

STUDY REGULATIONS

COLLEGE OF EUROPE



Brugge

College of Europe
Collège d'Europe



Natolin

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STUDY REGULATIONS OF THE COLLEGE OF EUROPE (BRUGES, NATOLIN AND TIRANA)
APPLICABLE FROM SEPTEMBER 2025 ONWARDS¹

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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, Natolin and Tirana.

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 (hereafter ‘The Fletcher School’) 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 Administration Offices” refers to the offices overseeing the administrative aspects of the College’s academic programmes, under the Director of the Academic Administration Office based on the Bruges campus (also overseeing the academic programme in Tirana) and the Head of the Academic Administration Office overseeing the administrative aspects of the academic programme(s) of the Natolin campus.

“Academic Council”, as stipulated by Articles 18 and 19 of the Statutes of the College of Europe, refers to the body that represents the academic community of the College and oversees the institution's academic activities. Among others, it approves the College’s academic programmes, appoints the College’s faculty and deliberates upon students’ academic results.

“Academic Departments” refers to the departments which organise, under the authority of the Academic Council of the College, study programmes in Bruges, Natolin and Tirana as well as, concerning chapters 2 to 4 of the present regulations, to the “Inter-Departmental European Advanced Studies” (IDEAs) course programme in Bruges.

“Admissions Office” refers to the office that – under the authority of the Academic Council – oversees the overall setup and annual implementation of the admissions procedure. For the academic programme(s) implemented at the Natolin campus, the operational elements of the admission procedure fall under the responsibility of the Recruitment Office in Natolin.

“Assistant” refers to the academic or research assistants who – within the framework of the departments, programmes of studies – assist the professors or chairholders in teaching courses and participate in the academic administration of the departments and study programmes.

“Calendar days” refers to the timeframe of deadlines, starting on the first full calendar day after the day of notification.

“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.

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

“Director of Studies” refers to the Directors of academic departments in Bruges, Natolin and Tirana as well as the Academic Coordinator of the IDEAs course programme in Bruges and the Director of the MATA study programme.

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

“Joint MATA Committee” refers to the body composed of representatives of The Fletcher School 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.

“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.

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

“Resident Professor” refers to a professor who performs teaching, research and administrative activities in a department on a part- or full-time basis.

“Study Programmes” refers to the European studies degree programmes and the MATA joint degree programme. 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”), in Natolin (“Master of Arts in European Interdisciplinary Studies”), and in Tirana (“Master of Arts in European Transformation and Integration: The EU and Southeastern Europe”).

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 their 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 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 Office 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. Student selection procedure

On the basis of the application files received, a pre-selection of candidates is made by the College (if applicable, assisted by national selection committees). Pre-selected candidates are invited for an individual interview before a selection panel that includes at least one representative of the College. Selection interviews can be organised either on-site or via videoconferencing (under exceptional circumstances also via telephone).

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

Further specifications and regulations on the selection and admission procedure can be adopted by the Academic Council.

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 end-of-year 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 Office 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 Office. 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 Office 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.

Before or at the outset of the academic year, the Admissions Office may defer the admission of a student to the next academic year in case of certified, severe health issues or other exceptional circumstances that prevent them from pursuing their study programme.

A student who graduated from their study programme, who failed their diploma or started their academic year but decided to leave their study programme or was expelled from the College of Europe, cannot be admitted to any study programme of the College in the future. Under exceptional circumstances, the Academic Council may grant a deferral to a student to stop their academic year and be re-admitted to the same study programme in a future academic year.

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.

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 may not be awarded, and the end-of-year transcript of records may not 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 Admissions Office, 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. In particular, College premises may not be used for activities outside 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. Components of the study programmes

The study programmes specify the conditions of admission and the rules concerning the use of languages within the study programme, the course assessment, the topics and number of courses organised, and the requirements to obtain a degree. They also specify the weight given to each component of the study programme 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 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 elective and 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 students to follow courses from the IDEAs course programme, these cannot be replaced by courses organised within the framework of other study programmes. IDEAs 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 corresponding study programme agree. The request must be

introduced before the start of the course. 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 obliged to carry out the assessed coursework required and take the examination for that course. The student will receive a separate certificate for that additional course (including the ECTS indication) if successfully passed. 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.

