



European
University
Institute

SCHOOL OF
TRANSNATIONAL
GOVERNANCE

RULES AND REGULATIONS FOR THE MASTER OF ARTS IN TRANSNATIONAL GOVERNANCE

IUE 341/16 (CA 312)
Academic Council
13 May 2020

RULES AND REGULATIONS
FOR THE MASTER OF ARTS IN TRANSNATIONAL GOVERNANCE

Contents

PREAMBLE: PURPOSE OF THE RULES AND REGULATIONS	6
DEFINITIONS.....	7
PART I: ADMINISTRATIVE ORGANISATION	12
CHAPTER 1.1 ADMISSION POLICY STATEMENT	13
CHAPTER 1.2 THE SELECTION COMMITTEE	14
1.2.1 Tasks of the Selection Committee	14
1.2.2 Composition and appointment.....	14
1.2.3 Obligations, Rights and Duties	15
1.2.4 Confidentiality and data protection	15
1.2.5 Conflicts of interest	15
CHAPTER 1.3 APPLICATION, SELECTION AND ADMISSION PROCESS	17
1.3.1 Publicity	17
1.3.2 Timing of the selection procedure	17
1.3.3 Eligibility.....	17
1.3.4 The application file.....	17
1.3.5 Selection criteria.....	19
1.3.6 The selection process.....	19
1.3.7 No appeals concerning admissions.....	20
CHAPTER 1.4 STG FEES AND SUPPORT OPPORTUNITIES.....	21
1.4.1 General provisions.....	21
1.4.2 Currency	21
1.4.3 Student fee liability	21
1.4.4 Fee Status Classification.....	21
1.4.5 Payment Calendar.....	24
1.4.6 Tuition fee deposit.....	25
1.4.7 Payment methods	25
1.4.8 Payment default.....	25
CHAPTER 1.5 STUDENT STATUS AND RESIDENCE REQUIREMENTS	28
1.5.1 Student status.....	28
1.5.2 Maximum length of registration for the Master's programme	28
1.5.3 Right to submission of thesis/capstone project.....	28
1.5.4 Residence requirements.....	28
CHAPTER 1.6 CHANGES IN THE STUDENT STATUS.....	29
1.6.1 Deferrals	29
1.6.2 Withdrawal, intermission and extension of deadlines	29
CHAPTER 1.7 THE REFUND POLICY.....	34
CHAPTER 1.8 EXAMINATION REPEAT POLICY	36
PART II: ACADEMIC ORGANISATION	37
CHAPTER 2.1 GENERAL PROVISIONS.....	38

2.1.1	Registration	38
2.1.2	Type of Programme	38
2.1.3	Study Load	38
2.1.4	Language of instruction	38
CHAPTER 2.2	ACADEMIC CONDUCT	39
2.2.1	General provisions	39
2.2.2	Conduct during academic activities	39
2.2.3	Library and ICT facilities	39
2.2.4	Essay-writing services and Personation	39
CHAPTER 2.3	ORGANISATION OF TEACHING AND LEARNING METHODS	41
CHAPTER 2.4	CLASS ATTENDANCE AND PUNCTUALITY	43
CHAPTER 2.5	WORKLOAD AND CREDITS	44
CHAPTER 2.6	WEIGHTING AND GRADING	45
2.6.1	Grading	45
2.6.2	Responsibility	46
CHAPTER 2.7	ASSIGNMENTS	47
2.7.1	Individual Assignments	47
2.7.2	Study Groups	47
CHAPTER 2.8	ASSESSMENT	48
2.8.1	Submitting work for assessment	48
2.8.2	Late submissions	48
2.8.3	Extensions	48
2.8.4	Missing submissions	49
2.8.5	Making changes after submission	49
CHAPTER 2.9	EXAMINATIONS	50
2.9.1	General provisions	50
2.9.2	Content and forms of examination	50
2.9.3	Scheduling, frequency and deadlines of examinations	50
2.9.4	Excusable absences and unforeseen circumstances for the postponement of evaluation	51
2.9.5	Specific requests for examinations	51
2.9.6	Non-academic commitments	52
2.9.7	Determination, announcement and publication of exam results	52
2.9.8	Failing examinations	52
2.9.9	Right of review and inspection	53
2.9.10	Resitting /re-taking exams	53
2.9.11	Retention period of examinations and graded assignments	54
2.9.12	Period of validity	54
2.9.13	Redo study units	54
2.9.14	Conduct during written exams	54
CHAPTER 2.10	ADDITIONAL PROVISIONS	56

2.10.1	Electronic devices.....	56
2.10.2	Audio or video recording of academic activities	56
2.10.3	Social Media.....	56
2.10.4	Organising events	56
2.10.5	Students with disabilities	56
2.10.6	Quality Assurance of the Master's programme	57
CHAPTER 2.11	FINAL PROVISIONS	58
2.11.1	Notice	58
2.11.2	Communications and announcement of decisions	58
PART III:	STRUCTURE OF THE MASTER OF ARTS IN TRANSNATIONAL GOVERNANCE	59
CHAPTER 3.1	GENERAL OVERVIEW	60
3.1.1	Academic Calendar	61
3.1.2	Duration of studies	61
CHAPTER 3.2	TRANSNATIONAL GOVERNANCE PREPARATORY SCHOOL	62
3.2.1	Academic Component	62
3.2.2	Practical/logistic Component.....	62
CHAPTER 3.3	FIRST YEAR OF THE MASTER'S PROGRAMME	63
3.3.1	Conditions for Passing the First Year	63
3.3.2	Conditions for repeating a year	64
CHAPTER 3.4	INTERNSHIP	65
CHAPTER 3.5	SECOND YEAR OF THE MASTER'S PROGRAMME.....	67
3.5.1	Open activities of the Master of Arts in Transnational Governance.....	67
3.5.2	Consolidation Themes (CT)	67
3.5.3	Master Thesis	68
3.5.4	Capstone Project Report.....	68
3.5.5	Optional: Student's Mobility Programme (SMP).....	68
3.5.6	Conditions for Passing the Second Year	68
CHAPTER 3.6	CONDITIONS FOR DEGREE CONFERRAL	69
3.6.1	Awarding of summa cum laude and cum laude honours	69
3.6.2	Diploma and Transcripts	69
PART IV:	INTERNATIONAL STUDENT EXCHANGE AND PARTNERSHIPS	70
4.1.1	General guidelines for the SMP.....	71
4.1.2	Course registration for the SMP	71
4.1.3	Evaluation for students in the SMP	72
4.1.4	Exchange Programme.....	72
4.1.5	Study Abroad Programme	72
PART V:	STUDENT' RIGHTS AND RESPONSIBILITIES	73
CHAPTER 5.1	STUDENTS' RIGHTS.....	74
5.1.1	Student representation in academic governance	74
5.1.2	Right to academic information	74

5.1.3	Course and supervision evaluation	74
CHAPTER 5.2	STUDENTS' RESPONSIBILITIES.....	75
5.2.1	Satisfactory progress and financial aid	75
5.2.2	Degree requirements	75
5.2.3	Other requirements	75
APPENDIX I: LANGUAGE ASSESSMENT FOR THE MASTER'S PROGRAMME		76
APPENDIX II: PROGRAMME FEES FOR THE MASTER'S PROGRAMME		77
APPENDIX III: SUMMARY OF RELEVANT DEADLINES.....		78

PREAMBLE: PURPOSE OF THE RULES AND REGULATIONS

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

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

While this set of Rules and Regulations centres on all aspects of admission, requirements, fees and financial aid, 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 that will affect the lives of students at the Institute, notably:

- Disciplinary Regulations¹
- Policy on Harassment Prevention and Education²
- Code of Ethics in Academic Research³
- Guide on good data protection practice in research⁴

The mentioned sources together with these Rules apply to all EUI members and students, including those who are not formally institutional members but are hosted at the STG at any time, e.g., students from partner institutions participating in the Student’s Mobility Programme.

Candidates admitted to the STG/EUI are required to familiarise with all the policies as registration signifies that students accept the conditions and guidelines set out in all regulations. Students also commit themselves to respect all study aspects throughout the programme. That is to say, the administrative and academic aspects and the proper use of the facilities and institutional property to avoid misuse, causing damage or inconvenience to other users.

All appendixes form an integral part of these regulations.

Application

These Rules and Regulations apply with effect for the first intake of the Master’s programme, starting during the academic year 2020-2021, onwards and were approved by the EUI Executive Committee on the 22nd April 2020 and the Academic Council on the 13th May 2020.

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

² European University Institute (2019). EUI Policy on Harassment Prevention and Education

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

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

DEFINITIONS

Academic Director	Professor appointed to look after all matters related to the Master's programmes of the STG, including supervision, admission to successive years and others
Academic intake	The annual amount of admitted students for the Master's programme
Academic recovery	The possibility of resuming studies at the end of an intermission period without affecting the normative study pace
Academic term	The normative portion of the academic year corresponding to autumn term and spring term (also referred to as semester)
Academic year	The annual period of educational sessions between beginning of September and end of August of the following year
Administrative fee	A fee imposed and administered by the School of Transnational Governance covering the implementation of a specific procedure
Admission	The official permission given to students to attend the Master's programme
Admissions Officer (STG)	The person responsible with the overall implementation of the selection-to-admission process
Ancillary fee	A fee imposed and administered by the School of Transnational Governance covering specific services
Application file	The set of documents required to be submitted in view of being considered for admission to the Master's programme
Application	The formal request of an applicant to be considered for admission to the Master's programme
Approved external sources	Any institution, organisation or natural person acting as a donor for a student in view of financially supporting his/her studies
Assessment	Systematic process conducted to identify the level of performance of students by measuring knowledge, skills and attitudes related to each study unit and module. The assessment provides feedback to improve the student's path towards learning. <i>Refer to Chapter 2.8</i>
Assignment	Exercises, training activities or educational components (individual and/or in group) that could be in one of the following forms: (i) Writing a paper, an essay, a report, a Master Thesis or another written assignment; (ii) Working on a research assignment; (iii) Participating in seminars, tutorials, lectures, master classes, workshops, ETS, project groups and study groups; (iv) Completing an internship; and (v) Participating in fieldwork or simulation games. All learning activities are designed to obtain the skills as defined for the Master's programme and its various study units and modules. <i>Refer to Chapter 2.7</i>
Candidate	Every person who makes a formal application for the Master's programme
Commencement date	The official starting date of the Master's programme
Conditional place offer	A place offered to selected candidates for admission to the Master's programme contingent upon meeting the degree requirements

Consolidation Themes (CTs)	Set of topics related to governance issues that conform the different areas of specialisation for the Master's programme within the second year (also referred to as specialisations). <i>Refer to Article 3.5.2</i>
Co-supervisor	An academic who serves as the second advisor for the Master Thesis or the Capstone Project Report alongside the primary supervisor. Co-supervisors may be either other STG/EUI faculty members or external to the EUI/STG in case of dual or joint degrees
Course-related fee	A fee imposed and administered by the School of Transnational Governance covering the examination resit and module repeat fees
Credit (ECTS)	The European Credit Transfer System (ECTS) credits express the volume of learning based on the defined learning outcomes and their associated workload. In the Master-of- Arts in Transnational Governance, one credit is equal to 25 hours
Debit note	The document issued in respect to the establishment of an amount receivable
Defence	Discussion of the Master Thesis or the Capstone Project Report before the Graduation Board
Deferral	The act of postponing the enrolment in the Master's programme by one academic year or until the next intake point. <i>Refer to Article 1.6.1</i>
Duty of care	The student's moral obligation to provide full-time care to his/her partner, children or relatives of the first degree
Evaluation	Judgment about the performance of students to define the grade to which goals are achieved
Executive Training Seminars	Training seminars organised by the STG faculty for mid-career professionals. The students of the Master of Arts in Transnational Governance should attend two seminars during the second year. The scientific coordinator in charge of the ETS – based on the student's profile – validates their attendance
Extension	The deferment period granted on a submission deadline in relation to the thesis/capstone project. <i>Refer to Article 1.6.2.</i>
Fabrication	The falsification or invention of qualifications, data, information or citations in any formal academic exercise
Fee status	The specific status allocated to each student who has registered on the Master's programme in relation to the financial obligations. <i>Refer to Article 1.4.4</i>
Free Electives	Seminars on a CT that students can choose during the third semester. They should be on a different topic from the one selected for their specialisation
Graduation Board	The committee of STG professors that examines the students of the Master of Arts in Transnational Governance and decides on the award of the degree (also referred to as Thesis Jury or Examining Board)
Immigration status	The legal status of a foreign national residing temporarily in Italy
Instalment	Any of the several parts into which the second year tuition fee may be divided for payment at successive fixed intervals. <i>Refer to Article 1.4.8</i>

