

THE EUI GLOBAL EXECUTIVE MASTER

RULES AND REGULATIONS

TABLE OF CONTENTS

| | |
|--|-----------|
| 1. PREAMBLE: PURPOSE OF THE RULES AND REGULATIONS | 3 |
| 2. ADMISSION, FEES AND PARTICIPANT STATUS | 3 |
| 2.1. THE SELECTION COMMITTEE | 4 |
| 2.2. APPLICATION, SELECTION AND ADMISSION PROCESS..... | 5 |
| 2.3. EUI FEES AND FINANCIAL SUPPORT OPPORTUNITIES..... | 8 |
| 2.4. PARTICIPANT STATUS | 11 |
| 2.5. THE REFUND POLICY | 13 |
| 3. ACADEMIC ORGANISATION..... | 14 |
| 3.1. ACADEMIC CONDUCT | 15 |
| 3.2. ORGANISATION OF TEACHING AND LEARNING METHODS | 17 |
| 3.3. CLASS ATTENDANCE AND PUNCTUALITY..... | 18 |
| 3.4. WORKLOAD AND CREDITS | 18 |
| 3.5. WEIGHTING AND GRADING | 19 |
| 3.6. ASSIGNMENTS - GENERAL PROVISIONS | 20 |
| 3.7. REVIEW, INSPECTION AND APPEAL | 22 |
| 3.8. FINAL PROVISIONS | 23 |
| 4. STRUCTURE OF THE GLOBAL EXECUTIVE MASTER'S PROGRAMME... 25 | 25 |
| 4.1. PROGRAMME OVERVIEW AND ACADEMIC CALENDAR | 25 |
| 4.2. CONDITIONS FOR DEGREE CONFERRAL | 28 |
| 4.3. PARTICIPANTS' RIGHTS AND RESPONSIBILITIES..... | 28 |
| APPENDIX I – GLOSSARY | 30 |
| APPENDIX II: ACADEMIC INTEGRITY PLEDGE | 34 |

PREAMBLE: PURPOSE OF THE RULES AND REGULATIONS

This document constitutes the Rules and Regulations of the European University Institute Global Executive Master (hereafter the EUI GEM).

This set of Rules and Regulations defines the academic and administrative rights, obligations and responsibilities of participants registered in the EUI GEM. It covers admission and requirements; fees and financial aid; the degree programme; rights and obligations; progress; and graduation. They operate jointly with other EUI policies, guidelines, and regulations. Therefore, reference must also be made to separate (but linked) institutional codes and regulations including, but not limited to:

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

EUI policies, guidelines, and regulations, in their most up-to-date version, together with these Rules and Regulations, apply to all EUI members and participants, and to those who are not formally institutional members but are hosted at the EUI at any time, e.g., participants from partner institutions participating in some of the GEM's modules.

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

These Rules and Regulations apply with effect for the first intake of the EUI GEM, starting in the academic year 2024-2025 onwards, and were approved by the EUI Executive Committee and the Academic Council.

ADMISSION, FEES AND PARTICIPANT STATUS

The EUI will pursue a fair and transparent selection-to-admission process, where a number of criteria are used to identify those most likely to benefit from the EUI educational offer, and to weigh each candidate's potential contribution to the overall learning environment. The EUI will treat all candidates fairly and transparently and based on its policy of equal opportunities (the EUI applies a policy of equal opportunities which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation). The

EUI defines merit for admission as sitting at the intersection of multiple experiences, attributes and metrics which create the individual context for each candidate.

THE SELECTION COMMITTEE

The Selection Committee decides on admission to the GEM.

Tasks of the Selection Committee. The Selection Committee has the following tasks:

- Establishing the timeline for the selection process within the general timeframe October-June, covering the recruitment campaign;
- Performing Stages I (Eligibility Check); II (Evaluation & Selection); III (Post-selection Procedures) of the admissions process by applying the selection criteria as defined below;
- Delegating, if needed, Stages I (Eligibility Check) and III (Post-selection Procedures) to the Recruiter and the Programme Coordinator.

Composition and appointment. The Selection Committee is comprised of:

- The Chair of the Committee who should be an EUI professor
- At least one (1) additional EUI professor
- At least one (1) EUI teaching/research associate, fellow, academic assistant, or project associate
- At least one (1) external non-academic practitioner
- At least one (1) EUI administrative staff member

The Programme Coordinator of the GEM advises the Committee, supports its work, and acts as its secretary. The Programme Coordinator of the GEM is not a member of the Selection Committee but could act on behalf of it, under its delegated power.

The Chair of the Committee takes the leading role in steering the Selection Committee in its works throughout the selection procedure with the assistance of the secretary to the Committee (Programme Coordinator of the GEM).

The EUI Dean of Executive Education validates the final ranking list. The EUI Dean of Executive Education nominates the members of the Committee on an annual basis. Membership of the Selection Committee is determined on an annual basis.

Obligations, rights and duties. Members of the Selection Committee have equal rights and obligations. The Selection Committee must always observe the principles of equal treatment while performing its duties. These Rules and Regulations determine the process, ensuring consistency and impartiality in all aspects of the selection procedure.

Confidentiality and data protection. The deliberations of the Selection Committee are strictly confidential. This confidentiality aims to guarantee the independence of the Committee and the objectivity of its work by shielding it from any kind of interference or outside pressures. The obligation of confidentiality covers discussions of the Committee and details, data, information and knowledge connected with assessment of candidates.

The Selection Committee may consult or review all documentation pertaining to a selection procedure for which they have responsibility. The confidentiality of the documents relevant

to candidates' evaluation must be fully respected at all stages of the selection procedure. The members of the Selection Committee must also fully respect any obligations related to the protection of personal data as stated in the applicable rules of the EUI Data Protection Policy.

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

The policy does not prohibit the EUI from admitting people who are in a close personal or professional relationship with members of the EUI and/or of the EUI community to the programme, provided that those candidates comply with the requirements outlined in the current regulations. Throughout the study period at the EUI, there shall be no direct reporting or supervisory relationship between those concerned, nor shall they be involved in any decision relating to the other.

Any direct decision-making or discussion regarding admission by members of the EUI with a close relationship to the candidate concerned is prohibited.

APPLICATION, SELECTION AND ADMISSION PROCESS

Publicity. The European University Institute shall make all information material relating to these Rules and Regulations available in electronic format.

Timing of the selection procedure. Applications to the Global Executive Master will open in October and close in May every year. Candidates can apply at any time during this period.

Candidates who wish to apply for the Early Bird fee (a discount on the overall tuition fee) must comply with the following compulsory requirements:

- Submit their application by a deadline that will be specified every year on the GEM website and on the application portal;
- Declare that they do not wish to apply for the external funding opportunities (scholarships, fee waivers) offered in the frame of the GEM funding scheme (see below section 2.3).

Selection of the candidates who apply for the Early Bird fee takes place between February and March.

Candidates who do not wish to apply for the Early Bird fee can submit their application at any time during the October to May period. Applications received until end of January will be assessed during February and March, and applications received after 31 January and until the application deadline (mid-May) will be assessed between May and June (see calendar of applications in the GEM Handbook).

Candidates can apply for one of the competitive external funding options offered in the framework of the GEM funding scheme during the entire application period. If admitted to the programme, applicants who request one of the EUI GEM funding opportunities will be interviewed in view of the competitive allocation of the available financial opportunities. Applicants who are admitted to the programme and whose participation is depending on one of the EUI GEM funding schemes are not guaranteed award of the financial opportunities.

The selection process consists of two steps: in the first, applications are screened for completeness and eligibility (Eligibility Check - Stage I); in the second, eligible candidates' applications are submitted to the Selection Committee for the Evaluation & Selection (Stage II). In this second step, the Selection Committee will shortlist, based on a comparative review, the candidates to be admitted.

