Director of Studies will ask the thesis supervisor to evaluate the thesis a second time. However, the mark given to the version submitted in the second session cannot exceed the mark awarded by the supervisor to the thesis submitted in the first session before the sanction was applied.

c. the penalty imposed was the awarding of a mark of zero, the thesis submitted in second session must relate to a subject different from the original one. The Director of Studies will ask the thesis supervisor to evaluate the thesis a second time, and the maximum mark possible will be 11.

(iv.) Where a very significant proportion of the written work has been plagiarised, the penalty may be expulsion from the College without receiving the College degree.

(v.) If, after the award of a degree, it becomes apparent that a thesis includes elements of plagiarism as defined in Article 39 above, the College of Europe can impose a sanction up to the retroactive annulment of the diploma. Before the imposition of a sanction, the author of the thesis in question will be informed and given access to the appeals procedures described below in Article 41.

In the case of collusion or the falsification of data, the same penalties as in the case of plagiarism will by extension be applied.

In the case of self-plagiarism, less severe penalties will be applied, with a mark of zero only being applied where plagiarism affects a significant proportion of the written work or thesis. In addition, the penalty of being expelled without a degree will not be applicable.

#### *Article 41. Procedure. Report to the Academic Council*

Any case of suspected plagiarism, self-plagiarism, collusion or falsification of data must be brought to the attention of the competent Director of Studies. The student concerned is informed and will be heard by representatives from the academic department. These representatives will consist, at a minimum, of a professor and an assistant who report back to the Director of Studies who will then decide on the appropriate penalty, taking into account the present regulations and what follows below.

A student who has been penalised by the award of a mark of zero for the thesis can request the Academic Council to review this decision. To be admissible, any appeal must be introduced in accordance with the time frame defined in Article 46.

The penalty of expelling a student from the College can only be imposed by the Academic Council, on a proposal by the Director of Studies concerned.

After the end of the second session, the academic departments will submit a report on the application of the above measures to the Academic Council.

#### Section 4.5. Internship (MATA programme)

##### *Article 42. Obligation to complete an internship*

As part of the degree requirement, students pursuing the joint MATA degree will carry out an internship of a minimum of three months. The proposed internship must be approved by the Joint MATA Committee. During the internship, students are enrolled at their respective host institution.

By way of exception, the Joint MATA Committee may authorise a student to replace the internship by equivalent course work.

##### *Article 43. Supervision and marking of the internship*

Students pursuing the joint MATA degree will, after having completed their internship in accordance with Article 42, have to write an internship report. The report will be jointly supervised by the Director of the Master of Arts in Transatlantic Affairs (College of Europe) and the Academic Director of the Master of Arts in Transatlantic Affairs (The Fletcher School).

The report will be assessed on a pass/fail basis. In case of failure, the student will get the opportunity to resubmit their revised report.

## Chapter 5: College degrees and related issues

### *Article 44a. Award of the College degree*

The Academic Council awards the College degree to students who have satisfied the requirements set out in the present regulations and in the particular conditions specific to the study programme for which they have been registered. The diploma mentions the name of the study programme, and, when relevant, the specialisation, followed by the grade attributed by the Academic Council. Options and majors are not mentioned on the diploma but only in the diploma supplement.

Without prejudice to Article 22a, the grade awarded depends on the overall average mark obtained. An average of 11 and higher but below 13 constitutes a pass with the grade “fair”, an average of 13 and above but below 15 constitutes a pass with the grade “good”, an average of 15 and above but below 17 constitutes a pass with the grade “very good”, an average of 17 and above constitutes a pass with the grade “excellent”. A student having achieved an overall average of at least 16 with no mark below 13 and at least three marks equal to or above 17 may obtain the grade of “excellent by authority of the Academic Council”.

The following degrees are awarded by the College:

- (i) Master of European Law (LLM)
- (ii) Master of European Law (LLM) (Option: European Law and Economic Analysis)
- (iii) Master of Science in European Economic Studies
- (iv) Master of Science in European Economic Studies (Specialisation: European Economic Integration and Business)
- (v) Master of Science in European Economic Studies (Option: European Law and Economic Analysis)
- (vi) Master of Science in European Economic Studies (Option: European Public Policy Analysis)
- (vii) Master of Arts in European Interdisciplinary Studies (Major: EU Public Affairs and Policies)
- (viii) Master of Arts in European Interdisciplinary Studies (Major: The EU and the World)
- (ix) Master of Arts in European Interdisciplinary Studies (Major: The EU and its Complex Neighbourhoods)
- (x) Master of Arts in European Interdisciplinary Studies (Major: European History and Civilization)
- (xi) Master of Arts in EU International Relations and Diplomacy Studies
- (xii) Master of Arts in European Political and Governance Studies
- (xiii) Master of Arts in European Political and Governance Studies (Option: European Public Policy Analysis)

### *Article 44b. Award of the joint MATA degree*

The Joint MATA Committee, having obtained the endorsement of the competent bodies at the College of Europe and The Fletcher School of Law and Diplomacy, awards the joint degree to the students who have satisfied the requirements set out in the present regulations and in the particular conditions specific to the study programme. The diploma mentions the name of the joint study programme, followed by the grade attributed.

