

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

(approved by the Academic Council on 03 November 2016)

## Contents

Preliminary Article

### **Chapter 1: Admission to the College**

Section 1.1. - Conditions of admission

Section 1.2. - Application for admission and the selection procedure

Section 1.3. - Act of admission and subsequent matters

Section 1.4. - Ethics

### **Chapter 2 : Choice of courses by students**

Section 2.1. - Study programmes

Section 2.2. - Rules concerning the choice of courses

Section 2.3. - Extra-curricular activities

### **Chapter 3 : Assessment**

Section 3.1. - Forms of assessment

Section 3.2. - Examination sessions

Section 3.3. - Grading

Section 3.4. - Deliberation of the results by the Academic Council

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

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

Section 4.1. - Examinations

Section 4.2. - Regulations common to both written examinations and theses (plagiarism)

Section 4.3. - Theses

### **Chapter 5 : Award of degrees and related issues**

**Annexes :** 1. Specific admission criteria for the study programmes

2. Formal requirements relating to the thesis and the statutory declaration

### *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 at Natolin (Warsaw).

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.

For the purposes of the present regulations :

“Academic Council” is the body which deliberates upon students’ academic results (Articles 23 to 26 of the present regulation) and takes the decisions provided for in Articles 17, 27, 30 (paragraph 3) first sentence, 35, 39, 42, 43 and 44.

« Academic Departments » refers to the departments which organise, under the authority of the Academic Council of the College, study programmes in Bruges and at 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 programmes of European studies leading to the award of a College of Europe degree. The study programmes are those organised in Bruges (economic, legal, political and administrative, EU international relations and diplomacy studies) and at Natolin (interdisciplinary).

« Director of Studies » concerns the Directors of academic departments in Bruges and at Natolin as well as the coordinator of the “European General Studies” courses in Bruges.

« 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

« Director of Language Courses » refers to the Director of the Language Service of the College.

« Full-time Professor » refers to a professor who holds an employment contract from the College and is attached to an academic department in Bruges or at the Natolin campus.

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

« Assistant » refers to the academic assistants and the research 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.

## 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 a pre-Bologna equivalent degree, or a final university degree and at least 240 ECTS credits acquired in the course of one's university studies. Equivalence will be determined on the basis of objective criteria.

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. Further information on degree requirements appears in Annex 1 to the present regulations.

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

#### *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 application for admission online as well as on paper (on the official form of the College of Europe, duly completed and accompanied by all required supporting documentation) 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.

For countries where there is no selection body, applications for admission are sent only to the Admissions Office of the College of Europe.

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.

### 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 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 academic department specified by the Admissions Office.

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 he or she 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 academic department to another*

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

### Section 1.4. - Ethics and unjustified absences

#### *Article 9.*

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. In particular, College premises may not be used for activities not coming within the remit of the College objectives, and the name of the College may not be used without the approval of the College administration.

Any infractions will be penalised and may involve, in serious cases, expulsion from the College. 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 exams, may be expelled from the College.

Only students who have received the College of Europe diploma are considered alumni of the College of Europe.

## 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 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.

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.

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 a course not required by his or her 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 Service.

If a student officially registers for an additional course, he or she is irrevocably obliged to take the examination for that course. The student will receive a separate certificate for that 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 his or her regular programme.

### Section 2.3. - Extra-curricular activities

#### *Article 14. Possibility and limits regarding the consideration of extra-curricular activities*

Exceptionally extra-curricular academic activities may be taken into account in the individual study programme of a student.

Any such activities, including details of how it will work in practice – in particular how it will be assessed – must be approved by the Academic Council.

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**

### Section 3.1. - Forms of assessment

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

The assessment of performance in courses at the College is 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). Each student is also required to write and submit a Master's thesis (see section 4.3 below). 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.

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 18. First and second sessions*

The student sits an examination in each subject during the first examination session. In the case of a non-compensable failure (see Article 22 below), the student has one chance to resit the examination in question during the second examination session. In exceptional cases, and with the agreement of the Director of the Academic Service and the Director of Studies concerned, an examination taken at the end of the first semester can be retaken (on a second session basis) at the end of the second semester. Second session examinations are in principle taken in writing, without prejudice to the specific requirements of language course examinations.

Any student absent from an examination in the first session for reasons considered to be legitimate by the Academic Council (see Article 28 below), takes the examination during the examination session following the end of the academic year in which he or she has been enrolled. The examination thus taken will be deemed to form part of the first session examinations.

In exceptional cases, and with the agreement of the Director of the Academic Service and the Director of Studies concerned, after consultation of the professor teaching the course, 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.

Any student absent from an examination during the second examination session for reasons considered to be legitimate by the Academic Council (see Article 28 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.

### Section 3.3. - Grading

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

Students are, in principle, assessed by an examination.