During the post-selection procedures (Stage III) candidates will be informed of the decision made by the Selection Committee.

The GEM Programme Coordinator shall notify, in writing, the selected candidates of the decision made. Selected candidates must confirm acceptance as well as comply with financial requirements (where applicable) within the deadline indicated in the notification (details about payment calendar and deadlines below in section 3.4 GEM Fees and Financial Support Opportunities).

The total number of admitted candidates will equal the number of spots available for the programme. The EUI reserves the right to adjust the number of annual academic intakes and therefore the admissions calendar if considered necessary. All changes will be made known in due time.

Eligibility. Candidates are eligible to apply for the GEM if they have obtained a Bachelor's degree or equivalent, of at least 180 ECTS (or equivalent), or a higher degree.

Mid-career to senior professionals are eligible to attend the GEM programme. Candidates typically have a minimum of 7 years of professional experience by the starting date of the GEM programme.

The application file. Applications shall be submitted in electronic format only. The online application file is composed of:

- **Application Form**
- **Curriculum Vitae**
- **Copy of the University Diploma(s):** if the candidates hold more than one academic degree, they should provide a copy of each diploma obtained. If the University Diploma is written in a language other than one of the official EU languages, the candidate must submit a copy of the original together with a translation in English. Hard copies are not required at this stage. If the University Diploma is not available prior to the submission deadline, the EUI will accept a **Proof of Awarded Degree** issued by the awarding institution to verify educational credentials. A candidate selected for admission, shall send the copy of the diploma by email, as soon as it becomes available.
- **Letter of Motivation.** Candidates should submit a motivation letter stating their expectations for the programme, how it will contribute towards their personal and professional growth, and how it will help them develop in their area(s) of expertise and lead to a positive change. They should also include a tentative study plan, elaborating on their potential choice of electives and on a possible research proposal for their Capstone Project.
- **Copy of an Identity Document.** If the candidate holds dual nationality, s/he should attach the copy of a second passport/ID card proving the second nationality.
- **Proof of English language proficiency.** Candidates should provide evidence of English proficiency. For non-native speakers, this can be certified through a language

certificate or professional experience.

- **One Reference Letter** to be submitted directly by the academic or professional referee.

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

- **Professional experience:** years and type of professional experience (30%)
- **Motivation:** clear objectives and expected outcomes from the experience of the GEM for personal and professional growth, overall compatibility level and potential for success within the learning environment of the EUI (30%)
- **Academic background** (20%)
- **Non-academic experience and individual attributes:** life experiences, leadership skills & roles, community service and/or civic engagement, intellectual curiosity, strong drive (20%).

The Selection Committee will base its work on the documentation submitted by the candidates, will assess merit for being admitted and will produce a ranking list of those admitted to the programme.

The selection process.

The selection process takes place in three consecutive stages:

- **Stage I: Eligibility Check.** During Stage I, the GEM Programme Coordinator under their delegated power pre-screens applications for completeness. The GEM Programme Coordinator receives, processes, files and prepares all documentation in the necessary format. Upon completion of the eligibility check, the GEM Programme Coordinator submits the list of eligible candidates together with the respective application files to the Selection Committee. Candidates who are considered not eligible for the programme (when they do not meet the minimum requirements on education and expected previous work experience, or when the application file is not complete) will be notified by the GEM Programme Coordinator.
- **Stage II: Evaluation & Selection.** The second stage falls under the responsibility of the Selection Committee and consists of the comparative review of the application files. The Selection Committee will base its work on the documentation submitted by the candidates and will assess merit for being admitted.
- Shortlisted candidates who requested one of the EUI GEM funding schemes in the application process, will be invited for an interview to determine the allocation of the available funding opportunities that are assigned on a competitive basis.
- **Stage III: Post-selection procedures.** The GEM Programme Coordinator shall notify in writing each candidate of the decision of the Selection Committee. Depending on the outcome of the selection procedure, candidates may receive:
 - a **place offer** for candidates who applied for and obtained one of the financial support schemes in place for GEM (fee-waivers or scholarships);

- **a provisional place offer**, its validation conditional on completion of financial requirements;
- **a non-admission** letter.

Should the available spots for the programme be filled, the Selection Committee will also draw a reserve list that will remain valid until the start of the next recruitment season. Candidates in the reserve list will receive a notification in writing.

No appeals concerning admissions. Candidates cannot appeal against a negative decision taken by the Selection Committee, nor will any information be provided about the academic grounds underlying that decision.

EUI FEES AND FINANCIAL SUPPORT OPPORTUNITIES

General provisions. The EUI shall apply an impartial and transparent policy with regard to programme fees and will provide the respective information to all interested parties. The provisions apply to all participants enrolled in the GEM whether there is a fee liability payable or not.

The EUI charges tuition fees for the GEM on an annual basis and the fee applies for a full academic year. The level of the annual tuition fee is set at the point of entry to the GEM and remains valid for participants in the cohort as they progress. In case of **repetition of an academic year**, the participant is entitled to carry forward the level of his/her initial cohort tuition fee. Any fee other than tuition fees is charged separately and is subject to a specific payment calendar.

Fee and currency. The GEM programme fee is decided at the beginning of every year and the fee for the first intake is fixed at € 28,000. Candidates admitted with the Early Bird fee benefit from a reduction on the overall fee (for the first intake this is fixed to a 10% discount and a discounted fee of € 25,200). All fees related to the GEM are in EURO (€). Participants must observe the regulatory processes and ensure that all fee payments to the EUI fully cover the bank charges and/or currency exchange fluctuations.

Possible revisions of the programme fee for the next intakes will be made known on the EUI GEM website and on the GEM Handbook.

Participant fee liability. Participants retain ultimate liability in respect to programme fees. They are personally liable for the payment of all fees including when fees are paid directly to the EUI by approved external sources. Should the payment from approved external sources be not forthcoming, the EUI will seek to recover the fees directly from participants.

The EUI reserves the right to take appropriate action against those participants who fail either to pay their fees or to make satisfactory arrangements to clear any school-related debt by the end of a set period.

Fee status classification. The decision on the allocation of a fee status lies with the Selection Committee and is based on the information provided by each candidate during the selection procedure. Upon completion of the selection procedure, each selected candidate will receive a place offer. By accepting the offer, the selected candidate agrees with the assessment of his/her fee status as decided by the Selection Committee and commits to abide by the terms of these rules as well as any subsequent amendments that shall not have retroactive effect.

The EUI regulates two different *fee statuses* for the GEM programme:

- **Self-financed.** Candidates selected for admission who do not benefit from external financial support receive the fee status *self-financed*. This includes those participants who get financial support from their employer.
- **Beneficiary of a GEM funding scheme.** Candidates selected for admission and who benefit from external financial support receive the fee status *beneficiary of a GEM funding scheme*.

GEM funding schemes. The GEM funding schemes represent financial support to the participation in the GEM by the means of a full or partial tuition fee waiver and may include a full scholarship covering expenses related to the residential weeks in Florence. They are on a competitive basis and offered by EUI partners to selected candidates admitted to the programme who fulfil specific and mandatory criteria as set by each funding partner. The list of funding schemes might vary on a yearly basis: the list of funding opportunities and the target of each will be made available and regularly updated on the GEM website.

The beneficiary of any GEM funding scheme must be a candidate admitted to the GEM, who has applied for such funding scheme and fulfils the specific and mandatory requirements as set by the funder and who has been successful in the interview for the allocation of the financial resources.

The EUI reserves the right to also allocate a limited number of **partial or full tuition fee waivers**. Once granted, the **fee waiver** implies the same obligations and rights associated with the *self-financed status*.