If a student is allowed to audit a course, they are expected to attend the entire course but are not required to carry out the assessed coursework and to take the examination.

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 academic curriculum for each study programme, as approved by the Academic Council. The language of the course, reflected in its title and the ECTS card, determines the language of teaching, examinations and other coursework, without prejudice to Article 32.

Section 3.2. - Examination periods

Article 17. Examination periods

Examinations are organised during fixed periods set by the Academic Council.

The regular examination periods are organised at the end of the first and the second semester of the academic year (in November-December and in May-June respectively).

The supplementary examination period takes place in September-October after the end of the academic year in which a student has been enrolled.

Article 18a. Examination periods for the European studies programmes

The student sits an examination (in "first session"/on a "first-session basis") in each subject during the regular examination periods.

In the case of a non-compensable failure in first session (see Article 22a below), the student has one chance to resit the examination in question (in “second session”/on a “second-session basis”) during the supplementary examination period in September-October.

Upon student request, one examination taken unsuccessfully in first session (non-compensable failure) during the regular examination period of the first semester (November-December) can be resat (on a second-session basis, i.e. with deliberation after the supplementary examination period) during the regular examination period in the second semester (May-June). Upon approval of the concerned department, also more than one of such examinations can be resat during the regular examination period of the second semester. Once submitted, the request may not be withdrawn, and the student is obliged to resit the concerned examinations in May-June. For any absence that is not considered justified (see Article 37a below), a mark of zero will be awarded for the examination. In the case of a non-compensable failure of a second-session examination in May-June, for which the student is not excused (see Article 37a below), the student will not be awarded the College degree.

In case of an absence from a first-session examination during the regular examination periods for reasons considered to be legitimate by the Academic Council (see Article 37a below), the student takes the “deferred examination” (on a first-session basis) during the supplementary examination period in September-October.

Upon student request, any examination not taken during the regular examination period in the first semester (November-December) – for reasons considered legitimate by the Academic Council – can be taken as a deferred examination (on a first-session basis, i.e. with deliberation at the end of the academic year) during the regular examination period in the second semester (May-June). Once submitted, the request may not be withdrawn, and the student is obliged to take all examinations concerned in May-June. For any absence that is not considered justified (see Article 37a below), a mark of zero will be awarded for the examination.

In case of an absence from a first- or second-session examination in the supplementary examination period in September-October period for reasons considered to be legitimate by the Academic Council (see Article 37a below), the student takes the deferred examination (on a first- or second-session basis) during the respective regular examination periods of the following academic year (for first-semester courses in November-December and for second-semester courses in May-June). Notwithstanding, the last opportunity to sit first- or second-session examinations of any semester is during the regular examination period in May-June of the following academic year.

Under no circumstances may an examination be taken or resat after the regular examination period in May-June of the academic year following the academic year of enrolment of the student.

Article 18b. Examination periods for the MATA programme

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

Upon student request, an examination taken unsuccessfully in first session (non-compensable failure) during the regular examination period of the first semester (November-December) can be resat (on a

second-session basis) during the regular examination period in the second semester (May-June). Once submitted, the request may not be withdrawn, and the student is obliged to resit all examinations concerned in May-June. For any absence that is not considered justified (see Article 37a below), a mark of zero will be awarded for the examination. In the case of a non-compensable failure of a second-session examination in May-June, for which the student is not excused (see Article 37a below), the student will not be awarded the degree.

In case of an absence from a first-session examination during the regular examination periods for reasons considered to be legitimate by the Academic Council (see Article 37a below), the student takes the “deferred examination” (on a first-session basis) during the supplementary examination period in September-October.

Upon student request, an examination not taken during the regular examination period in the first semester (November-December) – for reasons considered legitimate by the Academic Council – can be taken as a deferred examination (on a first-session basis) during the regular examination period in the second semester (May-June). Once submitted, the request may not be withdrawn, and the student is irrevocably obliged to take all examinations concerned in May-June. For any absence that is not considered justified (see Article 37a below), a mark of zero will be awarded for the examination.