Additional elements can be taken into account when grading, provided that this is done on the basis of clearly and individually identifiable elements (papers, oral presentations in class, handouts and interventions in class, including during « simulation games ») and that it is applied equally to all students. The non-respect of formal requirements (such as deadlines or word count for written work) will be sanctioned.

#### *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 grading 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 mark awarded. Moreover, the participation of assistants in grading must be approved in advance by the competent Director of Studies.

#### *Article 21. Marking scale*

A 20 point scale with intervals of half a mark 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 ».

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.

#### *Article 22. Limited compensation for marks*

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 during the second session all subjects for which he or she obtained a mark lower than 11.

The same limited compensation rule applies to both examination sessions.

#### Section 3.4. - Deliberation of the results by the Academic Council

##### *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.

#### 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 exams and, if applicable, other course work together with the assistant for the course at the date and hour fixed for this purpose. 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.

If the student continues to have queries about the reasons for his or her mark, he or she may, within 24 hours after obtaining the information from the assistant, request in writing that the professor provides additional explanations in the form of a written reasoned response. The student must indicate the issues which should be addressed by the professor. The communication of the request and of the reply must in any case be done through the assistant.

In the case of language courses, the student will address the request for further information to the Director of the Language Service, 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 his or her mark, he or she may request that the professor provides additional explanations. The student must indicate the issues for which he or she submits the request. This request and the communication of the reply to it must in any case be done through the assistant.

If a professor wishes to amend the mark, he or she must declare a manifest error of appraisal, and explain the nature of the error. The professor will forward the suggested change, together with the explanation, exclusively to the Director of Studies, who will 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 Service, 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 Service. A correction that reduces the mark can only be made if this is notified to the student within 15 calendar days following the communication of the marks. After the meeting of the Academic Council, the Academic Service informs the student.

#### *Article 27. Appeals*

Where a student considers, after having requested a written reasoned response from the professor, that the mark he or she has been given is based on a manifest error of appraisal, an appeal can be made, in writing, to the Director of Studies. The appeal must provide a sufficient explanation of the claimed manifest error. A student may also appeal if there is no reply from the professor within two weeks after the request. The Director of Studies will decide, in agreement with the full-time professor or, exceptionally, with another professor of the academic department, whether or not a manifest error of appraisal has been made. The Director of Studies informs the Academic Council. Any modification of the mark will be finally decided upon by the Academic Council.

In case an appeal concerns a mark attributed by the Director of Studies or the full-time professor, the professor who teaches the course is replaced by another professor teaching in the same study programme whose specialisation is closest to the subject concerned.

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.

To be admissible, any appeal must be introduced before 15 February, 15 July and 15 December, whichever follows the communication of the respective result in accordance with Article 24 of the present regulations.

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

### Section 4.1. - Examinations

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

Students must take examinations at the dates fixed for this purpose. Examinations take place on College premises.

Once a student has entered the exam room and has received in writing or orally one or several questions of an examination, he or she is considered to have taken the exam in question. This also applies in case a student claims sickness during an exam.

In case of illness before the examination or before the date of submission of the Master's thesis, the student must provide the Director of the Academic Service with a medical certificate stating the reason of absence. This certificate should be received by the College, if possible, before the examination takes place or the thesis has to be submitted, but at the latest in the week following the date of the examination or of submission of the Master's thesis. 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 exam or work on the thesis.

The Academic Council alone can judge whether an absence was justified. Recognition of a justified absence has the consequences provided for in Article 18 paragraphs 2 and 3. If an absence is not considered justified, a mark of 0 will be awarded for the 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.

In the case of a written examination followed by an oral examination, the oral session must last at least 15 minutes, without prejudice to the specific requirements of language course examinations.

In the case of a wholly oral examination, the examination must take at least 25 minutes.

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 possible

exception of language examinations, have with them a language dictionary, (iii.) may also have with them other documents authorised in advance by the professor.

During the preparation period for an oral examination, 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 0 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.

#### *Article 31. People present 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 not possible, the professors must ensure that the two tests are indeed 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 test is recorded.

#### Section 4.2. - Regulations common to both written examinations and theses (plagiarism)

##### *Article 32. Prohibition of plagiarism*

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.

##### *Article 33. Definitions*

Plagiarism consists of reproducing without attribution all or part of a pre-existing work -- in other words passing off the work of someone else as one's own -- 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, as with normal plagiarism, 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 34. 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 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.) Where, within 10 years of the award of a degree, it becomes apparent that a thesis includes elements of plagiarism as defined in Article 33 above, the College of Europe reserves the right to annul retroactively the awarding of a degree after informing the author of the thesis in question and after giving him or her access to the appeals procedures described below in Article 35.

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 35. 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.

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.

At the end of each academic year, the academic departments will submit a report on the application of the above measures to the Academic Council.

### Section 4.3. - Theses

#### *Article 36. Obligation to produce a thesis*

All students are required to produce a thesis on a topic falling within the domain of their study programme. This topic must be approved by the supervisor 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 37. Thesis supervisor*

The supervisor of a thesis should be teaching a course for which the student is registered. 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 Service.