Intermission	A break in the study programme with or without a temporary suspension of the registration period. <i>Refer to Article 1.6.2</i>
Internship	A real-world work experience—in an organisation from the public, private or civil society sector—that provides the students with the possibility to put into practice the academic concepts learned during the first year. <i>Refer to Chapter 3.4</i>
Joint degree	A single degree issued by two (or more) higher education institutions based on a study programme jointly developed and provided by them
Leave of absence	A temporary leave from the programme granted to a student by the School of Transnational Governance. <i>Refer to Article 1.6.2</i>
Modules	Didactic and learning material formally structured that contains a coherent and explicit set of topics, teaching methods, learning outcomes and assessment procedures
New entrant	A student who is enrolled in the Master's programme for the first time
Normative study pace	The regular academic progression completed within a two-year period
Normative time-to-degree	The maximum length of registration for the Master's programme (up to 36 months excluding the intermissions with suspension of registration period)
OB note	<i>Outstanding Balance</i> – a status note receivable by the students who were granted permission to pay the second year tuition fee in four instalments. <i>Refer to Article 1.4.8</i>
Parental leave	A temporary leave from the programme granted to a student by the School of Transnational Governance on grounds of parenthood imminently before and after the birth/adoption of their child. <i>Refer to Article 1.6.2</i>
Payment calendar	The document indicating the deadlines for the payment of the programme fees throughout an academic year
Period of studies	The overall period spent by a student for obtaining the Master degree including the intermissions with suspension of registration period
Place offer	A place offered to selected candidates for admission to the Master's programme
Plagiarism	The deliberate copying of ideas, text, data or other work (or any combination thereof) without due permission and acknowledgement
Point of entry to the programme	The calendar year when the student enrolled in the Master's programme
Pre-screening	The stage I of the three-stage selection process for recruiting students to the Master's programme covering the assessment of completeness of application files
Programme fees	All the fees (tuition, course-related, administrative and ancillary) associated with the Master's programme
Provisional place offer	A place offered to selected candidates for admission to the Master's programme contingent upon completion of the financial requirements
Recognition	A formal acknowledgement by a competent authority of the value of an educational qualification

Refund	The reimbursement made by the School of Transnational Governance of the amounts paid by a withdrawing student. <i>Refer to Chapter 1.7</i>
Registration	The first stage in the process of enrolment referring to all the selected candidates
Resit	The second (and third) attempt to sit an examination by a student who has previously failed
Screening	Stage II of the three-stage selection process for recruiting students to the Master's programme covering the comparative review of candidates' files
Selected candidate	Every person selected for admission to the Master's programme prior to formal confirmation on accepting the place offer
Selection Committee	The institutional body in charge of the selection process. <i>Refer to Chapter 1.2</i>
Self-financing	The condition of a student self-paying their annual statutory tuition fees
Statement of purpose	A well-rounded written account of all the activities, interests and motivations in support of the applicant's potential and suitability for the Master's programme
Student status	The status granted to all the students officially enrolled in the Master's programme from the time they join the School of Transnational Governance until the end of the programme
Study Unit (SU)	Different components of a module
Supervisor	An academic who serves as an advisor for the development of the Master Thesis or the Capstone Project Report. Supervisors may be STG/EUI faculty members or external in case of dual or joint degrees
TCs Coordinator	Professor in charge of the TCs design and development
Teaching Associate	STG Academic staff that support the STG faculty in the design and implementation of the different activities related to each field of expertise
Teaching staff	Professors, experts, instructors, practitioners and Teaching Associates involved in the training activities related to the Master of Arts in Transnational Governance.
Thematic Clusters (TCs)	STG's selected areas of specialisation that are active in the Master of Arts in Transnational Governance through the CTs.
Transcript of records	An up-to-date record of the students' progress in their studies: the educational components they have taken, the number of ECTS credits they have achieved, and the grades they have been awarded
Tuition fee deposit	An advance payment set at EUR 3.000,00 made by a student and credited towards the first year tuition fee
Tuition fee waiver	A formal decision taken by the School of Transnational Governance on complete exemption from, or a reduction of, the statutory annual tuition fees
Tuition fee	The annual amount paid by a student covering the costs for attending the Master's programme

Undergraduate degree	Academic degree earned by an applicant who has completed undergraduate courses covering the equivalent of at least 180 ECTS credits
Withdrawal	The act of a student wishing to cease permanently his/her participation in the Master's programme. <i>Refer to Article 1.6.2</i>

PART I: ADMINISTRATIVE ORGANISATION

The STG will pursue a narrowly tailored selection-to-admission process where a wealth of information is considered to identify those most likely to benefit from the STG educational offer, and to weigh each candidate's potential contribution to the overall learning environment. The STG assumes the responsibility to treat all candidates fairly and transparently through an enabling system informed by equal opportunity to demonstrate relevant achievements and potential. The STG reserves the right to define **merit for admission** as not being limited to one factor but sitting at the intersection of multiple experiences, attributes and metrics that creates the individual context for each candidate assessment.

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

1.2.1 Tasks of the Selection Committee

The Selection Committee has the following tasks in relation to the Master's programme:

- Establishing the timeline for the selection process
- Determining the short-listing process and ranking system
- Screening and conducting the comparative review of the candidates' files by applying the selection criteria as defined in art. 1.3.5
- Admission of researchers to the Master's programme

1.2.2 Composition and appointment

The Selection Committee has the following composition:

- STG Director acting as the Chair of the Committee
- STG Executive Director (with voice but no vote)
- Academic Director of the Master's programme
- One (1) STG Teaching associate
- Two (2) EUI/STG professors
- One (1) Student Body representative (with voice but no vote)

The STG Admissions Officer is present, acting as advisor to the committee, with voice but no vote. The STG Admissions Officer supports the work of the Committee and acts as the secretary. The STG Admissions Officer is not a member of the Selection Committee.

The Chairperson 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 (STG Admissions Officer).

A Selection Committee is organised for each annual procedure. Except for the STG Director, the STG Executive Director and the Academic Director who are permanent members, the STG Teaching associate, the EUI/STG professors and the Student Body representative may vary. The STG Director nominates them at the beginning of each calendar year.

1.2.3 Obligations, Rights and Duties

The members of the Selection Committee have equal rights and obligations.

The Selection Committee must always observe the principles of equal treatment while performing its duties.

The *Rules and Regulations for the Master of Arts in Transnational Governance* are the references the Selection Committee relies upon in ensuring consistency and impartiality in all aspects of the selection procedure.

1.2.4 Confidentiality and data protection

The deliberations of the Selection Committee are strictly confidential. The confidentiality of the proceedings is in order to guarantee the independence of the Committee and the objectivity of their work, by shielding it from any interference or outside pressures. Maintaining this confidentiality means not divulging the standpoints adopted by individual members or revealing any details, data, information and knowledge connected with personal or comparative 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 provided for by the applicable rules of the EUI Data Protection Policy.

1.2.5 Conflicts of interest

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

The policy does not prohibit the STG from admitting as students, persons who are in a close personal or professional relationship with members of the STG and/or of the EUI community, provided that those candidates comply with the requirements outlined in the current regulations. Examples of a close personal or professional relationship are family relationships such as those between spouses or spousal equivalents, parents and children, siblings, in-laws, grandparents and grandchildren; consensual amorous and/or sexual relationships; relationships between persons whose economic interests are closely interrelated. Throughout the period of study at the STG, there shall be no direct reporting or supervisory relationship between those concerned, nor shall they be involved in any decision relating to the other.

Any direct decision-making as regards the admission and ensuing administrative matters by members of the STG with a close relationship to the person concerned is prohibited.

CHAPTER 1.3 APPLICATION, SELECTION AND ADMISSION PROCESS

1.3.1 Publicity

The School of Transnational Governance shall make available all information material relating to the *Rules and Regulations for the Master of Arts in Transnational Governance* in electronic format.

1.3.2 Timing of the selection procedure

Applications shall be submitted by **the end of January**. The selection process - including the pre-screening and the comparative review - shall not extend beyond the **end of March**.

The post-selection procedures – including the communication of the decision made by the Selection Committee – shall take place at the **beginning of April**.

The STG Admissions Officer shall notify, in writing, the selected candidates of the decision made by the Selection Committee. The selected candidates must confirm their acceptance as well as comply with the financial requirements (where applicable) within 30 days of receipt of the notification. In case of payment liability, the balance is due by **30 June** of the same calendar year.

The STG reserves the right to adjust the number of annual academic intakes and therefore the admissions calendar if considered necessary. All changes will be made available in due time.

1.3.3 Eligibility

Candidates are eligible to apply for the Master's programme if they have obtained, or are in the process of obtaining, a Bachelor's degree or equivalent, of at least 180 ECTS. Students may not be registered at the same time for the Master's programme and another academic programme, unless a specific joint degree programme exists between the STG and that university or institution.

1.3.4 The application file

Applications shall be submitted in electronic format, **only**.

The online application file is composed of:

- **Application Form**
- **Curriculum Vitae**
- **Copy of the University Diploma**

If the University Diploma is in any language other than one of the official EU languages, the candidate must submit a copy of the original together with a translation in English. Hard copies are not required at this stage.

If the University Diploma is not available prior to the submission deadline, the STG will accept a **Proof of Awarded Degree** issued by the awarding institution to verify educational credentials. A candidate, who is selected for admission, shall send the copy of the diploma by email, as soon as it becomes available.

If the candidate is in the process of obtaining the mandatory undergraduate degree, the STG will accept a **Proof of Enrolment** in the last year of studies together with a copy of the **Provisional Transcript of Records** for all completed academic terms to date. Both documents should be official and bear the signature of a representative of the Academic Registrar's Office. The STG will not accept signatures from other academic or administrative staff. If the Provisional Transcript of Records is in any language other than one of the official EU languages, the candidate must submit a copy of the original together with a translation in English. Hard copies are not required at this stage. Those candidates selected for admission and in the process of obtaining academic recognition for their ongoing studies will receive a **conditional place offer**. The conditional place offer is not contingent on the fee status. The place offer will receive validation on provision of the University Diploma / Proof of Awarded Degree as soon as it becomes available.

- **Copy of the Transcript of Records**

The **Transcript of Records** shall list the courses taken per each academic term, the marks awarded and (if applicable) the final degree result.

If the Transcript of Records is in any language other than one of the official EU languages, the candidate must submit a copy of the original together with a translation in English. Hard copies are not required at this stage.

If the candidate is in the process of obtaining the undergraduate degree, please refer to *Copy of the University Diploma* section, above.

- **Statement of Purpose**
- **English International Language Certificate**

Candidates are required to submit an English International Language Certificate. Candidates who are English native speakers or have a degree from a university programme taught entirely in English and who have written a thesis in English in such a programme are exempted. The expected level of English proficiency is level B2 of the Common European Framework of Reference (CEFR).⁵

- **Copy of an Identity Document**

If the candidate holds dual nationality, s/he should attach also the copy of a second passport/ID card proving the second nationality.

- **Other qualifications supported by a certificate** (if applicable)

⁵ For language assessment, see Appendix I.

- **Two Reference Letters** to be submitted directly by the academic referees
- **Candidates' Video Presentation** to be submitted online and serving the purpose of enabling the Selection Committee to develop a more accurate judgement of the candidate with regard to scholarly knowledge, academic interest, and experience and language skills

1.3.5 Selection criteria

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

- **Academic record:** *Cumulative Grade-point Average / Grade Trends*
- **Academic and non-academic experience:** *Education Background, Life Experiences, Leadership Roles, Community Service and/or Civic Engagement*
- **Individual attributes:** *Intellectual Curiosity, Leadership Skills, Languages Spoken*
- **Overall compatibility level and potential for success** within the learning environment of the School of Transnational Governance

The Selection Committee will base its work on **the documentation submitted by the candidates** and will assess **merit for admission and access to any of the STG support opportunities** as viewed in the context of the candidate's academic and personal circumstances.