For students who spend their first year of studies at the College of Europe, in case of an absence from a first- or second session examination in the supplementary examination period for reasons considered to be legitimate by the Academic Council (see Article 37a below), the student takes the deferred examination (on a first- or second-session basis) during the respective regular examination periods of the following academic year (for first-semester courses in November-December and for second-semester courses in May-June). Notwithstanding, the last opportunity to sit first- or second-session examinations of any semester is during the regular examination period in May-June of the following academic year. Under no circumstances may an examination be taken or resat after the regular examination session in May-June of the academic year following the academic year of enrolment of the student.

For students who spend their first year of studies at The Fletcher School, in case of an absence from a first- or second session examination in the supplementary examination period for reasons considered to be legitimate by the Academic Council (see Article 37a below), the student takes the deferred examination (on a first- or second-session basis) during the regular examination period of May-June of the following academic year. Under no circumstances may an examination be taken or resat after the regular examination session in May-June of the academic year following the academic year of enrolment of the student.

Section 3.3. - Marking

Article 19. Elements assessed in the marking process

Students are, in principle, assessed by an examination (see Article 15 above).

First-session and deferred first-session examinations account for min. 50% of the final mark of a course, without prejudice to possible derogations from this rule by specific decisions of the Academic Council.

For the remaining percentage points of the final mark of a course, 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 “role plays”) and that it is applied equally to all students. The non-respect of formal requirements (such as deadlines and word count 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 on a first-session basis 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 on a second-session basis.

In case a student sits one or more deferred, first-session examinations outside the respective regular examination periods of their academic year (see relevant sections of Articles 18a and 18b above) and has received first-session marks in the range of “compensable fails” in one or more other courses, the overall average mark cannot be determined. In principle, students must resit in second session all examinations of courses with a first-session mark in the range of compensable fails. A student may request before the start of the supplementary examination period not to resit an examination of the course for which they received a “compensable fail” in first session, thus choosing not to resit it in second session and taking the risk of not being able to compensate for that mark. In line with the

limited compensation conditions, the student will either graduate in first session (including the first-session marks in the range of “compensable fails”), graduate in second session (including all second-session marks) or will not obtain the degree (if they do not meet the graduation requirements in first and second session).

The limited compensation conditions also apply to graduation after completion of all second-session examinations.

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, 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, 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 on a second-session basis.

In case a student sits one or more deferred, first-session examinations outside the respective regular examination periods of their academic year (see relevant sections of Articles 18a and 18b above) and has received first-session marks in the range of “compensable fails” in one or more other courses, the overall average mark cannot be determined. In principle, students must resit in second session all examinations of courses with a first-session mark in the range of “compensable fails”. A student may request before the start of the supplementary examination period not to resit an examination of the course for which they received a “compensable fail” in first session, thus choosing not to resit it in second session and taking the risk of not being able to compensate for that mark. In line with the limited compensation conditions, the student will either graduate in first session (including the first-session marks in the range of “compensable fails”), graduate in second session (including all second-session marks) or will not obtain the degree (if they do not meet the graduation requirements in first and second session). The limited compensation conditions also apply to graduation after completion of all second-session examinations.

Section 3.4. - Deliberation of the results

Article 23. Deliberation of the final results

The Academic Council deliberates on the marks of each student submitted by the academic departments/programmes before deciding on the final results.

All second-session results will be deliberated by the Academic Council only after the supplementary examination session (including second-session examinations under Article 18a. paragraph 3).

The Academic Council can, in exceptional cases, alter a mark submitted by the academic department/programme and after consulting the professor in charge of the course concerned. 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 course marks, results of examinations and the Master's thesis are only communicated to students after the Academic Council has deliberated and approved them.

A follow-up communication on the communication of course marks will include a breakdown of the components that determined the respective final course marks pursuant to Article 19, if applicable.

Article 25. Information provided to students

Professors must provide explanations for all marks given to students, including those assigned to individual components of the final mark of a course in accordance with Article 19.

These explanations must be provided by the professor to the department together with the marks.

Students receive these explanations, together with their answers in written examinations, as a follow-up on the communication of the course marks. Students may further consult their written examinations and, if applicable, other course work together with the assistant for the course at the date, hour and place 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 may provide further information concerning the explanation for the mark obtained on the basis of the information provided by the professor.

The students' exam papers and mark explanations provided by the professors are the property of the College. The rights and obligations under the General Data Protection Regulation apply.