Tuition fee deposit. Candidates with a self-financed status are required to pay a tuition fee deposit in order to secure their enrolment. Where a deposit payment is required, the enrolment will take place only after the receipt of the payment. The tuition fee deposit is not an additional fee but an integral part of the tuition fee. The tuition fee deposit is non-refundable and non-transferable.

For the first intake, the tuition fee deposit is set to € 3,000. Possible revisions of the tuition fee deposit for the next intakes will be made known on the EUI GEM website and on the GEM Handbook.

Payment Calendar. Where applicable, candidates selected for admission to the GEM programme shall pay the tuition fee:

- *in full: overall tuition fee relating to the first and the second academic year; or*
- *in full in relation to the first academic year: half of the total tuition fee, and second half to be paid before the beginning of the second academic year.*
- *Payment in instalments is possible upon validation by the GEM team, and it is defined as follows: a deposit to be paid within one month after the notification of the admission and a total of four instalments to be paid before the completion of the programme by pre-set deadlines.*

Candidates who have been assigned the self-financed status, will receive a provisional place offer. These candidates will have to secure at least the minimum payment covering the tuition fee deposit within the deadline (normally 1 month after receiving the offer and in case of candidates drawn closer to the starting date from the reserve list, no later than mid-September) indicated in the notification sent by the GEM Programme Coordinator. The provisional place offer will be validated only upon completion of the abovementioned

minimum payment. For any subsequent tuition fee payments, the due date will be in mid-September, before the start of the programme.

Before the start of every academic year, the payment calendar specifying exact dates will be made available to participants through the GEM Handbook.

Table 1 - Payment calendar

1) Full tuition fee paid at once

| Fee | Due date |
|---------------------------|--|
| Tuition fee deposit | One month after notification of admission (and for candidates drawn closer to the starting date of the programme, no later than mid-September) |
| Tuition fee minus deposit | Mid-September |

2) Tuition fee paid at the beginning of each academic year

| Fee | Due date |
|-----------------------------------|--|
| Tuition fee deposit | One month after notification of admission (and for candidates drawn closer to the starting date of the programme, no later than mid-September) |
| Half of tuition fee minus deposit | mid-September, Year 1 |
| Half of tuition fee minus deposit | mid-September, Year 2 |

3) Payment in instalments (to be validated by the EUI GEM team)

| Fee | Due date |
|---------------------|--|
| Tuition fee deposit | One month after notification of admission (and for candidates drawn closer to the starting date of the programme, no later than mid-September) |
| Instalment 1 | Mid-September, Year 1 |
| Instalment 2 | Mid-February, Year 1 |
| Instalment 3 | Mid-September, Year 2 |
| Instalment 4 | Mid-February, Year 2 |

Payment methods. The EUI has the obligation to ensure that all payments are processed safely and securely and the payment processing service relies on measures that safeguard against risks of fraud, money laundering and personal data breaches in line with the financial processes on the general financial rules of the EUI.

The EUI's preferred method of payment for programme fees is by bank transfer. Although all financial matters are remitted to the Financial Management unit of the EUI, the GEM Programme Coordinator will ensure the communication on the said financial matters toward the participants.

Payment default. All participants liable for payment of programme fees shall respect the deadlines indicated in the payment calendar. If a participant is in default of payment terms as specified in the payment calendar, the EUI will implement the respective provisions of the general EUI financial rules, which are applied accordingly by the accounting officer upon confirmation with the authorising officer and the EUI management.

The participants shall submit a written notification to the GEM Programme Coordinator on any particular circumstance causing difficulty in making due payment by the deadline indicated in the payment calendar. The written notification should reach the GEM Programme Coordinator at least 30 working days prior to due date, except in exceptional circumstances involving serious illness or bereavement, to be assessed by the Coordinators. The GEM Programme Coordinator must inform the Dean of Executive Education and revert with a decision within a 15-working day period.

Where the debts remain outstanding and overdue, the EUI reserves the right to take administrative and/or academic measures against the defaulter at various stages of the recovery cycle. Administrative measures can include the withdrawal of: institutional endorsement on visa-related matters (if applicable); acceptance of enrolment in a subsequent term; library and/or IT access; issuance of Enrolment Certificates proving the participant's status. Academic measures can include the withholding of: validation of participant status; validation of grades; written evidence of study progress (Transcript of Records); access to tutorials or online teaching support; research permitted, Capstone Project or work accepted for assessment. They can also include the suspension of the registration period leading to expulsion from the GEM programme.

The EUI reserves the right to undertake assessment on a case-by-case basis and to establish the most appropriate timing and level of imposition accordingly following closely the general financial rules of the EUI. The EUI shall seek amiability in settling all matters related to outstanding debts. The EUI must ensure that the implementation of any punitive action takes place only after the exhaustion of all amiable attempts to collect the due amounts.

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

PARTICIPANT STATUS

Participant status is automatically granted to all participants duly registered in the EUI GEM. Those with participant status may participate in all activities of the EUI and benefit from all facilities and services provided to participants.

For the EUI GEM, participant status may last up to **36 months (3 years)**.

The right to submit assignments depends on the participant status, i.e., only EUI GEM participants who have duly registered may submit.

Participants are not required to reside in Florence or its immediate surroundings but they are expected to join the curricular in-person activities as outlined in the programme description, be it in Florence or elsewhere (e.g. for executive study visits).

Deferral request. The participant should submit a Deferral Request at least 30 working days prior to the commencement date of the EUI GEM programme except in exceptional circumstances involving serious illness or bereavement. In the event of authorisation, the EUI will retain the payment already made and credit it toward the subsequent academic intake. The EUI will not consider the deferral requests submitted after the deadline. If this occurs, the amount paid will be forfeited in full respect of the provisions of Chapter 3.7.

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

Withdrawal. Withdrawing from the EUI GEM will lead to termination of registration, loss of participant status and denial of access to all of the EUI facilities and services provided to participants. Upon confirmation of withdrawal, the person's immigration status may be subject to change as a result of the loss of the participant status.

If a participant registered with the EUI makes the decision to withdraw being in full understanding of the implications and the consequences, s/he will be required to submit a withdrawal request to the EUI GEM Programme Coordinator. The EUI GEM Programme Coordinator must inform the EUI GEM Scientific Coordinator and revert a decision within 7 working days.

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

In the event of withdrawal in full compliance with the provisions laid down in Chapter 3.6 in respect to exceptional circumstances occurring prior to the commencement date of the programme, a refund process in full (tuition fee deposit inclusive) will automatically follow without need of submission of a refund request. The same provisions apply in the event of withdrawal of the place offer by the EUI.

The entitlement to partial refund is granted in accordance with the provisions laid down in Chapter 3.6 and upon submission of a refund request.

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

Intermission of studies with suspension of registration. Candidates can request a period of intermission in case of medical or professional reasons that would interfere with their learning journey within the EUI GEM for a period longer than 30 consecutive days. Candidates in such situation should submit an intermission request to the EUI GEM Programme Coordinator who must inform the Scientific Coordinator and revert a decision within 7 working days. Intermission requests for a period longer than 30 days should be submitted within a maximum period of 15 working days after the occurrence of the event motivating the request.

The acceptance of an intermission longer than 30 days will lead to a temporary suspension of the registration period and restricted access to the EUI facilities and services provided to participants. If the request occurs during the academic term, the participant is required to

seek the advice of the EUI GEM Scientific Coordinator on the possibility of academic recovery at the end of the intermission period. If the period is too long to allow academic recovery (e.g, more than two months), the participant will have to retake the entire academic term and resume attendance of classes together with the next cohort at the beginning of the corresponding term in the subsequent year. Any grades obtained before the intermission period was started will be retained upon recommencement, and participants should only submit assignments not completed prior to the intermission.