1.3.6 The selection process

The selection process takes place in three consecutive stages:

Stage I: Pre-screening

At the first stage, the STG Admissions Officer pre-screens applications for completeness as outlined in Art. 1.3.4. In this respect, the STG Admissions Officer receives, processes, files and prepares all documentation in the necessary format. Upon completion of the pre-screening, the STG Admissions Officer draws up the preliminary shortlist and submits it together with the respective application files to the Selection Committee.

Stage II: Screening and selection

The second stage falls under the responsibility of the Selection Committee and consists of the comparative review of the application files.

Stage III: Post-selection procedures

Upon the completion of the comparative review, the Selection Committee will produce the final **ranking lists**: the ranking list of selected candidates and the reserve-ranking list of selected candidates. The Selection Committee will submit those final lists to the

STG Admissions Officer, who shall notify in writing each candidate of the decision of the Selection Committee.

Depending on the outcome of the selection procedure, candidates may receive:

- a **place offer** for the beneficiaries of one of the STG support opportunities,
- a **provisional place offer** whose validation is conditional on completion of the financial requirements,
- a **conditional place offer** (final or provisional) whose validation is contingent on completion of degree requirements, or
- a **rejection letter**.

1.3.7 No appeals concerning admissions

Candidates cannot appeal against a negative decision taken by the Selection Committee, nor will any information be provided about the academic grounds underlying that decision.

1.4.1 General provisions

The STG shall apply an impartial and transparent policy with regard to programme fees and will provide the respective information to all interested parties.

The provisions apply to all students enrolling in the Master's programme whether there is or not a fee liability payable.

The STG charges tuition fees for its Master's programme on an annual basis and applies for a full academic year.

The level of the annual tuition fee is set at the point of entry to the Master's programme and remains valid for students in the cohort as they progress. In case of **full repeat of an academic year**, the student retains entitlement to carry forward the level of his/her initial cohort tuition fee.

Any fee other than tuition fees is charged separately and is subject to a specific payment calendar.⁶

1.4.2 Currency

All fees related to the Master's programme are in EURO (€). Students must observe the regulatory processes and ensure that all fee payments to the STG fully cover the bank charges and/or currency exchange fluctuations.

1.4.3 Student fee liability

Students are obliged to ensure a proper financial standing throughout the entire programme and retain ultimate liability in respect to programme fees.

Students are personally liable for the payment of all fees including where fees are paid directly to the STG by approved external sources. Should the payment from approved external sources be not forthcoming, the STG will seek to recover the fees directly from students.

The STG reserves the right to take appropriate action as outlined in Art. 1.4.8 against those students who fail either to pay their fees or to make satisfactory arrangements to clear any school-related debt by the end of a set period.

1.4.4 Fee Status Classification

The decision on the allocation of a fee status lies with the **Selection Committee** and is based on the information provided by each candidate during the selection procedure.

Upon completion of the selection procedure, each selected candidate will receive a **place offer**. By accepting the offer, the selected candidate agrees with the assessment

⁶ For the comprehensive list of fees, please refer to Appendix II.

of his/her fee status as decided by the Selection Committee and commits to abide by the terms of these rules as well as any subsequent amendments that shall not have retroactive effect.

Once allocated, the fee status remains **valid for the entire normative time-to-degree** for the Master's programme unless the specific progress requirements for retention of support entitlement are not met. In such case, the STG reserves the right not to carry forward the support commitment (where applicable).

The STG regulates **three different fee statuses**:

1. SELF-FINANCED

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

2. STG FEE WAIVER

The STG Fee Waiver represents a STG initiative for supporting participation in the Master's programme by the means of a full tuition fee waiver.

Purpose

The **STG Fee Waiver** secures the benefit of **full exemption** from payment of **statutory tuition fees** for the Master's programme. Contingent upon **institutional decision**, the STG reserves the right to allocate a limited non-statutory number of **partial tuition fee waivers** where considered beneficial for the organisation of the annual intake. The allocation of partial tuition fee waivers is **not bound by the selection criteria** and does **not commit to yearly implementation**. Once granted, the **partial fee waiver** implies the same obligations and rights associated with the *self-financed status*.

Beneficiary

The beneficiary of the **STG Fee Waiver must be a registered student** of the Master's programme.

Extent and coverage

The **STG Fee Waiver** will cover in full the normative time-to-degree for the Master's programme. Extensions of the submission deadlines for the thesis/capstone within the 90-day limit are compatible and allow retention of full tuition fee waiver entitlement.

The **STG Fee Waiver** does not provide scholarship entitlement.

Students who are granted a STG Fee Waiver will be responsible for the payment of any additional programme fees – as defined in Appendix II of the present regulations.

Selection criteria

There are no additional selection criteria outside the admission criteria for the Master's programme.

Specific requirements

Selected candidates must secure full-time presence for the entire duration of the Master's programme in that any **preventable events** (e.g. compulsory military service) must not require, at a later stage, a long-term interruption of studies.

Requirements for retention of the fee status under STG Fee Waiver

Retention of the fee status under the STG Fee Waiver is conditional upon maintenance of the normative studying pace (i.e. full-time presence) and a 100% success rate during each examination session at the highest academic band score where the minimum performance limit is set by the Academic Director upon consultation with the faculty body.

3. STG SCHOLARSHIP

The **STG Scholarship** represents the STG flagship funding initiative consisting of **full tuition fee waiver with a financial contribution** in the form of a monthly stipend of € **1.120,00**⁷. Additionally, the STG will defray visa and travel expenses (lump sum up to € **1.450,00**⁸).

Purpose

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

Beneficiary

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

Extent and coverage

The scholarship will cover in full the normative time-to-degree for the Master's programme. Extensions of the submission deadlines for thesis/capstone project within the 90-day limit are compatible and allow retention of full fee waiver entitlement but without scholarship entitlement.

⁷ The amount is liable to yearly adjustment.

⁸ The flat-rate reimbursement for travel expenses will be calculated on the basis of the kilometric distance between Florence (as the student's temporary residence) and the student's permanent residence:

Distance in Km	Amount in EUR (roundtrip)
Up to 500	200,00
501 – 1000	300,00
1001 – 1500	500,00
1501 – 2000	700,00
Over 2001 (within Europe)	900,00
Over 2001 (outside Europe)	1.200,00

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

Selection criteria

There are no additional selection criteria outside the admission criteria for the Master's programme.

Specific requirements

The selected candidate must secure full-time presence for the entire duration of the Master's programme in that any **preventable events** (e.g. compulsory military service) must not require, at a later stage, a long-term interruption of studies.

Requirements for retention of the full fee waiver and the scholarship entitlement under the STG Scholarship programme

Retention of full fee waiver and scholarship entitlement is conditional upon maintenance of the normative studying pace (i.e. full-time presence) and a 100% success rate during each examination session at the highest academic band score where the minimum performance limit is set by the Academic Director upon consultation with the faculty body.

Administrative matters concerning the STG Scholarship

The EUI's accounting officer will ensure the transfer of the scholarship on a **monthly basis** to the beneficiary's **Italian bank account**.

1.4.5 Payment Calendar

All selected candidates regardless of the fee status will receive the Payment Calendar.

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

- a. in full (overall tuition fees relating to the first and the second academic year) upon registration,
- a. in full in relation to the first academic year upon registration,
- b. in instalments defined as follows: a deposit of € 3.000,00 to be paid upon registration and the balance of the first-year tuition fee to be paid by 30 June of the year of registration.

Candidates, who have been assigned the self-financed status, will receive a provisional place offer. These candidates will have to secure at least the minimum payment covering the tuition fee deposit within 30 days upon receipt of the notification of the offer by the STG Admissions Officer. The provisional place offer will be validated only upon completion of the above-mentioned minimum payment.

For any subsequent tuition fee-related payments, the due date will be the end date of the ongoing academic year (usually 30 June).⁹

1.4.6 Tuition fee deposit

Candidates with a **self-financed status** are required to pay a **tuition fee deposit** of € **3.000,00** in order to secure their enrolment. Where a deposit payment is required, the enrolment will take place only after the receipt of the payment.

The tuition fee deposit is not an additional fee but an integral part of the first year tuition fee.

The tuition fee deposit is **non-refundable** except for the cases outlined in Chapter 1.7, and is **non-transferable**.

1.4.7 Payment methods

The STG has the obligation to ensure that all payments are processed safely and securely and the payment processing service relies on measures that safeguard against risks of fraud, money laundering and personal data breaches. The payment solutions should be fully transparent to all parties involved in the process. The STG relies in the implementation of its financial processes on the general financial rules of the EUI.

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

The STG is committed to reviewing and assessing payment solutions regularly in order to achieve a service that is as efficient and flexible as possible.

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

The acknowledgment of fee payments is ensured through a debit note.

1.4.8 Payment default

All students liable for payment of programme fees shall respect the deadlines indicated in the Payment Calendar.

If a student is in default of payment terms as specified in the Payment Calendar, the STG will implement the respective provisions of the general financial rules of the EUI, which must be applied accordingly by the accounting officer upon confirmation with the authorising officer and the STG management.

The students shall submit a written notification to the STG Admissions Officer on any particular circumstance causing difficulty in making due payment by the deadline indicated in the Payment Calendar. The written notification should reach the STG Admissions Officer at least 30 days prior to due date. The STG Admissions Officer

⁹ For further information on Instalment Plans, please refer to art. 1.5.8.

must inform the Academic Director of the Master's programme and revert a decision within a 15-day period.

In respect to the payment of the **second-year tuition fee only**, the student can request to reschedule the outstanding debt. The new financial arrangements setting a payment in four instalments shall be subject to a new Payment Calendar. In such a case, a € 100,00 administration fee for the authorisation of the new settlement arrangement will be added to the outstanding debt due together with the first instalment. In the event of acceptance, the student will be provided with a new Payment Calendar in relation to the outstanding debt and his/her status will automatically receive an OB (Outstanding Balance) note. The OB note will last until clearance of debt. Under the OB note, each instalment becomes automatically non-refundable upon payment regardless the circumstances.

Table 1 - Instalment Plan under the OB note

	Due date	Amount
1 st Instalment	30 th June	€ 8.100,00
2 nd Instalment	1 st October	€ 2.000,00
3 rd Instalment	1 st December	€ 2.000,00
4 th Instalment	1 st February	€ 2.000,00

Where the debts remain outstanding and overdue, the STG reserves the right to take *punitive actions* against the defaulter at various stages of the recovery cycle as follows:

Administrative measures

- No institutional endorsement on visa-related matters (if applicable)
- No acceptance of enrolment in a subsequent term
- No library and/or IT access
- No issuance of Enrolment Certificates proving the student's status

Academic measures

- Validation of student status withheld
- Validation of grades delayed
- Written evidence of study progress (Transcript of Records) withheld
- Validation of professional internship delayed
- No access to tutorials or online teaching support

- No research permitted, no thesis / capstone project or work accepted for assessment
- Suspension of the registration period leading to expulsion from the Master's programme

The STG reserves the right to undertake assessment on a case-by-case basis and to establish the most appropriate timing and level of imposition accordingly following closely the general financial rules of the EUI.

The STG shall seek amiability in settling all matters related to outstanding debts. The STG must ensure that the implementation of any punitive action takes place only after the exhaustion of all amiable attempts to collect the due amounts.

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

CHAPTER 1.5 STUDENT STATUS AND RESIDENCE REQUIREMENTS

1.5.1 Student status

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

1.5.2 Maximum length of registration for the Master's programme

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

The **intermissions with suspension of registration period do not count** toward the calculation of the thirty-six months / three years. These exemptions fall under the categories outlined in art. 1.6.2.

The **maximum overall period of intermission without suspension of registration period** is **6 months** throughout the maximum period of 36 months.