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

#### *Article 38. Academic requirements*

A thesis must:

- (i.) contribute to greater knowledge of a question relevant to the domain of a course or seminar in 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 of the College of Europe (which the student must solemnly declare in the thesis),
- (iii.) be produced in two typed copies in conformance with the requirements specified in Annex 2 to the present regulations as well as the particular requirements set by each study programme. Furthermore, a digital version will also be submitted.

#### *Article 39. 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.

A thesis that is not submitted or is submitted after the deadline fixed by the Academic Council, will be awarded a mark of zero.

The supervisor of a thesis will grade the work in accordance with the criteria set out in Article 38 of the present regulations. In addition, he or she will provide a written evaluation of the thesis.

The theses that have received either a failing or an excellent grade are subject to a second reading by a professor of the study programme.

In the case of a failing grade in the first examination session, a student has one chance to resubmit the thesis in the second session. Without prejudice to Article 34 (iii.) of the present regulations, work thus submitted may consist in an improved version of the thesis submitted in the first session. It must be submitted before the beginning of the second session of examinations; the submission date will be determined by the Academic Council.

By decision of the Academic Council, a student who submits his/her Master's thesis in second session for the first time without any justification (according to article 28) is not entitled to a mark above 14.5/20.

Administrative penalties may be imposed in case of an infraction of the rules mentioned in Article 38 of the present regulations.

#### *Article 40. Deposit of theses in the Library*

Without the explicit objection of the student or of the thesis supervisor concerned, a digital copy of each thesis having obtained a mark equal to or above 15 for the written work will be made available for consultation in the Library. 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 not be freely accessible.

#### *Article 41. Publication of summaries of the best theses on the College website*

Without the explicit objection of the student concerned, summaries of the best theses produced within each study programme will be displayed on the website of the College.

## Chapter 5 : College degrees and related issues

### *Article 42. Award of the 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 22, 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 15 with no mark below 13 and at least three marks equal to or above 17, not including activities mentioned under Article 14, 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 (LL M)
- (ii) Master of European Law (LL M) (Option: European Law and Economic Analysis)
- (iii) Master of Arts in European Economic Studies
- (iv) Master of Arts in European Economic Studies (Specialisation: European Economic Integration and Business)
- (v) Master of Arts in European Economic Studies (Option: European Law and Economic Analysis)
- (vi) Master of Arts in European Economic Studies (Option : European Public Policy Analysis)
- (vii) Master of Arts in European Interdisciplinary Studies (Major: European Public Affairs and Policies)
- (viii) Master of Arts in European Interdisciplinary Studies (Major : The EU as a Global Actor)
- (ix) Master of Arts in EU International Relations and Diplomacy Studies
- (x) Master of Arts in European Political and Administrative Studies
- (xi) Master of Arts in European Political and Administrative Studies (Option : European Public Policy Analysis)

### *Article 43. Transcript*

Subject to provision of article 5 paragraph 2 and article 7 paragraph 2, the students will receive from the Academic Service a transcript of the marks awarded in each course, which have been reviewed or decided by the Academic Council. This transcript is added to a diploma supplement.

### *Article 44. 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.

The annexes form an integral part of these regulations.

*Article 45. Application, retroactivity, transitional provisions*

The present regulations apply with effect from the academic year 2016-2017 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 :

Students who hold a university degree in economics 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 Administrative Studies :

Students who hold a university degree conforming to the requirements set out in Section 1.1. of chapter 1, with courses focused on social sciences subjects oriented towards the study programme offered by the academic department, may be admitted to the programme of Political and Administrative Studies.

- To the programme of European Legal Studies :

Students 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 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:

Students who hold a university degree, preferably in political science, International Relations, diplomatic studies, European Studies, law, economics or in contemporary European history, may be admitted to the EU International Relations and Diplomacy study programme.

- To the programme of European Interdisciplinary Studies :

Students 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.

## Annex 2

### RULES AND APPROVED FORMATS ESTABLISHED BY THE COLLEGE OF EUROPE FOR THE PRESENTATION OF A THESIS

Candidates are required to follow the following rules :

1. Format : A4 (21cm x 29,7cm)
2. Cover : see model on following page
3. Binding : clean and without spirals
4. Line spacing : between 1.2 and 1.5 lines
5. Page numbering : obligatory
6. Page layout : use recto (one side of each page) only
7. Structure of the document : The thesis must include:
  - a statutory declaration
  - a summary of the thesis (1 page/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
8. Thesis guidelines of the relevant study programme

COLLEGE OF EUROPE  
BRUGES/NATOLIN (WARSAW) 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 (VARSOVIE)  
PROGRAMME D'ETUDES

TITRE

**Directeur** : Nom du directeur

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 4.2 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 4.2 du règlement d'études du Collège).