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

- **Intermission of studies on medical grounds:** Intermissions can be granted on medical grounds. A reasoned request, including a medical report that states that the participant in question is on sick leave, should be addressed to the competent EUI authorities. Medical certificates should not be dated more than 30 days before the request for intermission is submitted. The report should specify the duration of sickness leave pertinent to the request. Medical certificates shall be treated confidentially in full compliance with the EUI Data Protection Policy. The certificate submitted should be in one of the EU official languages; if the medical certificate is written in any other language, an English translation will be required together with the original documentation.
- **Intermission on the basis of duty of care:** In cases such as prolonged illness, where participants provide full-time care of their partners, children, or relatives of the first degree, intermission can be granted. Within 15 working days of the commencement of absence, a reasoned request shall be addressed to the competent EUI authorities. The privacy of participants will be treated in full compliance with the EUI Data Protection Policy.
- **Intermission for maternity / paternity leave:** The candidates may intermit their studies on grounds of parenthood imminently before-and-after the birth/adoption of their child. A request shall be addressed to the competent EUI authorities. The privacy of participants will be treated in full compliance with the EUI Data Protection Policy.
- **Intermission on professional basis:** The candidates may intermit their studies due to grounded professional reasons (such as change of job that requires relocation, change of job that requires re-negotiation of study time commitment with new employers, etc...). The should submit clear evidence of the need for intermission and indicate expected return date.

THE REFUND POLICY

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

Full refund (tuition fees with tuition fee deposit) under exceptional circumstances. In order to secure entitlement to full refund, the candidate should submit a Withdrawal Request before the start of the programme and prove with documentary evidence any of the following exceptional circumstances:

- Recent certified serious illness or disability with recovery expected to cover extended periods of time preventing the participant from enrolling in the programme.

- Recent certified serious illness or disability of a close family member (parent, sibling, spouse/partner or child).
- Death of the participant or of a close family member (parent, sibling, spouse/partner or child).

If the candidate does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited.

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

Partial refund (tuition fees without tuition fee deposit). If the participant submits a Withdrawal Request for regular withdrawal (i.e. not under exceptional circumstances) after the commencement date of the EUI GEM programme, s/he is not entitled to any refund of fees associated with the first academic year. Nevertheless, if the participant has paid for the second year as well, s/he is entitled to a refund of the tuition fees paid for the second academic year. If the participant submits a Withdrawal Request for regular withdrawal at any stage prior to the commencement date of the second academic year, s/he is entitled to a refund of tuition fees paid in respect to the second academic year. If the participant does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited. If the participant submits a Withdrawal Request for regular withdrawal after the commencement date of the second academic year, s/he is not entitled to any refund.

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

- The documentary support for admission provided by the selected candidate proves fraudulent or misleading.
- The participant is unable to continue or complete the programme due to being in breach of national regulations governing his/her immigration status in Italy.
- The participant is unable to continue or complete the programme as a consequence of being in breach of domestic (Italian) or any other national law.

Administrative matters concerning refunds. Any refund of amounts paid shall take effect upon authorisation by the EUI management. In the event of acceptance, the refund shall be processed within a 30 working day period upon the withdrawal acceptance notification. The EUI shall refund the original remitter by bank transfer only. In the case of split payment, any refund shall be made in the same proportion as the original split. All refunds shall be made in EURO (€); the EUI is not liable for any bank charges or currency fluctuations when returning payments. In the case of refund entitlement, an administrative fee of € 100 will be subtracted from the amount subject to refund.

ACADEMIC ORGANISATION

Registration. Online registration of participants takes place online during the month of September, according to the EUI's Academic Calendar and prior to the kick-off of the Programme in Florence (that happens during the first residential week). The precise date is announced each year by the EUI GEM team and shared with the Academic Calendar and on the GEM Handbook.

Type of Programme, level of qualification and length. The EUI GEM programme is a **blended** programme, offered in part-time mode, over two academic years i.e. eight terms programme. Each term is considered finalized after the conferral and release of all grades for the courses within that term. The eighth term is considered completed after the Graduation Ceremony. The study load corresponds to 70 ECTS. The level of qualification is: Executive Master's Degree (Second Cycle / EQF Level 7). English is both the teaching and working language, common to all candidates.

Academic Requirement for Credits. In order to obtain the ECTS credits for a course, the candidate must meet all of the following criteria:

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

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

ACADEMIC CONDUCT

During any academic activity, especially but not limited to the completion of assignments, candidates are required to refrain from any form of misconduct as defined by the [EUI Code of Ethics in Academic Research](#). While the [EUI Code of Ethics in Academic Research](#) defines "Research Misconduct", these definitions apply equally to all academic activities within the EUI GEM programme, including those that are not necessarily research-oriented. For this purpose, all candidates must sign the "[Academic Integrity Pledge](#)" (see Appendix II) at the beginning of their studies at the EUI.

According to the [EUI Code of Ethics](#), academic misconduct "implies (and is not limited to) fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. [...] Misconduct also includes any plan or attempt to do any of these things." (European University Institute (2019). Code of Ethics in Academic Research, IUE 254/19 (CA 252)). See also Chapter IV. Misconduct in Academic Research of the [Code of Ethics in Academic Research](#).

While at the EUI, candidates are always required to maintain the highest standards of academic conduct. Actions that interfere with education, the pursuit of knowledge, or the fair evaluation of a candidate's development and performance are prohibited.

Academic Integrity - Ethics and Good Practice in Academic Activities. As a publicly funded institution, dedicated to research and higher education, the European University Institute "is committed to promoting and maintaining high standards of integrity and accountability in the conduct of academic research and is keen to embed and endorse a culture of honesty and transparency in all its institutional activities. In undertaking this commitment, the Institute emphasizes that academic freedom is a core value to be safeguarded and sustained." It has set out its vision of ethics and good practice in the EUI Code of Ethics in Academic Research (European University Institute (2019). Code of Ethics in Academic Research, IUE 254/19 (CA 252), 3).

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

Principles and Values of Academic Integrity. Members of the EUI community strive to

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

Violations of Good Academic Practice. Academic misconduct includes, but is not limited to, the following acts:

- **Plagiarism:** The deliberate or reckless copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement;
- **Piracy:** The deliberate exploitation of ideas from others without proper acknowledgement;
- **Abuse of Intellectual Property Rights:** Failure to observe legal norms regarding copyright and the moral rights of authors;
- **Abuse of Research Resources:** Failure to observe the terms and conditions of institutionally licensed research resources;
- **Defamation:** Failure to observe relevant legal norms governing libel and slander;
- **Denying access to information or material:** To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress;
- **Fabrication and Fraud:** The falsification or invention of qualifications, data, information or citations in any formal academic exercise;
- **Misconduct in formal examinations:** Includes having access, or attempting to gain access during an examination, to any books, memoranda, notes, unauthorized electronic devices or any other material, except such as may have been supplied by the invigilator or authorized by the School of Transnational Governance. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or any other communication and conversations that could have an impact on the examination results.
- **Misinterpretation:** The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.

- **Impersonation:** The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;
- **Professorial misconduct:** Professorial acts that are arbitrary, biased or exploitative;
- **Sabotage:** Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them; or wilfully disrupting the experiments of others; or endangering institutional access to licensed research resources by wilfully failing to observe their terms and conditions.

Conduct during academic activities. To ensure all the learning outcomes are met, candidates are expected to attend all scheduled classes (at least by the minimum attendance rate of 75%) and participate actively. Respect for all candidates' ideas and beliefs is mandatory as is the use of appropriate language during the class discussions and outside of them. Any kind of discrimination or intolerance manifestation is not allowed, as stated in the Disciplinary Regulations and the EUI Policy on Harassment Prevention and Education.

In cases where a candidate does not comply with these Rules and Regulations, Professors/instructors should inform the Dean of Executive Education. In such cases a candidate may be subject to the EUI's disciplinary procedures.