The 90-day extension period as outlined in art. 1.6.2, counts toward the calculation of the thirty-six months.

1.5.3 Right to submission of thesis/capstone project

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

1.5.4 Residence requirements

Students **must reside in Florence** or its immediate surroundings except for the periods of intermission as outlined in art. 1.6.2 as well as the student exchange period. In such cases, the provision re-applies upon resuming of studies at the STG.

1.6.1 Deferrals

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

1. *Unconditional place offer*
2. *New entrant to the programme*
3. *Self-financed fee status*
4. *1-year worth tuition fee paid in full*

The lack of full compliance will automatically prevent the student from accessing the right to defer. The students fulfilling the requirements must submit a Deferral Request to the STG Admissions Officer. The STG Admissions Officer must inform the Academic Director of the Master's programme and revert a decision within a 15-day period.

If a STG support beneficiary requests a deferral, s/he will automatically lose the support and will be transferred to self-financed status; in the event of such request and provided that an unconditional place offer was made, the student is liable for the payment in full of at least 1-year worth of tuition fee. Should the student refuse, his/her registration with the STG will be terminated without the possibility of being re-considered for STG support during a future admission session.

Timing and effect

The student should submit a Deferral Request at least **30 days prior to the commencement date of the Master's programme**. In the event of authorisation, the STG will retain the payment already made and credit it toward the subsequent academic intake.

The STG will not consider the deferral requests submitted after the deadline. If this occurs, the amount paid will be forfeited in full respect of the provisions of Chapter 1.7.

If the student holds an Italian visa granted based on enrolment in the Master's programme, the student must provide evidence for his/her stay in the country of origin and the cancellation of the Italian visa; otherwise, the right to defer is withheld and the amount paid forfeited in full respect of the provisions of Chapter 1.7.

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.

1.6.2 Withdrawal, intermission and extension of deadlines

1. Withdrawal

Withdrawing from the Master's programme will lead to termination of the registration period, loss of the student status and access denied to all of the EUI facilities and services provided to students.

Upon confirmation of withdrawal, the person's immigration status may be subject to change as a result of the loss of the student status.

If a student registered with the STG makes the decision to withdraw being in full understanding of the implications and the consequences, s/he will be required to submit a Withdrawal Request to the STG Admissions Officer. The STG Admissions Officer must inform the Academic Director of the Master's programme and revert a decision within a 7-day period.

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

Timing and effect

In the event of withdrawal in full compliance with the provisions laid down in Chapter 1.7 in respect to exceptional circumstances occurring prior to the commencement date of the programme, a refund process in full (tuition fee deposit inclusive) will automatically follow without the need of submission of a Refund Request. The same provisions apply in the event of withdrawal of the place offer by the STG.

The entitlement to partial refund is granted in accordance with the provisions laid down in Chapter 1.7 and upon submission of a Refund Request.

If a recipient of the STG Fee Waiver submits a Withdrawal Request at any stage of his/her studies, s/he is not liable for any financial impositions.

If a recipient of the STG Scholarship submits a Withdrawal Request at any stage of his/her studies, the STG reserves the right to impose the full restitution of scholarship covering the period of stay until the very last day of the month of submission of the said request. The STG reserves the right to enforce a recovery procedure deemed appropriate.

2. Intermission of studies

The STG does not encourage requests for intermissions during the first or last term of studies where a deferral (first term) or extension (last term) respectively are more appropriate.

Timing, length and effect

Intermission of studies without suspension of registration period

The students seeking to apply for a period of intermission no longer than 30 days should submit an Intermission Request to the STG Admissions Officer who shall inform the Academic Director of the Master's programme and revert a decision

within a 7-day period. In this case, the students are not entitled to suspend their registration/student status in that deadlines for assessing progress and submission of work remain unchanged.

If a recipient of the STG Scholarship submits an Intermission Request for a period no longer than 30 days, the student retains the scholarship entitlement for the period of intermission and the funding will continue uninterrupted.

The students can request to intermit their studies without suspension of registration period and with retention of support entitlement in the following cases:

- **Leaves of absence for missions up to 30 days** provided that they contribute significantly to the completion of the Master's programme (**from the second term onward only**)
- **Leaves of absence on medical grounds**

Leaves of absence can be granted on medical grounds. A reasoned request, including a medical certificate that states that the student in question is on sick leave, should be addressed to the STG Admissions Officer. The certificate should specify the period of absence that is pertinent to the request, which, **in this case, shall not exceed 30 days**. Medical certificates shall be treated confidentially and in full compliance with the EUI Data Protection Policy. The medical certificate submitted should be in any of the EU official languages; if the medical certificate is written in any other language, an English translation will be required together with the original documentation.

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

Intermission of studies with suspension of registration period

Students wishing to apply for a period of intermission longer than 30 days should submit an Intermission Request to the STG Admissions Officer who must inform the Academic Director of the Master's programme and revert a decision within a 7-day period.

The intermission requests for a period longer than 30 days should be submitted within a maximum period of 15 days after the occurrence of the event motivating the request.

The acceptance of an intermission longer than 30 days will lead to a temporary suspension of the registration period and restricted access to the EUI facilities and services provided to students. If the request occurs during the academic term, the student is required to seek the advice of the Academic Director of the Master's programme on the possibility of academic recovery at the end of the intermission period. If the period is too long to allow academic recovery (i.e. more than two months), the student will have to retake the entire academic term and resume attendance of classes together with the next cohort at the beginning of the corresponding term in the subsequent year.

During the authorised intermission period, students are not entitled to study or undertake any form of employment.

During the intermission period, the student's immigration status can potentially be subject to temporary change.

If a recipient of the STG Scholarship submits an Intermission Request for a period longer than 30 days, the student retains the scholarship entitlement for a maximum four months of absence and on return to the STG in case of medical necessity or maternity / paternity leave

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

- **Intermission of studies on medical grounds**

Intermissions can be granted on medical grounds. A reasoned request, including a medical certificate that states that the student in question is on sick leave, should be addressed to the STG Admissions Officer. Medical certificates should not be dated more than 30 days before the request for intermission is submitted. The certificate should specify the duration of sickness leave that is pertinent to the request. Medical certificates shall be treated confidentially and in full compliance with the EUI Data Protection Policy. The medical certificate submitted should be in any 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 students provide full-time care of their partners, children or relatives of the first degree, intermission can be granted. Within 15 days of the commencement of absence, a reasoned request shall be addressed to the STG Admissions Officer. The privacy of students will be treated in full compliance with the EUI Data Protection Policy.

- **Intermission for maternity / paternity leave**

The students may intermit their studies on grounds of parenthood imminently before-and-after the birth/adoption of their child. The students are entitled to up to four months of maternity / paternity leave. A request shall be addressed to the STG Admissions Officer. The privacy of students will be treated in full compliance with the EUI Data Protection Policy.

During the authorised intermission period, no additional fees are incurred so that the students are entitled to retain the level of their initial cohort tuition fee.

In case the period of intermission does not allow academic recovery within the term when the request was submitted, the STG will allow the student to credit the tuition

fees paid against future fees conditional upon payment in full of the programme fee by 30 August of the year of submission of the request.

3. Extension of the submission deadline for thesis/capstone project

Students wishing to extend the submission deadline should submit a Thesis/Capstone Project Extension Request to the Academic Director of the Master's programme. Upon approval in writing from the Academic Director of the programme, the student is entitled to an extension period of up to 90 days including the defence session and is subject to the payment of a

1. € 100,00 administration fee

and

2. € 5.265,00 *Module VIII/IX: Study Unit 3* fee

The extension is available **only once** to each student.

The student requiring additional time to complete the thesis/capstone project must have settled all previous examinations and obtained the required number of ECTS credits in order to proceed to the final assessment of his/her studies.

If a recipient of the STG Fee Waiver submits a Thesis/Capstone Project Extension Request, the student will retain the support entitlement for the period of extension.

If a recipient of the STG Scholarship submits a Thesis/Capstone Project Extension Request, the student will retain the status for the period of extension without scholarship entitlement.

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

Entitlement to full refund (tuition fees with tuition fee deposit)

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

1. Recent certified serious illness or disability where recovery is expected to cover extended periods of time preventing the student from enrolling in the programme: *medical certificate required*
2. Recent certified serious illness or disability of a close family member (parent, sibling, spouse/partner or child): *medical certificate required*
3. Death of the student or of a close family member (parent, sibling, spouse/partner or child): *death certificate required*

All circumstances must occur prior to the commencement date of the Master's programme and the student concerned shall provide evidence for his/her stay in the country of origin and the cancellation of the Italian visa.

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

Entitlement to partial refund (tuition fees without tuition fee deposit)

The entitlement to partial refund is granted in respect to the time of submission of the Withdrawal Request together with the Refund Request, and to the academic year (first or second).

If the student submits a Withdrawal Request reasoned outside the exceptional circumstances (hereinafter *regular withdrawal*) together with a Refund Request at any stage **prior to the commencement date of the Master's programme**, s/he is entitled to a **refund of the tuition fees paid with retention by STG of the tuition fee deposit**. The candidate shall provide evidence for his/her stay in the country of origin and the cancellation of the Italian visa within a 7-day period after de-registration. If the student does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited.

If the student submits a Withdrawal Request for regular withdrawal together with a Refund Request **after the commencement date of the Master's programme**, s/he is **not entitled** to any refund of **tuition fees associated with the first academic year**. Nevertheless, if the student has paid for the second year as well, s/he is entitled to a **refund of the tuition fees paid for the second academic year**. In such case, the student must provide evidence for **his/her return** to the country of origin and the cancellation of the Italian visa within a 30-day period after de-registration. If the student does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited.

If the student submits a Withdrawal Request for regular withdrawal together with a Refund Request at any stage prior to the commencement date of the second academic year, s/he is entitled to a refund of the tuition fees paid in respect to the second academic year. The student must provide evidence for **his/her return** to the country of origin and the cancellation of the Italian visa within a 30-day period after de-registration. If the student does not submit the evidentiary support in due time, the refund entitlement is ceased and the amount paid forfeited.

If the student submits a Withdrawal Request for regular withdrawal together with a Refund Request after the commencement date of the second academic year, s/he is **not entitled** to any refund.

In the event the student does not qualify for partial entitlement to refund, **s/he still has to submit a Withdrawal Request**. Upon de-registration, the person's immigration status may be subject to change following the lift of student status.

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

1. The selected candidate granted a conditional offer does not ultimately meet the academic requirements set for admission.
2. The documentary support for admission provided by the selected candidate proves fraudulent or misleading.
3. The student is unable to continue or complete the programme due to being in breach of national regulations governing his/her immigration status in Italy.
4. The student is unable to continue or complete the programme as a consequence of being in breach of domestic (Italian) or any other national law.

Administrative matters concerning refunds

Any refund of amounts paid shall take effect upon authorisation by the STG management. In the event of acceptance, the refund shall be processed within a 30-day period upon the withdrawal acceptance notification.

The STG shall refund the original remitter by bank transfer only. In the case of split payment, any refund shall be made in the same proportion as the original split. All refunds shall be made in EURO (€); the STG is not liable for any bank charges¹⁰ or currency fluctuations when returning payments.

In the case of refund entitlement, an administrative fee of € 100,00 will be subtracted from the amount subject to refund.

¹⁰ The bank charges fall under the student's responsibility.

CHAPTER 1.8 EXAMINATION REPEAT POLICY

The student has the right to **one resit per course free of charge**. The third attempt to pass an examination is subject to € 100,00 examination resit fee. Failure upon the third attempt will require a retake in full of the course the student has failed.

If the student is required to retake a full unit, a pro-rata repeat fee will be applied with a value set at **€ 234,00 per 1 (one) ECTS credit**. The student cannot carry more than 5 (five) ECTS credits to the next academic year.

In the event of a student failing to progress to the next academic year in the legitimate course of the Master's programme, the Academic Director shall submit an official notification to the STG Admissions Officer on the student's obligation to repeat the previous academic year in full. The STG Admissions Officer will make the administrative arrangements for re-enrolment. A student required to repeat an academic year in full is liable for the payment of a supplementary annual tuition fee. The student will be charged the fee rate of the initial cohort following the regular payment calendar. In order to re-enrol, the student must have cleared any school-related debt from earlier academic year(s). If a recipient of the STG Scholarship or an STG Fee Waiver is required to repeat an academic year in full, the student will lose automatically the support entitlement and will become liable to payment of tuition fees applicable from the moment of re-enrolment onward.