The grade conversion table included in Annex 2 applies.

The following degree is awarded jointly by the College of Europe and The Fletcher School of Law and Diplomacy:

- (i) Master of Arts in Transatlantic Affairs

*Article 44c. Status of Alumni of the College of Europe*

Only students who have received the College of Europe diploma, or the joint College of Europe-The Fletcher School of Law and Diplomacy (Tufts University) diploma in the case of the MATA programme, are considered Alumni of the College of Europe.

*Article 45. Transcript*

Subject to provisions of Article 5 paragraph 2 and Article 7 paragraph 2, the students will receive from the Academic Administration Office of their campus a transcript of the marks awarded in each course, which have been reviewed or deliberated by the Academic Council. This transcript is included in a diploma supplement, without prejudice to the MATA programme.

Students pursuing the joint MATA degree receive their transcript for the respective academic year from the Academic Administration Office of their campus at the College or the Registrar's Office of The Fletcher School of Law of Diplomacy, depending on their place of studies.

*Article 46. Final provisions*

Any request by a student for any derogation from the requirements of these regulations must be submitted in writing to the Academic Council.

Any dispute concerning the application of the regulations should be submitted in writing to the Academic Council.

To be admissible, any request for derogation or appeal must be introduced within 7 calendar days from the notification of the student.

In the case of the MATA programme, the Academic Council will consult the Joint MATA Committee for questions concerning both the College of Europe and The Fletcher School of Law and Diplomacy.

The annexes form an integral part of these regulations.

*Article 47. Application, retroactivity, transitional provisions*

The present regulations apply with effect from the academic year 2022-2023 and replace the previous regulations as well as all other provisions relative to study at the College which are incompatible with the present regulations. They have no retroactive effect.

**Annex 1: Specific admission criteria for the study programmes**

- To the programme of European Economic Studies:

Candidates who hold a university degree in economics, conforming to the requirements set out in Section 1.1. of Chapter 1 of the present regulations, may be admitted to the programme of European Economic Studies. Degrees in subjects not exclusively focussing on economics (business management, finance, commercial studies) are acceptable if the content of the subjects studied guarantees a sufficient training in economics. In exceptional cases, candidates with other qualifications may be considered.

- To the programme of European Political and Governance Studies:

Candidates who hold a university degree conforming to the requirements set out in Section 1.1. of Chapter 1, and have a significant background in European Studies and wish to specialise on a topic, policy or organisation, or who already are specialists in their field (e.g. political science, economics, other social sciences, philosophy, law, engineering, linguistics etc.) and wish to Europeanise their profile, may be admitted to the programme of Political and Governance Studies.

- To the programme of European Legal Studies:

Candidates who hold a university degree in law, sufficient to permit access to the legal profession in the country of its award, may be admitted to the programme of European Legal Studies. Failing this, a degree meeting the conditions set out in Section 1.1. of Chapter 1 may exceptionally be acceptable if the subjects studied have been fundamentally legal in nature and have included private law, public law and international law.

- To the programme of EU International Relations and Diplomacy Studies:

Candidates who hold a university degree, preferably in political science, International Relations, diplomatic studies, European Studies, law, economics or in contemporary European history, conforming to the requirements set out in Section 1.1. of Chapter 1 of the present regulations, may be admitted to the EU International Relations and Diplomacy study programme.

- To the programme of European Interdisciplinary Studies:

Candidates who hold a university degree conforming to the requirements set out in Section 1.1. of Chapter 1 of the present regulations may be admitted to the programme of European Interdisciplinary Studies. The most appropriate degrees are those which include the study of political science, history, law and economics. Holders of other degrees may also be accepted if they demonstrate a particular interest in European integration issues.

- To the programme of Transatlantic Affairs (joint degree):

Candidates who hold a university degree after at least four years of studies, preferably in political science, International Relations, diplomatic studies, European or American Studies, law, economics or in contemporary European or American history and who possess at least six months of appropriate professional experience or an internship relevant to transatlantic affairs may be admitted to the Master of Arts in Transatlantic Affairs study programme.



**Annex 2: Grade conversion table for the Master of Arts in Transatlantic Affairs**

Fletcher School scale	College of Europe scale
A (4.0)	19-20 (excellent)
A- (3.67)	17-18.5 (excellent)
B+ (3.33)	15-16.5 (very good)
B (3.0)	13-14.5 (good)
B- (2.67)	11-12.5 (fair)
C+ (2.33)	9-10.5 ((compensable) fail)
C (2.0)	
C- (1.67)	
D+ (1.33)	7-8.5 (fail)
D (1.0)	
D- (0.67)	
E (0.33)	5-6.5 (fail)
F (0)	0-4.5 (fail)

**Fletcher School marking system:**

A, A-, B+, B, and B-. Numerical equivalents for letter grades are as follows: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67. Any grade less than B- is a failing grade.