EUI Library and EUI Information and Communication Technology facilities (ICT). No candidate shall on purpose or recklessly commit a breach of any of the regulations relating to the use of the EUI Library or the EUI ICT services or any other premise in which the EUI GEM programme's activities take place. Infringement of any type of copyright through the EUI ICT network, including using file-sharing to download and distribute copyrighted material, can result in a fine or disciplinary action.

See also Chapter IV. Misconduct in Academic Research of the [Code of Ethics in Academic Research](#)

ORGANISATION OF TEACHING AND LEARNING METHODS

The teaching in the EUI GEM programme is entrusted, with a participant-centred approach, to EUI faculty and instructors; to qualified external trainers and professors; as well as to practitioners with demonstrated and relevant expertise who can complement the academic offer. The detailed requirements of each course are provided in the syllabi, which are available before starting each term.

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

Regular feedback on coursework is a fundamental part of the teaching and learning experience at the Institute. Therefore, feedback is provided by professors/instructors and teaching assistants (and in some cases peers), so that the participants have a sense of the standard that they are achieving.

The EUI GEM programme is foreseen to be run in blended mode, with the majority of the activities taking place online, and a pre-defined number of residential weeks in Florence and executive study visit(s) (not all of them being compulsory part of the programme).

Digital Education within the EUI GEM programme. Brightspace is the EUI's Virtual Learning Environment (VLE). Activities in Brightspace can either be synchronous or asynchronous. A VLE is an online platform that can be used to provide participants with readings, lecture notes and/or recordings, PowerPoint presentations and other types of content. It can also be used to set up activities and assessments for participants. Activities include discussion boards, quizzes with different types of questions (multiple choice, true/false, written answer, etc.) and assignments where participants submit documents. Participants have access to Brightspace and all resources available during their entire period of studies at the EUI and until their graduation.

CLASS ATTENDANCE AND PUNCTUALITY

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

If a participant is unable to attend an obligatory class or academic activity, for any reason, they must inform the responsible GEM administrator(s) in due time. The minimum attendance rate required for the activities is 75%; an attendance rate lower than 75% leads to an automatic fail for the module, and participants must take a resit in order to pass.

The 25% maximum absence rate does not take into account extenuating circumstances, illness/medical grounded reasons, bereavements, etc.. In cases of illness, participants may miss up to three consecutive days of class without confirmation from a medical professional. If a participant is absent from classes for longer than three consecutive days, they require a medical communication stating the period of absence. In all other cases, evidence is required to justify the absence.

If a session is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory.

If participants miss a significant percentage of activities, they are expected to contact the faculty to receive input on alternative activities (such as readings, videos, exercise) to be able to catch up with the content.

WORKLOAD AND CREDITS

In order to graduate, participants must earn 70 ECTS credits.

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

- 4 Core Modules of 5 ECTS each: 20 ECTS credits
- 5 Elective Modules of 3 ECTS each: 15 ECTS credits
- 7 Professional Development Modules of either 1 or 3 ECTS: 15 ECTS Credits
- Capstone Project: 20 ECTS credits

WEIGHTING AND GRADING

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

Each module will have enough autonomous work to facilitate the assessment and confirm whether the participant has independently satisfied all the requirements. For both graded and non-graded assignments, participants are required to comply not only with the specific requirements for each individual assignment, but also with the [EUI Code of Ethics in Academic Research](#).

Failed Assignments and Failed Modules. Participants are required to obtain a minimum grade of 50 in each module in order to obtain the required credits. If a participant fails a module, no ECTS credits will be awarded. So long as all required assignments are submitted, a participant may obtain a mark below 50 in any particular assignment provided that the average grade for the module remains above 50.

If a participant fails a module, either because the average grade is below 50, or because not all assignments have been submitted, participants are required to resit all failed or missing assignments. These will be capped resits. In cases of capped resits, the maximum grade is 50 (see below at 3.6 ASSIGNMENTS - GENERAL PROVISIONS for more details about failed modules).

Responsibility. Professors/instructors assess each participant thoroughly and autonomously and therefore assume full responsibility for the assessment. Professors/instructors will support participants in compliance with the EUI Code of Ethics in Academic Research. However, ultimate responsibility for compliance rests with the participant. TAs may provide support in the assessment and grading process of any assignment. However, any participation of TAs in the grading process must occur under the supervision of the professor/instructor who teaches the module and who takes complete responsibility for the grade awarded.

Grading. The following criteria support the GEM's programme grading scale. Grades will be allocated as percentages according to the table below:

Table 2 – Global Executive Master's programme Grading Scale

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

The terminology used in the Table 2 is consistent with the [European Credit Transfer and Accumulation System \(ECTS\)](#).

ASSIGNMENTS - GENERAL PROVISIONS

Different types of assignments are envisaged for the GEM's programme. Assignments may be graded or ungraded. In the case of ungraded assignments they may be compulsory or optional. Graded assignments are referred to as summative assignments. Ungraded assignments are also referred to as formative assignments. Submission of all compulsory assignments, whether graded or ungraded, is required in order to obtain the ECTS credits for a particular module. Assignments may be in person or require work to be submitted to a deadline.

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

The GEM programme and EUI will retain papers, essays, and any type of written exams or other submitted coursework in paper or digital form for two years after the result is published. Assignments which have been passed are valid for an unlimited period.

Unless specified otherwise, all assignments should be completed individually. In the case of group assignments, it is each participant's responsibility – and that of the study group as a whole – to ensure that all members of the group meet their responsibilities.

All assignments dates are scheduled in such a manner that participants have a reasonable time for preparation, allowing them to demonstrate the acquired knowledge, and all important information on type of assignment/examination, timing, allowed support material, etc. will be made available well in advance through the VLS Brightspace. In the case of in-person assessments (whether online or in presence), participants must attend the examination/assessment or presentation. Failure to do so without or reasonable justification for the failure to attend, will mean a capped re-sit must be taken with a maximum mark of 50.

Withdrawal following Failure. If a participant fails in an academic year and decides to withdraw, s/he will receive an Attendance Certificate. The certificate will attest to the work carried out by the participant whilst at the EUI, specifying the courses attended, and if applicable, grades and ECTS. The EUI GEM team and the Academic Service will issue that certificate.

Request for extended submission and deduction of points for late submissions of assignments. Participants who for valid reasons cannot submit an individual or group assignment on time can request, at least 12 hours before the submission deadline, an extension of the deadline. The request should be addressed in writing to the EUI GEM Programme Coordinator in due time, who will assess it and grant the extension on an exceptional basis. Retrospective extensions to deadlines are not permitted excluding in exceptional cases (such as bereavement, emergency situations related to health like unexpected hospitalisation, etc...).

Late submission in the absence of an extension to a deadline will lead to deduction of points, and thus a lower grade will be obtained. When submitting electronic files, problems such as computer issues (including virus infection), absence of internet connection, difficulties in connection to Brightspace (unless a system-wide error), or lost/stolen files, among others, do not justify any delay.

If a participant did not request for an extension of the submission and is more than 60 minutes late in their submission, the following late penalties will apply.

- Submissions up to 48 hours after the deadline: - 10%
- Submissions of 48 hours up to 96 hours after the deadline: - 20%
- Submissions of 96 hours up to 144 hours after the deadline: - 30%
- Submissions of 144 hours up to 168 hours after the deadline: -40%

Submissions more than 168 hours late will not be accepted and the assignment will be marked as incomplete. Resubmissions are allowed until the deadline for any particular assignment. Problems such as failure to proofread and doubts related to the work's readiness will not be accepted as reasons to resubmit after the deadline. Therefore, participants must pay attention to submit the correct file/version of their work when submitting a file.