PART II: ACADEMIC ORGANISATION

2.1.1 Registration

Onsite registration takes place during the last week of August or first days of September according to the EUI's Academic Calendar. The precise date shall be announced each year in the academic calendar.

2.1.2 Type of Programme

The Master's programme is a two-year, four semesters, full-time programme.

2.1.3 Study Load

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

2.1.4 Language of instruction

English is both the teaching and working language, common to all students. Therefore, attending the Master's programme requires a minimum B2 level in English as mentioned in the first chapter of these Rules, and all programme course work must be completed in English.

2.2.1 General provisions

While at the STG, students are expected to always maintain the highest standards of academic conduct. Actions that have the effect or intention of interfering with education, the pursuit of knowledge, or fair evaluation of a student's development and performance are prohibited.

2.2.2 Conduct during academic activities

One of the STG's teaching goals is combining analytical and theoretical education of highest standards with practical relevance. The aim is to engage students to make the necessary connections between theory and practice, support professional and personal maturity and provide professional development. This STG approach has its foundations in a mix of sound academic teaching and in-depth, hands-on discussions and sessions. To ensure the acquisition of all the learning objectives, students are expected to attend all scheduled classes and to participate actively in discussions. Respect to all participants' ideas and beliefs is mandatory, as well as 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.

Professors/instructors are authorised to send out of any academic activity, students who do not observe these Rules and Regulations as well as the Disciplinary Regulations, the EUI Policy on Harassment Prevention and Education, and any other EUI/STG policy.

2.2.3 Library and ICT facilities

No student shall on purpose or recklessly commit a breach of any of the regulations relating to the use of the libraries or the information and communications technology facilities of the European University Institute or any other premise in which activities of the Master's programme can take place.

Infringement of any type of copyright through the University ICT network, including using peer-to-peer software and 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

2.2.4 Essay-writing services and Personation

No student is allowed to contribute to essay-writing services (directly with the recipient or through commercial companies) in circumstances where someone else, in any examination worldwide, could submit the work provided. The same applies to personation, i.e. the situation where someone other than the person who has submitted any academic work has prepared (parts of) the work.

Additionally, students buying or acquiring material to pass off as their own in examinations can expect to be the subject to disciplinary procedures.

CHAPTER 2.3 METHODS

ORGANISATION OF TEACHING AND LEARNING

The teaching assignments in the Master's programme are entrusted to STG professors/instructors and other academics delegated by them prior to acceptance by the STG Director and the Academic Director of the Master's programme.

Experts with high and documented qualifications in subjects included in the programme can also carry out teaching and examination activities. The STG Director and the Academic Director of the Master's programme will select them.

The detailed requirements of each module and its study units are provided in the syllabus. All syllabi will be available before starting the academic year. The STG Director and the Academic Director of the Master's programme must approve any modification to the syllabus before sharing them with the students.

In order to earn the degree, students must complete all course requirements as specified in these Rules and Regulations.

A variety of pedagogical methods are used to ensure a combination of resources that address different needs and learning paths. Lectures, workshops, tutorials, case studies, key readings, problem-solving activities, online activities and participatory seminars, are some of the teaching modes used within the Master's programme. All of them are designed to introduce students to theory, methodology, and practice related to the different aspects of nowadays governance at the transnational level, encouraging autonomy while ensuring adequate support from the professor/instructor.

Seminars are the core of the teaching and learning experience within the Master's programme. The nature and format of seminars may vary depending on the subject and will be detailed in the course syllabi. Seminars will allow students to participate in a discussion that may differ in nature and format according to the disposition given each time by the professor/instructor in charge.

During the semester, students will be requested to produce essays, papers and other forms of work such as multimedia materials. The number of these pieces of work for each study unit will also be detailed in each syllabus. In some sessions, students themselves could be responsible for the presentation of their assignments to the group of peers.

Continuous feedback on course work is a fundamental part of the teaching and learning experience at the School. Feedback is provided by professors/instructors/tutors so that the students have a sense of the standard that they are achieving.

Professors/instructors must evaluate formative assignments and return them with feedback to students within two weeks (mid-term exams) or one week (final exams) after the submission deadline. Simultaneously, the grades must be submitted to the Master's programme Administrative Staff in order to record the grade or the failure of course work in the student's portal.

At the request of the student, the STG may provide provisional grades to third parties such as employers or other higher education institutions in case of seeking a job or withdrawing from the Master's programme.

CHAPTER 2.4

CLASS ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are compulsory throughout the programme.

Non-attendance of obligatory classes/academic activities without a valid reason and/or without notifying his/her tutor will be considered a misconduct.

All teaching activities start at five minutes past the allocated hour and end at five minutes prior to the due hour. Persistent lateness may be considered as absences. Academic staff and students should make every effort to start and finish on time.

The minimum attendance requirement is 75% of seminars, lectures, tutorials, internship and any other educational activity. Professors/instructors or the tutors must record student attendance on a daily/weekly basis. Initially, attendance is recorded on paper and afterwards transferred to the student records.

The achievement of credits is subject to the verification of the skills acquired, the passing of the final assignment for each study unit and the attendance.

Each student is expected to participate actively in the course s/he is attending.

If a student is unable to attend an obligatory class/academic activity due to an emergency or an unexpected event, s/he should inform his/her tutor preferably by email before class. Otherwise, s/he should inform his/her tutor no later than five days after the absence.

Exceptional absences of more than one week require written consent from the Academic Director of the Master's programme.

More than a week of unjustified absence – meaning absence without notice, or absence without approval – noted by a professor/instructor or the Academic Director of the Master's programme, will be considered a misconduct. The STG Director, together with the Academic Director of the Master's programme, makes the final decision in this type of case.

A student who misses more than two sessions (100-minute sessions) without a verified reason may, as compensation for missed classes and with agreement from the instructor, submit an 8-10-page paper assigned by the professor/instructor which covers the material in the class missed. The paper is due no later than three weeks after the missed class.

When a session is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory, except in the event of a schedule conflict with another required activity.

As part of the EUI, the STG is not required to adhere any formal accreditation procedure or system. However, the Master's programme voluntarily uses the European Credit Transfer System (ECTS) scheme.

In order to graduate, students must earn 120 ECTS credits during four consecutive full-time semesters.

After successfully finalising a semester, students earn 30 ECTS credits and a yearlong course count for at least 60 ECTS credits.

Each semester is 12-weeks long with two exams sessions.

Credits from previous study courses could be recognised as part of the Master's programme as long as those courses are not part of an awarded degree, and the subjects are compatible in terms of content and workload. A formal request for the evaluation and recognition of previous credits should be submitted to the Academic Director of the Master's programme one month before the commencement of the first academic year. The decision in this regard will be communicated two weeks after.

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

- Four core modules with their 13 study units: 57.5 ECTS credits
- Internship: 10 ECTS credits
- Specialisations and electives: 20 ECTS credits
- Master Thesis or Capstone Project Report: 32.5 ECTS credits

Some of the teaching activities for the programme have the following time allocation:

- Seminars are usually two contact hours long and the hours per semester should take place over a minimum of 10 weeks/maximum of 12 weeks. Alternatively, the number of hours may take place in block lessons.
- Tutorials are about one contact hour long and run in parallel to their respective seminar or course.
- Workshops are generally 4 to 6 contact hours long.

Evaluation criteria, procedures, workload and the weight of each assessment method are detailed in the study unit syllabi made available before beginning of the semester or, at the latest, during the registration period. For the second year, students must register their choices from the 1st to the 31st July.

Evaluation for each study unit is based on different types of assignments and examinations. Details are given in the syllabi.

Each study unit needs to have enough autonomous work to facilitate the assessment, and which confirms whether the student has independently satisfied all the requirements. This independent component should be an important part of the study unit grade. Ideally, it should be at least two or three times the contact hours and encompassing the time for exam preparation, reading assignments and oral or written assessment.

Other components, such as team assignments, oral presentations, classroom attendance, project works, and intervention/performance in class should be considered when grading the whole study unit.

Non-compliance with the specific requirements for written assignments (such as deadlines or notably exceeding the word count) will be taken into account and sanctioned.

The study unit will be considered successfully approved if all the requirements are achieved in the percentage specified in the syllabus of each study unit.

Each professor/instructor in charge of the study unit may decide the weight of each component and add new teaching and assessing methodologies. However, all study units must announce the specific weighting at least for:

- Participation
- Mid-term exam
- Final exam

2.6.1 Grading

When students are awarded the ECTS credits, they also receive an alphabetical grade (from A+ to Fx) or a numerical grade (4 to 0) reflecting the quality of their work. “A+”/“4” represents the higher grade and “E” and “Fx”/ “1” and “0” are used for students who have failed to receive credits for the study unit.

The corresponding total number of ECTS credits are awarded if students obtain an overall grade equal to or above “D” or “1.3”. For any grade lower than “D” or “1.3”, no credits will be awarded.

Table 2 – Master’s Programme Grading System

Grade	Numerical Value	Percentage	Meaning
A+	4.0	95-100	Excellent
A	4.0	90-94	Very Good
A-	3.7	85-89	Good
B+	3.3	80-84	
B	3.0	75-79	
B-	2.7	70-74	
C+	2.3	65-69	Satisfactory
C	2.0	60-64	
C-	1.7	55-59	
D	1.3	50-54	Sufficient
E	1.0	40-49	
Fx	0.0	Below 39	Not sufficient
			Failed

2.6.2 Responsibility

Professors/instructors assess each student thoroughly and autonomously, and therefore assume full responsibility of the assessment.

In the case of written examinations such as essays, papers or other paper assignments, in which a large number of students participate, tutors may provide support in the assessment and grading process. However, any participation of tutors in the grading process must occur under the supervision of the professor/instructor who teaches the study unit and who takes complete responsibility for the mark awarded.

The participation of tutors in grading must be approved in advance by the Academic Director of Master’s programme and the STG Director.

Different types of assignments are envisaged for the Master's programme. Each professor/instructor decides which methodology s/he wants to use to assess his/her study unit and specific information regarding the course work will be specified in the syllabi that students receive at the beginning of each semester. The Academic Director of the Master's programme should previously approve substantial changes related to assignments and evaluation during the semester.

Students must complete all components of assessed work for each study unit and submit all mandatory course work within the deadlines, whether it is formative¹¹ or a summative¹² work. All assignments submitted must be the student's own.

Seminar drafts and papers that are submitted for class discussion or, as a midterm or final exams, should be sent to the professors/instructors through the student's portal and in hard-copy. All files should be in .doc/.docx or .pdf format, using easily readable typography, indicating page numbers and the size of the paper given in the number of words.

2.7.1 Individual Assignments

Unless specified otherwise, all assignments should be completed individually. Discussing matters related to individual tasks with other students is permitted if following the rules stated by the [Disciplinary Regulations](#) and the [Code of Ethics in Academic Research](#); therefore avoiding any type of misconduct such as cheating, plagiarism, fabrication and others.

2.7.2 Study Groups

The professor/instructor in charge of a study unit can compose study groups during the semester.

In the case of group assignments, it is the responsibility of each student – and the study group – to ensure that all members of the group meet their responsibilities.

If a student fails to meet his/her duties and the study group has reminded the student of his/her missing obligations, without obtaining a positive response, other students in the group can approach the professor/instructor to discuss the situation. The professor/instructor has the right to dismiss the student from the group work. In those cases, the dismissed student must complete an individual assignment to achieve the study unit requirements.

Discussing matters related to group assignments with other students outside the group is permitted if following the rules stated by the [Disciplinary Regulations](#) and the [Code of Ethics in Academic Research](#); therefore avoiding any type of misconduct such as cheating, plagiarism, fabrication and others.

¹¹ Work that does not count towards the final grade.

¹² Work that counts towards the final grade.