If the student continues to have queries about the reasons for their mark, they may, within four calendar days 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 Academic Administration Office 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 Resident Professor or, exceptionally, with another professor of the same academic department, whether 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 a manifest error of appraisal has been made, in agreement with the Resident Professor.

In case an appeal concerns a mark awarded by the Resident Professor, another professor teaching in the same study programme whose specialisation is closest to the subject concerned, will be entrusted with deciding whether 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 the Academic Administration Office 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, place, format of examinations and applicable rules

Students must take examinations at the dates and time slots fixed for this purpose. Students may be required to confirm their registration for (specific) examinations. Examinations take place on College premises: the Bruges campus for students enrolled in the study programmes taught in Bruges, the Natolin campus for students enrolled in the study programmes taught in Natolin, and the Tirana branch for students enrolled in the study programme taught in Tirana.

Students pursuing the MATA degree can exceptionally sit examinations for courses taken at the College of Europe at The Fletcher School, subject to the approval of the Joint MATA Committee for joint academic activities and of the Academic Council in the other cases.

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 deferred, first-session examinations (see Articles 18a and 18b) are taken in writing, without prejudice to the specific requirements of language course examinations.

The Study Regulations and other academic rules valid during the student's year of enrolment at the College apply also during the supplementary examination period (see Article 17 above). The specific format and content of first-session written examinations (e.g. open- or closed-book, number of questions) will be maintained for second-session or deferred examinations during the supplementary examination period.

For second-session or deferred examinations that a student of the previous academic year (re-)sits during the regular examination periods of the following academic year (see Article 18a. paragraph 6 and Article 18b. paragraph 6 above), the respective Study Regulations and academic rules of that following academic year take effect and apply in their entirety. The format (e.g. open- or closed book, number of questions) and – within reasonable margins – the content of the examination in question may be changed. In such cases, the academic department must inform the concerned student accordingly and, if applicable, provide the necessary information/materials at least 4 weeks before the date of the second-session/deferred examination.

Second-session examinations count for 100% of the final course mark. For deferred first-session examinations, the weight of the examination as indicated in the course outline and ECTS card of the concerned course apply (see also Article 19 above).

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

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 that accounts for more than 75% of the final course mark, the examination must take at least 25 minutes (not including the preparation period). In case the wholly oral examination accounts for less than 75% of the final course mark, the examination must take at least 20 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 (excluding breaks).

Article 30a. 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.

Article 30b. Sanctions for (attempted) cheating and disrespecting academic rules

All behaviour contrary to the above rules and other more specific requirements established by the academic departments and/or the Academic Council may be penalised by the Academic Council. All cheating or attempted cheating (independent of intention or success of the transgression) during an examination may lead to a mark of zero for the examination in question, or even the entire course mark in very severe cases.

In suspected cases of (attempted) cheating, the assistant(s) supervising the examination offer the concerned student to include their oral statement/explanation right after the end of the examination into the report on the matter to the Director of Studies and Academic Administration Office. Before the case is presented to the Academic Council, the department invites the concerned student to a hearing, in presence of the competent Director of Studies or Resident Professor and the respective assistant(s).

In addition, and if it considers this appropriate, the Academic Council may expel a student from the College for severe and repeated cheating, attempted cheating and/or persistent disrespect of the academic rules. Before such a decision is taken, a sub-committee of the Academic Council conducts a hearing with the concerned student.

To be admissible, any appeal must be introduced in accordance with the time frame defined in Article 46.

Specifications regarding cheating or attempted cheating (e.g., in digital written examinations) can be outlined in separate provisions approved by the Academic Council.

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

If a course is taught by two professors, at least one professor must be on-site to conduct the oral examination. The second professor may exceptionally participate in the oral examination via video-conferencing. In any case, the examination will cover the entirety of the subject matter covered by the course.

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(s) and second reader

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 academic departments/programmes.

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.

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

Each Master's thesis undergoes an independent assessment by a second reader, except in the case of the co-supervised Master's theses of the MATA programme.

Second readers can, in principle, be any current or former professor, research fellow and visiting scholar of the College of Europe as well as external examiners approved by the Academic Council.

The Academic Council may adopt specific regulations on the supervision and second reading of Master theses.