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

To assist the detection of plagiarism, professors/instructors may request an automated originality check of all written assignments performed by the anti-plagiarism software Turnitin. While the Turnitin Originality Report indicates similarities with external sources, it remains the responsibility of the professors/instructors to determine cases of plagiarism. Participants have access to the Turnitin Originality Report, which is produced upon submission of the assignment. For more information on Turnitin, visit: <https://www.turnitin.com/>.

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

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

For minor violations, the EUI GEM team may decide the following measures: resubmission of an assignment, or supplementary form of examination (e.g. oral exam); deduction of points and lowering of the grade for the assignment; a failing grade for the examination or specific assigned exercise; or a failing grade for the course as a whole, depending on the importance

of the work to the overall course grade. For major violations, the [EUI Code of Ethics in Academic Research](#) and the [EUI Disciplinary Regulations](#) apply.

The participant shall be provided the opportunity to make his/her case and defend him-/herself. Participants have the right to appeal. Further procedures are outlined in the [EUI Code of Ethics](#) and the [EUI Disciplinary Regulations](#).

Failed modules. Participants will be required to take a resit where their overall average grade for a module is below 50. Faculty retain the final responsibility in designing a resit assignment that is appropriate and that will overwrite all previous grades of the possible different assignments within the module. Participants can retake a maximum of 3 failed modules for the entire programme. Each failed module can be retaken up to 2 times within the duration of the programme. The grade of the retaken module will be capped to a maximum grade of 50.

Participants cannot graduate with one or more fail grade(s) in the Transcript of Records. In case of one or more fail grade(s) in the Transcript of Records, participants are deferred to the next graduation period and they are allowed to take additional resits (on top of the 2 permitted within the programme duration) upon retaking the failed course and paying the equivalent fee.

Specific requests for assignments. Participants with specific requests for alternative assignment arrangements or deadline adjustments for other reasons, e.g., faith-based reasons, will contact the professor/instructor in advance to ask for a different date. Once the approval for an alternative arrangement has been given for the assessment/examination of a participant, it will be valid for the participant who requested it during his/her status as a GEM's programme participant.

REVIEW, INSPECTION AND APPEAL

Participants are authorised to inspect all components making up the complete grade of a module (essays, midterms, final exams, and others) within two weeks of the announcement of the final average grade for each module. The inspection deadline can be extended or shortened in particular circumstances such as the Institute's closure, professors/instructors/TAs' vacations or public holidays.

The EUI GEM programme will follow the [EUI Academic Rules and Regulations](#) key aspects of this procedure:

- a) **Right:** EUI participants have the right to appeal in the circumstances defined in the Rules and Regulations against decisions that affect them personally.
- b) **Academic Judgement:** The appeal procedure cannot be used to contest academic judgement. If a participant thinks that s/he deserves a better grade, this cannot constitute a ground for appeal.
- c) **Non-Academic Grounds:** In case substantial information directly relevant to the quality of the performance under academic judgement was not available, for a good reason to the person grading the assignment; if there is evidence of prejudice or lack of due diligence from the person grading; if the procedures presented in the Academic Rules and Regulations have not been followed in taking the decision; if there are personal grounds beyond the participant's control (personal illness or illness of a close relative or partner and the duty of care that may entail).

- d) **Timing:** (a) the notice of intention to appeal must be submitted within 7 days of notification of the decision (including the date of notification), and (b) grounds of appeal must be submitted in writing within 14 days of notification of the decision (including the date of notification).
- e) **Form of Appeal:** Notice and grounds of appeal must be in writing. The appeal should be reasoned, which means it should (a) clearly spell out the individual grounds of appeal and any of the special circumstances mentioned above on which it is based, and (b) specify the outcome the appellant seeks. The written submission must also include all supporting documentation the appellant wishes to be considered. In principle, it is not possible to introduce new arguments or documentation later in the appeal. The appeal should be submitted to the Dean of Executive Education, the EUI GEM Scientific Coordinator and the EUI GEM Programme Coordinator, acting as the secretariat.
- f) **Appeals Committee:** the Dean of Executive Education will hear the Appeal, together with the Scientific and Programme Coordinators of the EUI GEM programme acting as secretary, and two Faculty members of the EUI. The Faculty members will be appointed ad hoc and should not have graded the participant in any relevant assignment.
- g) **Hearing:** Where an appeal is to be heard by the Appeals Committee, the participant will be given reasonable notice of the hearing date and will be entitled to attend and be accompanied by one other current member of the EUI community. The appellant may present her/his case in person or may nominate another member of the EUI community to do so on their behalf. The Appeals Committee has access to all relevant material produced by the participants and may hear from any person it deems fit. After hearing the appellant and/or the appellant's nominee, the Appeals Committee shall deliberate in closed session and formulate its decision.
- h) **Decision options:** On hearing an appeal, there are three options available to the Appeals Committee. It has the authority to (a) Confirm the original decision, in which case no further action is taken in respect of the appeal, and the case is concluded; (b) Instruct the relevant Faculty member reconsider the appellant's case, adopting any requirements specified by the Appeals Committee; and (c) Vary the original decision.

FINAL PROVISIONS

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

Audio or video recording of academic activities. Academic sessions developed in digital mode are automatically recorded and stored in Brightspace and accessible to the participants during their learning period at the EUI. Participants who want to make personal audio or video recording of an educational event should ask for approval from the attending participants and professors/instructors involved in the activity. Additionally, if a participant wants to share the recording with others, s/he should have the approval of all people involved.

Social Media. Social media brings several benefits and opportunities in an academic environment, such as enabling global communication and promoting a dynamic academic debate. Participants should use social media responsibly and be aware of the consequences of irresponsible use. Therefore, posting offensive content related to the EUI or any of its educational activities on social media is prohibited and will result in disciplinary action.

Participants with disabilities. Participants with disabilities that might impact their studies are invited to mention their needs to the Programme Coordinator and Scientific Coordinator of the EUI GEM programme and the EUI staff before starting the programme to implement reasonable adjustments. This should be done following the EUI [Disability and Specific Educational Needs policy](#). Within the establishment of these specific requirements, participants must also specify the extent to which information related to their disabilities may be shared with the EUI community. If the EUI is not informed about a disability well in advance, it may not be possible to make appropriate adjustments.

Quality Assurance of the Global Executive Master's programme. EUI's internal quality assurance system is designed to directly address the good practices in quality assurance as defined in the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

The EUI GEM team actively seeks feedback about the programme from the EUI GEM participants. Participants are asked at the end of each module to submit a module evaluation form, standardised across the programme. They are asked a set of general questions about the learning approach and outcomes of the module, as well as a set of questions on the lead faculty, other instructors, and the teaching assistants, if applicable. The participants can submit their evaluation forms up to a deadline that comes before the final grades of the module are released, once the minimum threshold 60% response rate is reached. The evaluation results are released for Professor's viewing two weeks after the final grades are submitted.

EUI GEM participants are also encouraged and provided with avenues to provide feedback to any member of the EUI GEM team about topics related to the programme as a whole or specific modules. The EUI GEM team regularly discusses participants feedback in its weekly meetings.

To ensure a high level of quality of the programme, as well as its continuous development, every two years starting from September 2024, the EUI Dean of Executive Education appoints a Quality Assurance Committee (QAC) of the EUI GEM. The QAC meets at least once per academic year to discuss participants' evaluation forms, direct feedback from the participants, and other topics relating to the quality, and provides recommendations for the further development of the programme. To ensure diversity of views and objectivity, the QAC can have members outside of the EUI GEM team, including members external to the EUI.

The EUI GEM Scientific Coordinator is tasked with assisting the lead faculty with syllabi development, including but not limited to questions of module structure, assessments, learning outcomes, placement of modules in the broader structure of the EUI GEM. The EUI GEM Scientific Coordinator and the EUI Dean of Executive Education provide a final assessment and quality check of all the module syllabi.