During the entire programme, students will be evaluated for their academic and intellectual development and the extent to which the stated learning outcomes are sufficiently achieved. Therefore, students are entitled to receive reasonable and timely feedback on their performance related to each study unit, the general course work and assignments submitted. When needed, advice related to the learning process is given, especially to those students with difficulties to accomplish the intended learning outcomes.

The assessment of performance in courses at the STG is undertaken based on paper and essay submissions, project work, group assignments and others. Students are also required to write and submit a Master's thesis or a Capstone Project Report to finalise the programme.

Methods and criteria of assessment will be specified in the study unit syllabi. The criteria describe what the STG and the Master's programme expect from students and the different grades.

2.8.1 Submitting work for assessment

Essays, papers, thesis and other submissions that are assessed as part of the programme have deadlines by which the work must be submitted. Deadlines are published in advance, and the work is handed to the tutor and also submitted online using the student's portal.

2.8.2 Late submissions

Delays in submissions are not accepted.

Late submission will lead to deduction of points and thus a lower grade than otherwise would be reached. The professor / instructor in charge decides on the deduction.

If the assignment is due in hard copy, reasons for lateness such as postage troubles, reliance on third parties that do not deliver the work, travel problems, printing problems or others are not accepted.

In case of submission of electronic files, problems such as computer issues (including virus infection), absence of internet connection, difficulties in connection to the submission portal (unless a system-wide error), or lost/stolen files among others, do not justify any delay.

Only under specific circumstances (such as illness or other emergencies), a late submission may be accepted. See also Chapter # 2.9.

2.8.3 Extensions

If in case of illness or another urgent cause, the student becomes aware that s/he will need to submit an assignment late; it is possible to apply for late submission and be excused in advance. In these cases, the student needs to provide evidence, such as a medical certification and in any case, the extension should be no longer than ten working days.

If a student is unable to work for a very long time, s/he should speak directly with the Academic Director of the Master's programme about making specific arrangements to postpone his/her studies as mentioned in Chapter #1.7 of the current regulations.

2.8.4 Missing submissions

All work must be submitted by the deadline. Tutors will remind students of the deadlines and consequences of not submitting and what to do next. Students can only resit exams once (per study unit) without penalties. See also Chapter #1.9.

If a deadline is missed, a notification related to the missing submission (sent by the tutor) will arrive immediately the day after the deadline, and the student will have different options depending on the cause of the lack of compliance:

- If the deadline is missed without a good reason (mistake, misunderstanding or similar factors), and there is no need of more time to complete the work, s/he should submit the work straight away, and ask the tutor to write to the Academic Director of the Master's programme explaining the reasons for late submission.
- If the student has a good reason for needing more time to complete the work before submitting it, s/he should apply for an extension as described above.
- If the work is submitted more than five working days after the missing work notification and without prior permission or extended justification, the work will not be graded, and it will be considered a non-submission.

2.8.5 Making changes after submission

It is not possible to make changes to course work after it has been submitted.

Failure to proofread and doubts related to the work's readiness to submit will not be considered as an adequate reason to be allowed to withdraw and resubmit work.

When submitting digital files, students are advised to make sure they submit the correct file/version of the work.

2.9.1 General provisions

Master's programme students are expected to complete all evaluation components which include different forms of examinations and/or submission of papers, essays and any other required written work.

All the exams and assignments will cover the content of the study units and modules.

2.9.2 Content and forms of examination

The content of assignments and graded examinations is determined in each study unit by the professor/instructor in charge of it.

Almost all examinations will be conducted in writing by the submission of papers or essays.

Nevertheless, in case of other types of examinations (such as oral exams, group assignments, written exams or others), they will be specified in the study unit syllabi.

In the case of applying practical tests, they also may include the assessment of other skills such as participation, attitude and academic conduct of the students.

2.9.3 Scheduling, frequency and deadlines of examinations

Evaluation methods, submission arrangements, dates of examinations and the deadlines for assessed course work due within each study unit are specified in the study unit outline and communicated to students at the beginning of the semester.

Late submissions of any course work and/or assignments will be penalised as described in Chapter #2.8 of these Rules and Regulations. Any additional consequence will be clearly stated in the study unit outline at the discretion of the professor/instructor of the study unit together with the Academic Director of the Master's programme.

Usually, exams take place twice a year on dates determined by the STG. The weeks allocated to examinations are organised in the middle of the semester for the midterm exams, and at the end of the semester for the final exams.

Only those students who have completed all the other study unit components such as group papers, individual assignments and others will take the final exam.

Examination and assignment deadlines are scheduled in such a manner that students have a reasonable time for preparation, allowing them to demonstrate their knowledge of the study unit material.

2.9.4 Excusable absences and unforeseen circumstances for the postponement of evaluation

If for severe and grave reasons a student is unable to be present at an examination or to submit work, s/he must present a written explanation to the professor/instructor and the tutor who will inform the STG Administrative Staff.

In case of illness before the date of submission of the Master Thesis or the Capstone Project Report, students must provide the Academic Director of the Master's programme with a medical certificate stating the reason for absence. The certificate should be received by the STG, if possible, before the deadline of submission or, at the latest, during the following week. The certification should clearly state the period covered by the illness and, if possible, to what extent the student has been unable to prepare the work.

Likewise, if while preparing for, or during examinations, or in developing other assessed work, the student has a problem that will affect the quality of the performance, s/he must submit a notice to the tutor before the deadline to make him/her aware of the extenuating conditions. All significant problems should have supporting documentation, such as a medical certificate. It could be related to acute illness just before or during the assessment/examination that severely affects the performance.

Additionally, students with long-lasting conditions that put them in a particular disadvantaged position are encouraged to explore alternative examination arrangements or significant adjustments to examinations and assessments. The request of such a procedure should be submitted as soon as possible, and in any event by noon the day before the deadline for submission of the required work or the examination. Notices received after this deadline will not normally be considered but, if there are exceptional circumstances, the professor/instructor can decide whether to send the notice to the Academic Director of the Master's programme or not. However, in the case that the student was prevented from making an earlier request due to his/her condition or personal circumstances, or an internal procedural error delayed the student's request, a late notification will be accepted. See also Chapter #1.7.

Unforeseen circumstances such as personal or family issues, a mourning, a traffic accident as well as other types of impediments are also part of this category. They will be evaluated in the same way as the illness absences. See also Chapter # 1.7.

The Academic Director of the Master's programme and the professor/instructor will decide whether an absence was justified. If an absence is not considered justified, the grade awarded for the expected course work will be 1 or insufficient. Depending on the circumstances, the student may be authorised by the Academic Director of the Master's programme to submit the assignment at a later date without penalty.

2.9.5 Specific requests for examinations

Specific requests for alternative examination arrangements or deadlines adjustments — whether for disability-related reasons or faith-based reasons (e.g. adjusting an examination schedule) — must be submitted via the tutor to the Academic Director of the Master's programme one month in advance. The decision will be taken by the Academic Director and professor/instructor in charge of the study unit.

Furthermore, disability-related requests (associated to dyslexia, attention deficit, etc.) must be submitted with diagnosis and specific recommendations for alternative arrangements for examinations and assessments. Requests made with less notice can only be considered where unforeseen circumstances arise that justify the late request. However, in cases of late request, the STG cannot guarantee the same type of adjustment as when they are submitted on time.

The possibility of alternative arrangements—which accommodate specific disability needs from a student— may span among a wide range of options such as enabling candidates to take written papers at different times, in separate venues, with extra time, with specific ad-hoc supports including electronic devices, or with alternative facilities.

Once the approval for an alternative arrangement has been given for the assessment/examination of a student, it will be valid for the student who requested it during the rest of the Master's programme.

2.9.6 Non-academic commitments

Usually, sports or other non-academic and academic activities/commitments at other institutions will not be accepted as valid reasons for changes in assessment/examination deadlines.

2.9.7 Determination, announcement and publication of exam results

Each professor/instructor determines the requirements and expected outcomes of each examination. Additionally, s/he provides the results to the students within the following two weeks after the date on which the exam was taken in case of midterm exams, and one week in case of final exams.

If assignments are handed in after the deadline, grades will also be announced two weeks after the assignments have been handed in in case of midterm exams, and one week in case of final exams.

In the case of oral exams (except for the thesis defence and Capstone Project Report presentation), the professor/instructor determines the result and grade no later than one working day after the exam was taken.

Once the professors/instructors have released the results, students are automatically notified by email and can have access to their assessment results, and the result for the year if applicable.

2.9.8 Failing examinations

When an exam is failed, students must obtain advice from the tutor or professor/instructor as soon as possible for the resit session.

Students failing an examination at the first attempt have the opportunity to re-take without penalties. See also Chapter #1.9

Students are not allowed to re-take an assessment to improve their results.

2.9.9 Right of review and inspection

Students are authorised to inspect all components making up the complete grade of a study unit (essays, midterms, final exams, etc.), within two weeks of the announcement of the final results.

When announcing the exam result, the professor/instructor will also indicate how the student can request the exam and assessment inspection, which should take place within two weeks of the result. Dates may be different during the 2nd and 4th semesters due to the internship period and the submission of the Master Thesis/ Capstone Project Report.

The inspection deadline can be extended or shortened in particular circumstances such as the Institute's closure, professors/instructors/tutors' vacations or public holidays.

2.9.10 Resitting /re-taking exams

Students who have not validated the requirements of a study unit examination may re-take that exam.

The form of re-takes should be similar to the original examination/assessment.

If a student needs a second resit/third attempt at an exam, s/he needs to pay the re-examination fee. See also Chapter #1.9.

If more than one examination or assignment is failed during a semester, granting a re-take is at the discretion of the Academic Director of the Master's programme and the professor/instructor in charge of the study unit. In these cases, while allowing a re-take, the amount and the grading record of the failed study units, as well as the conditions of the failure, should be taken into account.

The resit exams are rescheduled following the professor/instructor's indications and take place in a specific week settled in advance in the Academic Calendar of the Master's programme (usually the last week of April). All resits must be organised within the same academic year.

A satisfactory re-take means the demonstration of knowledge, performance, and a passing grade. The re-take failure, instead, means the non-compliance with the minimum requirements and failing the study unit.

The grade obtained on a resit exam will be the one considered as the study unit's final grade.

An extra opportunity will only be offered to students who have completed all other course components which make-up the final grade (group assignments, individual papers, etc.).

Authorisation to resit an exam may be withdrawn from students who regularly miss classes and/or do not complete the minimum course work requirements.

Students are admitted to the second academic year only if they have completed all the requirements of the study units and modules from the first year and earned 60 ECTS credits. Under exceptional circumstances, students can be admitted with 55 ECTS

credits in a conditional status and with the obligation of completing the missing 5 ECTS credits before the end of the third semester. In these cases, the resit session will be determined by the professor/instructor in charge of the study unit.

If a student fails the re-take(s), his/her enrolment should be reconsidered, as the student will not be able to fulfil the Master's programme requirements without the successful grading of all the study units and modules.

2.9.11 Retention period of examinations and graded assignments

The Master's programme and STG will retain papers, essays and any type of written exams or other submitted course work in paper or digital form for a period of two years after the result is published.

2.9.12 Period of validity

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

2.9.13 Redo study units

The Master does not allow students to redo any of the study units of the programme. If a student fails in an academic year and decides to withdraw, s/he will receive an Attendance Certificate. The certificate shall attest to the work carried out by the student whilst at the STG, specifying study units and modules attended, and if applicable, grades and ECTS. The certificate shall be issued by the Academic Service.

2.9.14 Conduct during written exams

2.9.14.1 Use of aids

If the use of books, dictionaries, calculators, notes etc. is allowed during an exam, the professor/instructor will announce this beforehand in detail. Other types of electronic devices are not allowed during written examinations if not specified by the professor/instructor. It is prohibited to write any additional information in a book or other material that is allowed in the examination room unless the professor/instructor has approved it in advance. Moreover, the professor/instructor and the tutor may inspect books, calculators and other materials before, during, or after the exam. The exchange of dictionaries, calculators, books or any other reference materials during an exam is not allowed.

If a professor/instructor allows the use of formula/information sheets during an exam, these may only be in the form approved by the professor/instructor (handwritten, printed or photocopied). Other forms will not be allowed.