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 regular examination period 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 receive a mark of zero. An ad-hoc, individual extension of the thesis deadline is under no circumstances possible. A thesis that is submitted after the deadline is considered as not submitted, without prejudice to Article 37b.

The supervisor, co-supervisor (in the case of the MATA programme) and second reader of a thesis will assess the work in accordance with the criteria set out in Article 34 of the present regulations and standards provided by the respective academic department. The supervisor, and co-supervisor in the case of the MATA programme, will provide a joint written evaluation of the thesis. The Academic Council may adopt specific regulations in this regard.

The supervisor and second reader of the Master's thesis will decide by consensus on the final mark of a student's Master's thesis. In case of disagreement, the final mark will be a weighted average of the proposed marks by the supervisor and the second reader, with the mark of the supervisor counting as double.

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 final mark will be a weighted average of the proposed marks of the co-supervisors. The mark of the thesis supervisor of the institution where the student spends their first year will count for double.

All students must defend their Master's thesis orally in the presence of their supervisor and, in principle, the second reader during the regular examination period in May-June. The presence of an assistant during the thesis defence is required. The minimum duration of a Master's thesis defence is set at 20 minutes. In principle, it entails a short presentation of the key elements of the thesis by the student, followed by a discussion with the supervisor and second reader. The Academic Council may adopt further, specific regulations in this regard.

In case of a deferral of the Master's thesis or second-session submission, the oral defence will be organised during the supplementary examination period. The last chance to defend the thesis is during the regular examination period of May-June of the academic year following the student's enrolment.

In the case of a failing mark in the first session, a student has one chance to resubmit a thesis in second session. It must be submitted before the start of the supplementary examination period in September-October; the submission date will be determined by the Academic Council. For deferrals or second-session submissions beyond the supplementary examination period, the regular thesis submission deadline of the academic year following the academic year of the student's enrolment applies.

A student who submits the Master's thesis on a second-session basis due to unexcused non-submission in first session (according to Article 37a) or an evidently incomplete thesis (e.g. use of placeholder text or lack of required formal parts as indicated in Annex 3) is not entitled to a second-session mark above 14.5/20, without prejudice to the MATA programme.

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 regular examination period in the second semester of the academic year following the academic year of enrolment of the student.

Article 36. Deposit of theses in the Library

All theses will be filed digitally. If a thesis receives a mark of 15 or above and has not been sanctioned for plagiarism, it may be made available for consultation in the Library, unless otherwise specified by the author or the thesis supervisor/second reader.

Section 4.3. - Excusable absences and reasonable accommodations

Article 37a. Excusable absences for examinations

In case of illness preventing a student from participating in an examination, 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. It should clearly state the period covered by the illness, the medical grounds, and, if applicable, to what extent this impacted the academic performance of the student. The concerned academic department will be informed on a "need-to-know"-basis.

As regards other exceptional circumstances, including *inter alia* bereavement, the Academic Council alone will judge whether an absence for an examination was justified (based on the information provided to the Academic Administration Office of the respective campus, if possible, before, but at the latest 7 calendar days following the date of the examination). The Academic Administration Office will inform the concerned student of the Academic Council's decision and, if applicable, reasoning related to their request.

Recognition of a justified absence in an examination leads to a deferral of the examination and has the consequences provided for in the relevant paragraphs of Articles 18a paragraphs 4 and 5 or Article 18b paragraphs 4 and 5. If an absence is not considered justified, a mark of zero will be awarded for the examination.

Article 37b. Excusable non-submission of the Master's thesis

In case of illness preventing a student from submitting the Master's thesis before the deadline (see Article 35 above), the student must provide the Director of the Academic Administration Office of their campus with a medical certificate justifying the non-submission. This certificate should be received by the College, if possible, before, but at the latest 7 calendar days following the date of the thesis submission. It should clearly state the period covered by the illness, the medical grounds, and, if applicable, to what extent the student has been unable to work on the thesis. The concerned academic department will be informed on a "need-to-know"-basis.

As regards other exceptional circumstances, including *inter alia* bereavement, the Academic Council alone will judge whether the non-submission of the Master's thesis was justified (based on the information provided to the Academic Administration Office of the respective campus, if possible, before, but at the latest 7 calendar days following the date of the thesis submission). The Academic Administration Office will inform the concerned student of the Academic Council's decision and, if applicable, reasoning related to their request.