A failing grade must be offset by additional course work taken for credit. This policy also applies to cross-registered courses even though grades under B- are considered passing at other graduate schools.

**College of Europe marking system:**

A 20-point scale with intervals of half a point is used. 20 is the highest mark and 0 is the lowest. Marks below 11 constitute a failing grade. Marks of 11 and higher but below 13 constitute a pass with the grade “fair”, marks of 13 and above but below 15 constitute a pass with the grade “good”, marks of 15 and above but below 17 constitute a pass with the grade “very good”, marks of 17 and above constitute a pass with the grade “excellent”.

**Annex 3: Rules and approved formats established by the College of Europe for the presentation of a thesis in the European studies programmes (without prejudice to the MATA programme)**

Students are required to follow the following rules:

1. A digital copy of the thesis must be submitted.
2. Format : A4 (21cm x 29,7cm)
3. Cover : see model on following page
4. Line spacing : between 1.2 and 1.5 lines
5. Page numbering : obligatory
6. Structure of the document : The thesis must include:
  - a statutory declaration
  - a summary of the thesis (1page/500 words)
  - an initial page containing 4 or 5 keywords
  - a table of contents
  - an introduction
  - the main text
  - a conclusion
  - a bibliography (as detailed as possible)
  - documents in annex (if applicable)
7. The thesis guidelines specific to the study programme of the author must be respected.

COLLEGE OF EUROPE  
BRUGES/NATOLIN CAMPUS  
STUDY PROGRAMME

TITLE

**Supervisor** : Name of supervisor

Thesis presented by

**First name Surname**

for the

Degree of Master of .....

Academic Year .....



COLLÈGE D'EUROPE  
CAMPUS DE BRUGES/NATOLIN  
PROGRAMME D'ETUDES

TITRE

**Directeur** : Nom du/de la directeur·rice

Mémoire présenté par

**Prénom Nom**

pour le

Diplôme de Master ....

Année académique .....

*Statutory Declaration*

I hereby declare that this thesis has been written by myself without any external unauthorised help, that it has been neither submitted to any institution for evaluation nor previously published in its entirety or in parts. Any parts, words or ideas, of the thesis, however limited, and including tables, graphs, maps etc., which are quoted from or based on other sources, have been acknowledged as such without exception.

Moreover, I have also taken note and accepted the College rules with regard to plagiarism (Section 4.4 of the College study regulations).

*Déclaration sur l'honneur*

Je déclare sur l'honneur que ce mémoire a été écrit de ma main, sans aide extérieure non autorisée, qu'il n'a été déposé auparavant dans aucune autre institution pour évaluation, et qu'il n'a jamais été publié, dans sa totalité ou en partie. Toutes parties, mots ou idées, aussi limités soient-ils, y compris des tableaux, graphiques, cartes etc. qui sont empruntés ou qui font référence à d'autres sources bibliographiques sont présentés comme tels, sans exception aucune.

Je déclare également avoir pris note et accepté les règles relatives au plagiat (section 4.4 du règlement d'études du Collège).

**Annex 4: Common rules regarding class papers and Master’s theses**

**Class papers** of a specified word range (including footnotes, excluding bibliography and the cover page) are to be submitted according to guidelines as specified by their study programme. For every 100 additional words, or part thereof, below the minimum or beyond the maximum limit of words, 1 point will be deducted from the final mark of the paper. For every 24 hours of delay, or part thereof, after the specified submission deadline, 2 points will be deducted from the final mark of the paper.

For the **Master’s thesis**, the Department’s “Thesis Guidelines” apply. For every 500 additional words, or part thereof, below the minimum or beyond the maximum limit of words, 0.5 points will be deducted from the final mark of the thesis. The submission deadline determined by the Academic Council and the formal submission requirements specified in the study regulations (Annex 3) are to be strictly adhered to. The slightest delay will be considered late and result in a mark of zero (0/20).

The plagiarism rules of the study regulations (section 4.4) apply to all written coursework and the thesis.

Deadline		Word count			
Paper	Thesis	Paper (incl. footnotes and tables in Word format, but excl. cover page, bibliography etc., within a range of min. aa and max. bb: aa<xx<bb)		Thesis (incl. footnotes and tables in Word format, but excl. cover page, bibliography etc. within a range of min. aa and max. bb: aa<xx<bb)	
		Below min.	Above max.	Below min.	Above max.
+ each 24 hours (or part there-of) late: <b>-2 points</b>	<b>0/20</b> for a late thesis	- each 100 words (or part thereof): <b>-1 point</b>	+ each 100 words (or part thereof): <b>-1 point</b>	- 500 words (or part thereof): <b>-0.5 points</b>	+ each 500 words (or part thereof): <b>-0.5 points</b>



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