2.9.14.2 Starting time of the Exam

All students must be present in the examination room at least five minutes before the start of the exam.

Students who, due to unexpected external circumstances beyond their control, arrive no later than half an hour after the start of the exam, are allowed to participate. Students arriving after this time are excluded from participating in the exam and must contact

the professor/instructor and the tutor to explain the reason and discuss consequences and resit options.

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

2.10.1 Electronic devices

During any academic event, it is not permitted to engage in other activities such as reading documents not related to the session, communicating with others via mobile devices, or constantly speaking about matters which are unrelated to the activity.

Mobile phones are to be switched off during any educational activity. During lectures, students may only use their laptop/tablet or other devices to take notes and to access course material with the consent of the professor/instructor.

Other devices that are not used for academic purposes are not allowed.

2.10.2 Audio or video recording of academic activities

Students who want to make an audio or video recording of an educational event should ask for approval from the attending students and professors/instructors involved in the activity.

If a student wants to share the recording with others, s/he should have the approval of all people involved.

2.10.3 Social Media

Social media brings several benefits and opportunities in an academic environment, such as enabling global communication and promoting a dynamic academic debate.

Students should use social media responsibly and be aware of the consequences of irresponsible use.

Posting offensive content related to the STG/EUI or any of its educational activities on social media is prohibited and will result in disciplinary action.

2.10.4 Organising events

Events at the EUI/STG premises can be organised if they follow the Institute's disciplinary regulations and the specific requirements such as details, notifications and schedules established by the EUI's administration.

2.10.5 Students with disabilities

Students with disabilities which might impact on their studies are invited to mention their needs to the STG Director and the Academic Director of the Master's programme before the commencement of the programme to implement reasonable adjustments.

Within the establishment of these specific requirements, students must also specify the extent to which information related to their disabilities may be shared with the STG/EUI community.

If the STG is not informed about a disability well in advance, it may not be possible to make the appropriate adjustments.

2.10.6 Quality Assurance of the Master's programme¹³

The STG strongly emphasises that the Master's programme curriculum is in accordance with international quality requirements, and the STG operates under a comprehensive quality assurance system covering all aspects of activities such as curricula and teaching, research and innovation, administration and support services.

In the frame of the STG quality assurance system, the Master's programme is regularly evaluated to provide and maintain its high quality and to monitor necessary adjustments to the student workload. Other aspects such as the effectiveness of the assessment procedures, the learning environment, the student satisfaction concerning the programme and the continuous updating of the Master's content, are also continuously evaluated.

Furthermore, in accordance with the quality assurance policy of the EUI, the STG undergoes a quinquennial evaluation process which includes exchange with all stakeholders as well as external experts. The details of the Master's quality assessment assurance strategy are laid down in a separate document.

All reports related to evaluation results as well as recommendations for improvement will be accessible to the academic community, external partners and other interested individuals. Additionally, students will be informed promptly regarding all updates to the programme, and changes will be published and available in due time through different channels such as the STG and Master's website, e-mails, student portal and others.

¹³ The provisions related to the Quality Assurance of the programme are in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area ([ESG 2015](#)), as they are the guiding set of principles in the EUI Strategy 2019-2024, which has been approved by the EUI High Council.

2.11.1 Notice

The STG ensures that proper notice is given of these Rules and Regulations and to any amendment by publishing all relevant advice on the STG and Master's programme website.

2.11.2 Communications and announcement of decisions

The STG provides an outline of the Master's programme and its activities as well as any relevant announcement on the programme's website. The site is continuously updated with all events and the relevant information.

The students must regularly check their institutional e-mail address, the STG website and Master's website to be aware of changes and updates.

Professors/instructors/tutors will use the student portal and/or the EUI e-mail account to announce specific decisions.

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

**PART III: STRUCTURE OF THE MASTER OF ARTS IN TRANSNATIONAL
GOVERNANCE**

CHAPTER 3.1

GENERAL OVERVIEW

The Master's programme's academic content is designed in a modular system. In this regard, each module covers a topic, comprising one or more study units, enabling student progression in an efficient and structured way.

The first and the second semesters provide the “foundation” of the programme, while the third and fourth semester are designed to allow specialisations in specific areas or the students' participation in the Student's Mobility Programme with leading global institutions.

During the first-year, the “foundations” in transnational governance offer an interdisciplinary and multidisciplinary approach by teaching skills and substantive knowledge to analyse the problems and the tools necessary to measure and manage them. Additionally, students will receive training in essential professional skills to enhance their employability in the job market.

During the second-year students can specialise in a “consolidation” area where they receive the innovative analytical insights needed for applying theoretical perspectives to find solutions to real-world problems in specific areas. The training related to professional skills will continue during the third semester focusing specifically on Innovative Leadership. Through the Innovative Leadership Seminars, students will benefit from expertise of globally recognised practitioners and experts from European and international organisations.

Table 3 – Master's Programme overview

MODULE		STUDY UNITS	ECTS	Total workload	SEMESTER
I.	The Foundations of Transnational Governance	1. The Emergence of Transnational Governance: Actors, Structures, Practices	5	125 hours	1-2
		2. Nuts and Bolts of Transnational Governance	5	125 hours	
		3. Transnational Politics and Institutions	5	125 hours	
II.	Tools of Transnational Governance	1. The Legal Architecture of Transnational Governance	5	125 hours	1-2
		2. Methods Seminar & Tutorial	5	125 hours	
III.	Economics	1. Economics I Seminar & Tutorial	5	125 hours	1-2
		2. Economics II Seminar & Tutorial	5	125 hours	
IV.	Professional Development	1. Transnational Governance Preparatory School	1	25 hours	1-2-3
		2. Practice of Interdisciplinarity and Policy Design	4	100 hours	
		3. Negotiating Transnational Policy-Making			
		4. Professional Skills Workshops	5	125 hours	
		5. Internship	5	125 hours	
		6. Advanced Professional Skills Workshops & Innovative Leadership Seminar	10 7.5	250 hours 187.5 hours	
Transition to 2 nd Year Options: Specialisations/Exchange/Dual Degrees – Joint Degrees					
V.	Consolidation Themes (CT)	1. Consolidation Theme Elective(CTE) I	5	125 hours	3-4
		2. Consolidation Theme Elective (CTE) II	5	125 hours	

VI.	Free Electives (CT)	1. Free Elective	5	125 hours	3-4
VII.	Executive Training Seminars (ETS)	1. Executive Training Seminar (ETS) I 2. Executive Training Seminar (ETS) II	2.5 2.5	62.5 hours 62.5 hours	3-4
VIII.	Master Thesis	1. Research Design/Advanced Methods 2. Master Thesis - Colloquium (Part 1) 3. Master Thesis - Colloquium (Part 2)	5 5 22.5	125 hours 125 hours 562.5 hours	3-4
Alternative to Module VIII:					
IX.	Capstone Project Report	1. Capstone Project Report Design 2. Capstone Project Report - Colloquium (Part 1) 3. Capstone Project Report & Colloquium (Part 2)	5 5 22.5	125 hours 125 hours 562.5 hours	3-4
Σ			120	3000 hours	

3.1.1 Academic Calendar

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

- Preparatory School (4 weeks in September)
- First semester (12 weeks late September to mid-December)
- Second semester (12 weeks from mid-January to March)
- Third semester (12 weeks late September to mid-December)
- Fourth semester (12 weeks from mid-January to March)

Relevant dates and deadlines:

- Preparatory School: In September, for first-year students
- Open activities of the Master's programme: In September, for second-year students
- First day of core/specialisation courses: Last week of September
- Exams: Detailed information will be available in each syllabus. Although, tentatively the sixth week of each semester is allocated for the mid-term exam and the last week for the final exam.
- Annual resit session: The last week of April
- Internship period: May and June
- Master Thesis/ Capstone Project Report final draft deadline submission: Mid-May
- Master Thesis/ Capstone Project Report deadline submission: End of May
- Defence period: Around the 10th of June
- End of the academic year: 30th of June

3.1.2 Duration of studies

Students are expected to complete their degree within two years, i.e., four full-time consecutive semesters.

Under exceptional circumstances, (see Chapter #1) the STG Director and the Academic Director of the Master's programme may extend the time to complete the degree.

The Master of Arts in Transnational Governance will start with an extensive Preparatory School, i.e., a pre-sessional study unit which will take place in September before the start of the first-year core study unit.

Participation in the September Preparatory School is an integral part of the first year of the Master's programme. Students who complete it will earn one ECTS.

3.2.1 Academic Component

3.2.1.1 Priming the Students on Transnational Governance

The academic component of the Preparatory School will provide students with some insights on the topic of transnational governance as it is taught in the Master's programme. It also offers the opportunity to meet professors and introduce the students to the specific culture of teaching and learning at the STG.

3.2.1.2 Priming the Students on Conducting Disciplined Social Inquiry

As students come from various cultural and academic backgrounds —and some bachelor degrees contain limited methodological and research design training— a course that introduces students on the importance of data, methods, and research strategies, but also their limitations, is needed. This creative and critical workshop will familiarise and encourage students to enjoy the disciplining power of social science methods for relevant social inquiry.

3.2.1.3 Information related to STG Faculty and Curricular Options

3.2.2 Practical/logistic Component

3.2.2.1 Language Courses

The STG will offer courses to help non-Italian students acquire some basic tools related to the Italian language and culture.

3.2.2.2 Social and Logistical Components

During these activities, students will be welcomed at the EUI and receive general information about the Institute, and life in Florence and Italy from a practical point of view and taking into account everyday aspects.

The first year lays the foundations for understanding the analysis of transnational governance from legal, economic, historical and social science perspectives. The academic content is composed of 4 core modules structured in 13 study units, one of which is an Internship.

In the core Module I on the Foundations of Transnational Governance, participants will study the emergence, actors, structures and practices of transnational governance. They will seek to understand what has driven this transformation, and will consider its implications for our democratic systems in the context of contemporary shifts in global interdependence. In this first module, the analytical perspectives, contextual understanding, and theoretical and empirical knowledge will be drawn from the historical, sociological and political sciences standpoint.

Module II focuses on the Tools of Transnational Governance. Here, the Master's programme students will become proficient in the legal and statistical language necessary to understand the effects and impact of transnational governance, and to design future tools to deal with it. At the end of the module, students will be able to gauge the quality of empirical analysis and normative prescriptions.

Developments in society and economy are always closely related. This remains true for the age of transnational governance. Module III will therefore be dedicated entirely to Economics. In this module, students will gain essential economic insights into international redistribution effects, potential economic transformations, and the consequences of specific regulatory solutions.

Finally, Module IV will offer a broad range of Professional Development skills. Students will learn about negotiation and will reflect on the pitfalls of interdisciplinarity in practice. This part of the curriculum will be complemented by other workshops related to professional skills – e.g. communication, policy writing, project management, etc. – that are spread over the first and second year.

In order to complement the foundational knowledge and reinforce both written and oral communication skills, during the first-year students will have English courses with different emphases such as writing for academic purposes, presentations, public speaking and others.

3.3.1 Conditions for Passing the First Year

Students who have obtained 60 ECTS credits and passed the four foundational modules are deemed to have passed their first year and advance into the second year.

Nevertheless, students who have obtained between 55 and 59 ECTS credits are considered to have passed their first year in a conditional status. They will be allowed to advance to the second year with the additional obligation to re-take the exam they did not pass during the first year.

Students who have obtained fewer than 55 ECTS credits must repeat the entire first year.

3.3.2 Conditions for repeating a year

The STG Governance meet at the end of the first year to determine which students have satisfied the conditions necessary to pass to the second academic year, i.e., students who have earned 60 ECTS credits or a minimum of 55 ECTS credits.

In the case of students who have earned fewer than 55 ECTS, the STG Director, the Academic Director of the Master's programme and the Faculty, can determine that they must repeat the first academic year.

Repeating a year implies the suspension of any financial aid awarded by the STG.

Students participating in the Master's programme can only repeat one year one time, and preferably, the first academic year of the programme.

Internships are the meeting point between higher education and employment, and allow students to gain a unique working and networking experience while still studying. It creates a cooperative relationship between knowledge, experience and skills that are fundamental for the labour market.