The EUI GEM Scientific Coordinator coordinates the provision of faculty development workshops on topics that would contribute to enhancing the quality of the programme. Speakers internal and external to the EUI can be tasked with the delivery of such workshops.

As part of institutional quality assurance, the EUI GEM is subject to a cyclical monitoring scheme every five years, which is done at the EUI level.

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

The EUI provides an outline of the EUI GEM programme on the programme’s website. The site is continuously updated, and all relevant information for enrolled participants is also available on Brightspace.

The participants must regularly check their institutional e-mail address, the EUI website and EUI GEM’s website and Brightspace to be aware of any changes and updates.

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

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

STRUCTURE OF THE GLOBAL EXECUTIVE MASTER’S PROGRAMME

PROGRAMME OVERVIEW AND ACADEMIC CALENDAR

The EUI GEM programme’s academic content is divided into different blocks and each is comprised of one or more modules, enabling the participant’s progression in an efficient and structured way (Table 3)

Table 3 – EUI GEM Programme overview

| | CODE | ECTS | YEAR |
|---|-------------------------|------|------|
| <i>4 compulsory core modules taken by all participants.</i> | CORE MODULES | | |
| | CORE-1 | 5 | 1 |
| | CORE-2 | 5 | 1 |
| | CORE-3 | 5 | 1 |
| | CORE-4 | 5 | 1 |
| <i>5 compulsory elective modules out of the 12 offered. Should a participant wish to specialise, 3 out of 5 must be taken in the same specialisation track.</i> | ELECTIVE MODULES | | |
| Specialisation track in Energy & Climate | ENEC-1 | 3 | 2 |
| | ENEC-2 | 3 | 2 |

| | | | |
|--|------------------------------------|-----------|-----|
| | ENEC-3 | 3 | 2 |
| Specialisation track in Economy & Finance | ECOF-1 | 3 | 2 |
| | ECOF-2 | 3 | 2 |
| | ECOF-3 | 3 | 2 |
| Specialisation track in Tech & Governance | TEGO-1 | 3 | 2 |
| | TEGO-2 | 3 | 2 |
| | TEGO-3 | 3 | 2 |
| Specialisation track in Geopolitics & Security | GEOS-1 | 3 | 2 |
| | GEOS-2 | 3 | 2 |
| | GEOS-2 | 3 | 2 |
| <i>7 compulsory professional skills modules.</i> | PROFESSIONAL SKILLS MODULES | | |
| | PRO-1 | 1 | 1 |
| | PRO-2 | 3 | 1 |
| | PRO-3 | 3 | 1 |
| | PRO-4 | 3 | 1 |
| | PRO-5 | 1 | 1 |
| | PRO-6 | 3 | 1 |
| | PRO-7 | 3 | 2 |
| | PRO-8 | 1 | 2 |
| <i>Compulsory capstone project to be implemented in collaboration with a company or organization and supported by EUI Faculty.</i> | CAPSTONE PROJECT | | |
| | CAP | 20 | 1-2 |
| | TOTALS | 70 | |

The core modules provide the “foundation” of the programme and are organized during the first academic year, while the elective courses are designed so the participants can specialise in specific areas of their choice (if they like) and are built upon the second academic years. Professional development modules run throughout the two-year programme.

A detailed programme structure is published on the EUI GEM website and on the GEM Handbook.

Academic Calendar. The EUI GEM academic calendar is as follows:

- First term (autumn) – from September to December
- Second term (winter) – from January to March
- Third term (spring) – from March to June

- Fourth semester (summer) – from July to September
- Fifth term (autumn) – from September to December
- Sixth term (winter) – from January to March
- Seventh term (spring) – from March to June
- Eighth term (summer) – from July to September

Participants are expected to complete their degree within two years, i.e., eight part-time consecutive terms. The Rules relating to extensions of time, intermissions and deferral are contained above.

First year of the Global Executive Master's programme. The first year lays the foundations for understanding the analysis of transnational governance from legal, economic, historical, and social science perspectives. The academic offering is split over different modules. Participants must have obtained 28 ECTS (20 ECTS for core modules and 8 ECTS in professional development) in Year 1 to be admitted to Year 2 and continue their studies. In exceptional circumstances, in cases of extensions of deadlines or intermission of studies which will nevertheless allow for a smooth transition into the second year programme, participants may be allowed to commence second year with fewer credits (minimum 20). In case less than 20 ECTS have been achieved, the participant should contact the EUI Scientific Coordinator to discuss his/her case.

Second year of the Global Executive Master's programme. During the second year, the curriculum comprises a wide choice of elective modules (twelve). Participants will take five elective modules, work on the Capstone Project, and complete the Professional development modules. To specialise in one specific area out of the four proposed (ENEC, ECOS, GEOS and TEGO) participants must take three courses within the same track and develop a Capstone Project in the same area of expertise. Specialising in one area is not compulsory, but a choice made by the participant.

To develop the Capstone Project, the participants will be working on a project addressing a real policy problem facing an organisation and proposing solutions based on original research. The participants can work on project linked to the organisations they are working for. In case they would rather work with an external organisation, the EUI GEM will work to identify a partner organisation that would provide a set of possible policy-related research questions that a Capstone could address.

The project will be jointly mentored by the organisations in question and EUI GEM faculty. A mentor from an organization in question should be nominated to support the project by providing feedback and advice on the topic and the general approach of the Capstone. The EUI GEM team facilitates the contact with partner organisations in selecting the appropriate mentor for the Capstone. A supervisor from EUI GEM faculty should be identified by the EUI GEM team. By the end of August of the eighth term, participants must submit the completed project. The specific requirements for the Capstone Project will be communicated in a separate document "Guidelines for the EUI GEM Capstone Project".

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

Participants need to complete all courses and obtain the total of 70 ECTS in order to pass the second year and earn the Executive Master's degree.

CONDITIONS FOR DEGREE CONFERRAL

In order to receive the EUI GEM's programme degree from the EUI, participants must have earned 70 ECTS credits, fulfilled all their financial obligations and met the following conditions:

- Enrolment in the Global Executive Master's programme for at least eight terms
- Fulfilment of all academic requirements
- Completion of four core modules
- Completion of all the activities related to the chosen specialisation track (if the participant seeks to specialise)
- Completion of all elective modules
- Completion of professional development courses
- Submission of the Capstone Project

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

As proof that the programme has been successfully completed, participants receive a diploma of the degree, signed by the EUI President. Every participant is also entitled to receive a Transcript of Records for each year of study. A Transcript of Records is the document that contains the participant's academic achievement in the EUI GEM's programme. It displays the modules, the number of ECTS credits that have been achieved, and the grades awarded. As for the Capstone Project, the Transcript of Records will be stored in the content service platform Alfresco.

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

PARTICIPANTS' RIGHTS AND RESPONSIBILITIES

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

Right to academic information. Participants have the right to access full and timely educational information, which includes: participant-related policies, regulations and official documents, and access to the full text of these documents; syllabi of courses and seminars offered within the programme; information on the dates of the start and end of the academic semester and term, examinations, deadlines, holidays, graduation and other key dates at the EUI and the EUI GEM programme.

Module and supervision evaluation. Participants have the right and obligation to evaluate the whole programme and every single module, professor and instructor. Both modules and

supervision evaluations are conducted anonymously through online surveys at the end of each term. The results from evaluations are taken very seriously and the participants are encouraged to participate. For this reason, only when 75% of the participants reply the end of term surveys, then the final grade will be released for the entire group. Only in this way is it possible to guarantee an adequate flow of feedback for the improvement of the programme for current and prospective participants.

Satisfactory progress and financial aid. Participants must comply with the specific requirements for each module/seminar, which are available for all participants at the beginning of the term. Participants who fail to meet satisfactory progress requirements may be subject to discontinuation of financial aid.