Recognition of a justified absence as regards the thesis submission leads to a deferral of the Master's thesis (in line with the applicable paragraphs of Article 35 above).

In case of late submission of a Master's thesis in the absence of illness or documented exceptional circumstances acknowledged by the Academic Council, the thesis will be deemed not submitted and awarded a mark of zero with the consequences provided for in the relevant paragraphs of Article 35 above.

Article 37c. Excusable absences for assessed coursework

In case of illness preventing a student from delivering any assessed coursework (such as an oral presentation, a class paper, or participation in 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/non-delivery. This certificate should be received by the College, if possible, before, but at the latest 3 calendar days following the (delivery) date of any assessed coursework. It should clearly state the period covered by the illness, the medical grounds, and, if applicable, to what extent this impacted the academic performance of the student. The student must inform their academic department in advance (independent of the certificate) in case of absence during assessed class participation or oral presentation or inability to submit a written assignment.

As regards other exceptional circumstances, including *inter alia* bereavement, the decision on an excusable absence for assessed coursework will be taken by the Director of Studies based on the information provided to the Director of the Academic Administration Office of the respective campus (if possible, before, but at the latest 3 calendar days following the (delivery) date of any assessed coursework).

In justified cases of missed assessed coursework confirmed by the Director of the Academic Administration, 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).

Students cannot retroactively be excused for coursework already submitted or delivered.

Article 37d. 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 Academic Administration Office of the campus concerned by

the deadline communicated in the beginning of the academic year (except for unforeseeable circumstances).

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.

No request for or granting of reasonable accommodations can be invoked to challenge any exam, thesis or other assessed coursework results.

Section 4.4. - Artificial intelligence / academic misconduct

Article 38. Use of artificial intelligence (AI)

The ethical and responsible use of AI at the College means using AI tools in ways that respect academic integrity, support the intended learning outcomes of the respective assignment, and – in line with the course-specific use category selected from the use scale introduced below – are transparently acknowledged under the general premise that students take full responsibility for the content produced. Students must always verify the replicability of AI's outputs and adhere to data protection and intellectual property rules.

The *non-generative use of AI* in the form of assistance through AI-powered tools for purposes like searching information, spell checks or reference style management – without generating original content – is by default allowed for all course work and the Master's thesis.

As regards the responsible *generative use of AI (genAI)* and acknowledging that different courses may approach genAI integration differently in light of their intended learning outcomes, generating original content for student work with genAI tools can either be prohibited, restricted (foundational-stage use cases), bounded (advanced-stage use cases) or open.

- Prohibited use – all tasks related to an assignment, from planning, conceptualisation to research and writing, must be completed without any support of genAI.
- Restricted use – at foundational stages of the work process only, tasks like brainstorming on structure/approach, literature screening or the organisation of data can be supported by the use of genAI if appropriately acknowledged and checked by the student. The analysis/interpretation of data, the generation of arguments and writing or similar advanced uses of genAI remain strictly prohibited.
- Bounded use – genAI can be employed also at advanced stages of the work process, to provide arguments/analysis or as a feedback tool if appropriately acknowledged and checked by the student. The final text of the assignment must be written by the student on their own (in the language of the course), without any recourse to copying AI-generated text blocks, use of translation tools or similar tools.
- Open use – with full respect to general considerations of academic integrity and ethics, the use of genAI at all stages of the work process is permitted if appropriately acknowledged and checked by the student.

Appropriate reporting of genAI for the different categories must follow the guidelines provided for this purpose. Transgressions regarding the permitted level or incomplete acknowledgement of genAI use will be considered academic misconduct and sanctioned on a progressive scale proportionate to the scope of the infringement.

Each ECTS card and course outline will state the level of and specifications on genAI use permitted for each assignment of the course.

The use of genAI in open-book examinations remains strictly prohibited unless explicitly allowed for certain aspects.

For the Master's thesis, the category of "restricted use" of genAI applies.

As a matter of principle, students take full responsibility for the entirety of the content directly or indirectly included in their written work and must ensure compliance with College regulations, irrespective of the tools being used. Notably, penalties for plagiarism or falsification of data (Articles 39a, 39b, and 40) apply to all their submitted work, including when generated by AI.

The Academic Council may adopt specific regulations on the use AI.

Article 39a. Academic misconduct - 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 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 39b. Definitions

Plagiarism consists of reproducing another person's texts, data, and works without complete and correct due acknowledgement of the sources, whether the reproduction is made in the original language or another language, in a literal fashion or paraphrased, or generated by AI. 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 paraphrased.

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 deliberately engaging with another person to complete a written work, either in part or as a whole, but then passing off all of the final product as one's own work. Collusion entails, among others, entrusting another person with contributions to written work and any kind of ghost-writing.

Falsifying data (including sources) 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. Students are also responsible for any use of fake data (including sources) generated by genAI.

Article 40. Penalties

All cases of plagiarism, self-plagiarism 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/second reader 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/second reader'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/second reader 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/second reader to the thesis submitted in the first session before the sanction was applied. A second thesis defence will be required (in line with Article 35 paragraph 8).

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/second reader to evaluate the thesis a second time, and the maximum mark possible will be 11. A second thesis defence will be required (in line with Article 35 paragraph 8).

(iv.) Where a very significant proportion of the written work has been plagiarised, the penalty may be the reduction of the entire course mark to zero or, in the most extreme cases, the 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 39b 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 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.

In the case of collusion, all instances are considered a severe transgression, and will *per se* be treated as plagiarism of a significant nature and will result in a mark of zero for the written work concerned. By extension, Article 40 (iv. and v.) applies.

Article 41. Procedure. Report to the Academic Council

Any case of suspected transgressions of AI use, 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 at the date, hour and place officially fixed for this purpose (i.e. the official oral hearing). This hearing panel will consist, at a minimum, of a professor and an assistant who report back to the competent 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 reducing an entire course mark to zero (beyond the mark of the written work concerned) or 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 supplementary examination period, 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.

A student may replace the internship with equivalent course work of a full semester load.

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, must 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, followed by the grade attributed by the Academic Council. Majors are not mentioned on the diploma but only in the diploma supplement and the transcript of records.

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 Science in European Economic Studies
- (iii) Master of Arts in European Interdisciplinary Studies
 - Major: EU Public Affairs and Policies
 - Major: The EU and the World
 - Major: The EU in the Wider Europe and its Neighbours
 - Major: European History and Civilization
- (iv) Master of Arts in EU International Relations and Diplomacy Studies
- (v) Master of Arts in European Political and Governance Studies
- (vi) Master of Arts in European Transformation and Integration: The EU and Southeastern Europe

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, 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 study tracks are mentioned in the diploma supplement and the transcript of records only.

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
 - Study track: International Relations and Diplomacy

- Study track: European Politics and Governance
- Study track: European Interdisciplinary Studies

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, depending on their place of studies.

Article 46. Final provisions

Any dispute concerning the application of these regulations, any request for a derogation from these regulations or other specific regulations adopted by the Academic Council, and any appeal to a decision by the Academic Council must be submitted in writing to the Academic Council.

To be admissible, any such requests must be introduced within 7 calendar days from the notification of the student.

The Academic Administration Office will inform the student of the final decision and the reasoning of the Academic Council in response to their request, indicating the possibility and timeline for external appeals with the competent authorities.

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.

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 2025-2026 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 European Transformation and Integration:

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 Transformation and Integration. 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 Southeastern Europe and/or in the process of European integration.

- 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/TIRANA 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/TIRANA
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 the use of artificial intelligence and academic misconduct (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 à l'usage de l'intelligence artificielle et à la fraude académique (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. Notwithstanding, a sanction for exceeding the maximum limit of words of a Master's thesis is capped at a reduction to a mark of 11.0 (if the pre-sanction mark was a passing mark). 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).

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 thereof) late: -2 points	0/20 for a late thesis	- each 100 words (or part thereof): -1 point	+ each 100 words (or part thereof): -1 point	- 500 words (or part thereof): -0.5 points	+ each 500 words (or part thereof): -0.5 points Notwithstanding, a sanction for exceeding the max. limit of words of a Master's thesis is capped at a reduction to a mark of 11.0 (if the pre-sanction mark was a passing mark).



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