APPENDIX I – GLOSSARY

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| Academic Director | Professor appointed to oversee all matters related to the Executive Master's programme and other matters. |
| Academic intake | The admitted participants for the EUI GEM programme for any given academic year. |
| Academic recovery | The resumption of studies following an intermission where it is anticipated that credits will be awarded within the normal timeframe. |
| Academic term | The portion of the academic year corresponding to autumn term, winter term, spring term and summer term. |
| Academic year | The annual period of educational sessions between the beginning of September and the end of August of the following year. |
| Administrative fee | A fee imposed and administered by the EUI covering the implementation of a specific procedure. |
| Admission | The official permission given to participants to attend the EUI GEM. |
| Ancillary fee | A fee imposed and administered by the EUI covering specific services. |
| Application file | The set of documents required to be submitted in view of being considered for admission to the EUI GEM. |
| Application | Formal request of an applicant to be considered for admission to the EUI GEM. |
| Approved external sources | Any institution, organisation or natural person acting as a donor for a participant in view of financially supporting his/her studies. |
| Asynchronous learning | Distance education using the resources prepared by the professor but without real-time interaction with him/her. |
| Assessment | Systematic process conducted to identify participants' level of performance related to each module. Feedback is provided to improve the participants' path towards learning. Assessments contribute to participants' grades in modules. |
| Assignment | All learning activities (individual and/or in a group) designed to obtain the skills defined for the EUI GEM. These include, but are not limited to: (i) written papers, essays, reports, Capstone Project or other written assignment; (ii) working on a research assignment; (iii) participation in seminars, tutorials, lectures, master classes, workshops, and project and study groups; and (v) participation in fieldwork or simulation games. Assessments may be graded or ungraded. |
| Attendance waiver | A temporary waiver of the requirement to attend synchronous classes or asynchronous activities. |
| Candidate | Every person who makes a formal application for the EUI GEM. |
| Commencement date | The official starting date of the EUI GEM. |
| Course-related fee | A fee imposed and administered by the European University Institute |

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| | relating to course activities. |
| Debit note | The document issued in respect to the establishment of an amount receivable. |
| Deferral | The act of postponing the enrolment in the EUI GEM by one academic year or until the next intake point. |
| Duty of care | The participant's obligations to provide care to his/her partners, children, or relatives of the first degree which will detrimentally affect their ability to complete their studies within the normal time frame. |
| ECTS | The European Credit Transfer System (ECTS) express the learning based on the defined learning outcomes and their associated workload. In the EUI GEM, one ECTS credit is equal to 25 hours. |
| Elective module | Modules offered during the second year. Participants can specialise in a specific track if they choose three electives out of the mandatory five in that track. |
| Eligibility check | Stage I of the admissions selection process which assesses the completeness of application files and minimum eligibility requirements. |
| Evaluation | Judgment about the performance of participants to define the grade to which goals are achieved. |
| Evaluation & Selection | Stage II of the admissions selection process involving a comparative review of candidates' applications. |
| Extension | The deferment period granted on a submission deadline in relation to an assignment. |
| Fabrication | The falsification or invention of qualifications, data, information or citations in any formal academic exercise. |
| Fee status | The specific status allocated to each participant who has registered on the EUI GEM in relation to the financial obligations. |
| Financial support | A financial contribution offered by an external source covering partially or fully the tuition fee and in certain cases travel and accommodation for residential periods. |
| Hybrid teaching | Academic activity in which participants can be either online or in person |
| Instalment | Any of the several parts into which the tuition fee may be divided into for payment at successive fixed intervals. |
| Intermission | A break in studies with a temporary suspension of registration. |
| Module | The primary credit-bearing teaching form in the EUI GEM. |
| Motivation letter | A well-rounded written account of the activities, interests and motivations in support of the applicant's potential and suitability for the EUI GEM. |
| New entrant | A participant who is enrolled in the EUI GEM for the first time. |
| Normative study pace | Regular academic progression completed within a two-year period. |
| Normative time-to- | The maximum length of registration for the Master's programme |

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| degree | (36 months excluding intermissions with suspension of registration period). |
| OB note | Outstanding Balance – a status note receivable by the EUI GEM candidate who were granted permission to pay the tuition fee in four instalments. |
| Online teaching | Academic activity which takes place exclusively with the support of electronic resources. Activities can either be synchronous or asynchronous. |
| Parental leave | A temporary leave from the programme granted to a participant by the EUI on the grounds of parenthood imminently before and after the birth/adoption of their child. |
| Payment calendar | The document indicating deadlines for the payment of the programme fees. |
| Period of studies | The time spent by a participant for obtaining the EUI GEM degree, including intermissions where registration was suspended. |
| Place offer | A place offered to selected candidates for admission to the EUI GEM. |
| Plagiarism | The deliberate or reckless copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement. |
| Point of entry | The academic year when the participant is enrolled in the GEM. |
| Programme fees | All the fees (tuition, administrative, ancillary) associated with the EUI GEM. |
| Provisional place offer | A place offered to selected candidates for admission to the EUI GEM contingent upon completion of the financial requirements. |
| Reasonable justification/valid reason | Reasons and/or justifications that justify exceptional decisions, for example with reference to attendance rate calculation or postponement of the deadline for assignments. These can be medical (unexpected illness or an accident causing injury, re-occurrence of a chronic illness), compassionate (hardship or trauma, such as death or serious illness/injury of a close family member, severe disruption to domestic arrangements, being a victim of crime) or of other type (such as religious observance, or transport disruption). |
| Recognition | A formal acknowledgement by a competent authority of the value of an educational qualification. |
| Refund | The reimbursement made by the EUI of the amounts paid by a withdrawing participant. |
| Registration | The process of enrolment of selected candidates |
| Resit | An attempt to sit an examination by a participant who has previously failed or failed to attempt an assignment. Resits may be capped (maximum grade of 50) or uncapped (maximum grade of 100). |
| Selected candidate | Every person selected for admission to the EUI GEM prior to formal confirmation on accepting the offer |
| Selection | The institutional body in charge of the admissions selection process |

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| Committee | |
| Self-financing | The condition of a participant self-paying their annual statutory tuition fees or financially supported by external funding, different from the EUI GEM funding schemes. |
| Synchronous learning | Educational activity that takes place in real-time and in which the participants interact with the professor. |
| Participant status | The status granted to all the participants officially enrolled in the EUI GEM |
| Teaching Assistant | Doctoral students or researchers that facilitate in-class activities, particularly regarding logistics of group activities such as simulations or negotiation games. |
| Teaching staff | Professors, experts, instructors, practitioners, and assistants involved in the training activities related to the EUI GEM. |
| Transcript of Records | "ToR". An up-to-date record of the participants' progress in their studies: the educational components they have taken, the number of ECTS credits they have achieved, and the grades they have been awarded. |
| Tuition fee deposit | An advance payment made by a participant and credited towards the tuition fee. |
| Tuition fee | The amount paid by a participant covering the costs for attending the EUI GEM. |
| Undergraduate degree | Academic degree earned by an applicant who has completed undergraduate courses covering the equivalent of at least 180 ECTS credits (or equivalent). |
| Withdrawal | The act of a participant wishing to cease permanently his/her participation in the EUI GEM. |

APPENDIX II: ACADEMIC INTEGRITY PLEDGE

I pledge to contribute to upholding a culture of honesty, transparency, and ethical conduct throughout my education at the European University Institute. This includes, but is not limited, to abiding by the EUI Code of Ethics in Academic Research, by the EUI Rules and Regulations and the Rules and Regulations for the Global Executive Master (GEM).

Among other things, I pledge that

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

Place and Date _____

Participant name and surname _____

Signature