As the Master's programme is an entry-level programme, the relevance of this hands-on practice is also based on the target audience of the programme. Prospective students could be from different regions and backgrounds and might enrol in the Master without previous work experience. Therefore, specific professional skills gained in a real work environment will constitute an excellent opportunity for their career development.

The internship scheme will be conceived in partnership with the EUI's good network of partners from different categories of actors (international organisations, public and private sectors, civil society actors, media, etc.) and different policy areas (environment, peace, security, human rights, migration, gender equality, social affairs, education, etc.) across the world. Students can also propose Hosting institutions for their internship, as long as relevant for their studies and available to engage with the EUI.

Students register for credit-bearing (paid, or unpaid) internships with the approval and guidance of a professor and the support of their tutor. Additionally, the STG will assign an administrative staff member as the "internship mentor" who will help the student on any logistical and administrative issue that could arise during the internship. In parallel, the Host Institution designates a "supervisor" to support the Master student during the entire internship period. The supervisor is also expected to assist the intern and to serve as the Host Institution's contact for any need concerning this practice experience.

For students that require a visa for the country of the Hosting Institution, the request for placements must be submitted for approval by the beginning of the 2nd semester. For those students that do not require a visa, the procedure must start three months (February) before the date of commencement of the internship.

Students with previous professional experience that cannot undertake the internship must send a request to the Academic Director of the Master's programme to validate that experience as the internship requirement. The appeal must be submitted between January and February of the 2nd semester.

In order to complete the 10 ECTS credits allocated to the internship, students must undertake a placement during May and June that provides the opportunity of 250 working hours. The nature of the tasks and responsibilities to be performed during the professional internship must be closely related to the Master's programme.

The tutor will provide a questionnaire (regarding first impressions of the student's performance and his/her work quality) to the Hosting Institution supervisor, to be compiled and submitted to the professor by the end of May.

At the end of the placement, the student must submit a report about his/her experience. The Hosting Institution and the professor evaluate interns on their progress towards the learning

objectives. The Hosting Institution must report the compulsory hours required to earn the credits by the 20th of June.

Additional hours are welcome, and students may extend their internships until the beginning of the specialisation courses of the third semester, that is, in October of the second academic year.

CHAPTER 3.5 SECOND YEAR OF THE MASTER'S PROGRAMME

The second-year curriculum consists of elective modules as well as the development and submission of the final course work. Students choose their educational path and decide the way to accomplish the final requirement to earn the degree. The second year comprises four modules and eight study units. An additional study unit related to Innovative Leadership is also part of the third semester.

Students must inform the Academic Director of the Master's programme of their electives and the final coursework chosen by July of the first year.

Students attend all the activities (seminars and Executive Training Seminars [ETS]) related to a particular specialisation area or Consolidation Theme (CT) to integrate the knowledge in that field under the perspective of transnational governance. Students also attend a seminar (called Free Elective) in another CT area different than the one selected as specialisation.

There are two options offered to conclude the programme and receive the degree. One is a traditional Master Thesis, and the other one, a more hands-on report through a Capstone Project Report. During the second year, students implement the track chosen and will complete all the modules related to their final course work. Specific support will be provided with particular research strategies and inputs for both Master Thesis and Capstone Project Report.

3.5.1 Open activities of the Master of Arts in Transnational Governance

3.5.1.1 Internship extension

For students undertaking their internship in a Hosting Institution that requires/offers more than two months of placement, it is possible to stay at that workplace in September, under the condition that the student starts the chosen CT in October, as established in the academic calendar of the programme.

3.5.1.2 Master of Arts in Transnational Governance open activities

As the study units of the 3rd semester will start by the end of September, during the first four weeks of September, a new set of workshops related to other aspects of transnational governance will be offered and will complement the second-year course work.

3.5.1.3 Language courses

The STG will offer second-year students the option of enhancing their knowledge in Italian language and culture through lessons specifically designed for this purpose.

3.5.2 Consolidation Themes (CT)

The Consolidation Themes, which concern the wide range of specialisations available during the second year through which students will consolidate their expertise, are announced before the start of the second semester. The topics usually range from Trade and Finance, Peace and Security, Climate, Migration, Comparative Regional

Governance, Transnational Democracy, Digital Politics, Economy and Society, to Gender Governance.

3.5.3 Master Thesis

While choosing the Master Thesis track, students are encouraged to engage with relevant practical problems, and they will approach and analyse these issues aiming at producing generalisable insights.

During the second-year, students attend activities and seminars aimed to guide them in their research and drafting of the Master Thesis.

The topic of the Master Thesis must be approved by the supervisor appointed for that purpose, and by mid-May of the fourth semester, students must submit the final draft of their Master Thesis. The deadline for submission of the complete monography is due by the end of May. To achieve the learning outcomes of the study units and modules allocated for the Master Thesis, the supervisor will closely follow the work of the students and the progress of the overall work-plan, and when needed, adjust or adapt it.

3.5.4 Capstone Project Report

Students choosing the Capstone Project Report track will complete the programme in the form of a report, i.e. a multi-faceted project—encompassing a written statement describing goals and results—aimed at solving a real-world problem of transnational governance.

During the second-year, students attend activities and seminars aimed to guide them in drafting the Capstone Project Report.

The topic of the Capstone Project Report must be approved by the assigned supervisor and by mid-May of the fourth semester, students must submit the final draft of their report. The deadline for submission of the complete Capstone Project Report is due by the end of May.

To achieve the learning outcomes of the study units and modules allocated for the Capstone Project Report, the supervisor will closely follow the work of the students and the progress of the overall work-plan, and when needed, adjust or adapt it.

3.5.5 Optional: Student's Mobility Programme (SMP)

Due to cooperation with leading global institutions and policy schools, students will have the possibility of complementing their studies by spending one semester (the third one) in one of the EUI/STG partner institutions.

See Chapter # 4 for more information related to the SMP.

3.5.6 Conditions for Passing the Second Year

Students need to obtain 60 ECTS credits and recover any missing credits from the first year in order to pass the second year and earn the Master degree.

In order to receive the Master's programme degree from the STG, students must have earned 120 ECTS credits, fulfilled all their financial obligations and met the following conditions:

- Enrolment in the Master's programme for at least four semesters
- Fulfilment of all academic requirements
- Completion of four core curriculum modules
- Completion of an internship
- Completion of all the activities related to the chosen Consolidation Theme
- Completion of the elective module
- Completion of the Master Thesis module or the Capstone Project Report module
- Submission of a research Thesis or a Capstone Project Report

3.6.1 Awarding of summa cum laude and cum laude honours

Honours for Master degrees are awarded under the following conditions

- The summa cum laude honour is awarded to students graduating with grade point averages in the top 2% of the programme.
- The cum laude honour is awarded to students graduating with grade point averages in the next highest 10% of the programme.

3.6.2 Diploma and Transcripts

As proof that the programme has been successfully completed, students receive a diploma of the degree, the Master's programme, signed by EUI President.

3.6.2.1 Transcripts

Students' transcripts shall contain the following data:

- Name of the Institute, name of the School and location
- Student's identification
- Enrolment particulars
- Name of the programme, Master of Arts in Transnational Governance
- Modules and study units taken in the course of the programme listed by academic semester along with the assigned credits and grading information
- Confirmation of the completion of the course requirements
- Information about the Master Thesis or Capstone Project Report

PART IV: INTERNATIONAL STUDENT EXCHANGE AND PARTNERSHIPS

During the third semester, students will have the opportunity to participate in the Student's Mobility Programme (SMP). Those who participate in the SMP must earn 30 ECTS at the partner institution. Equally, STG courses offered to students from partner institutions allow obtaining 30 ECTS. The SMP offers two types of mobility experience to the Master's programme students, the Exchange Programme and the Study Abroad Programme. More information about these two options in 4.1.4 and 4.1.5.

Participation in this programme is optional, and students may choose from the available institutions, taking into consideration that there is a limited number of places in each host institution.

To be accepted in the SMP, candidates must have successfully completed the first year of study and earned 60 ECTS. The approval to participate in the SMP has different phases and is given by the Academic Director of the Master's programme.

Applicants to the SMP are pre-selected by the STG, and then the final selection and acceptance for admission are done by the partner institution. Likewise, students from a partner institution are pre-selected at their home universities and the final selection and approval for admission are done by the STG. Students are admitted for one semester only, and there is not a tuition fee requirement at the host institution.

Applications to the SMP are open for one month, at the beginning of the second semester, from mid-January until mid-February. Candidates' files will be submitted to the partner institution depending on their specific deadlines and requirements. Students accepted by partner institutions will be notified by May in the 2nd semester.

4.1.1 General guidelines for the SMP

As students from a partner institution enrolled in the SMP are considered as students of the Master's programme in every aspect, they must comply with the duties and obligations outlined in these Rules and Regulations. Similarly, while staying in a partner institution during the SMP, students of Master's programme must respect all the rules from the partner institution.

Participation in the SMP does not entitle the student to obtain any degree from the institution in which the mobility experience takes place. When finalising the SMP, the host institution issues a certificate where courses, credits and grades are mentioned. This information will appear in the students' transcripts.

4.1.2 Course registration for the SMP

Students wishing to obtain the certificate related to the SMP must register for courses totalling 30 ECTS credits for the semester, within the curriculum of the academic programme available for this purpose.

4.1.3 Evaluation for students in the SMP

Students in a host institution taking part in the SMP are assessed according to the methods and procedures of the host institution. For these students, evaluation cannot be deferred or postponed to make-up sessions.

4.1.4 Exchange Programme

The Exchange Programme is developed with partner institutions that offer similar Master degrees in terms of using the ECTS credit system—or a similar one—and especially, where the structure of the programme, the length and workload are comparable and compatible with the Master's programme. In these cases, the compulsory 30 ECTS credits required for the participation in the programme are easily identifiable.

4.1.5 Study Abroad Programme

The Study Abroad Programme is developed with partner institutions that offer Master degrees in topics related to transnational governance. However, there are differences in terms of structure, length and workload. In these cases, the compulsory 30 ECTS required for the participation in the programme must be arranged on a case-by-case basis. The student must choose and present an appropriate work plan that demonstrates and ensures the acquisition of the credits required to the Academic Director of the Master's programme.

PART V: STUDENT' RIGHTS AND RESPONSIBILITIES

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

5.1.1 Student representation in academic governance

Master students have the right that their interests are considered in the governance structure and institutional agenda of the STG and the EUI. They will be represented in the formal committees of the STG as well as in the respective governing committees of the EUI according to the established rules of the EUI.

5.1.2 Right to academic information

Students have the right to access full and timely educational information, which includes:

- Student-related policies, regulations and official documents, and access to the full text of these documents
- Syllabi of study units offered within the programme
- Information on the dates of the start and end of the academic semester, examinations, deadlines, holidays, graduation and other key dates at the EUI, STG and the programme
- Information on the form, rules, and assessment criteria for examinations and graded course work

5.1.3 Course and supervision evaluation

Students have the right and obligation to evaluate each course as well as the professor, instructor and tutor.

Both course and supervision evaluations are conducted anonymously through an independent online survey programme.

Only students who complete the course will receive an invitation to evaluate it.

Students will not receive their grade until they have submitted the evaluation.

Professors, instructors and tutors will not have access to their evaluation results until they have submitted the final grades.

5.2.1 Satisfactory progress and financial aid

Students must comply with the specific requirements for each study unit, which are available for all students at the beginning of the semester.

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

5.2.2 Degree requirements

All students should make satisfactory progress towards the degree. This includes:

- Attendance and participation in all study units as required by the syllabi
- Passing exams and fulfilment of all assignments with satisfactory grades. See Chapter # 2
- Defence of the Master Thesis or Capstone Project Report as final course work
- Achievement of 30 ECTS earned at a partner institution in case of participating in the Student's Mobility Programme
- Achievement of a minimum Grade Point Average of 1.3. See Chapter # 2

5.2.3 Other requirements

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

APPENDIX I: LANGUAGE ASSESSMENT FOR THE MASTER'S PROGRAMME

The STG website provides information on tests recognised by the EUI and test scores that are considered as equivalent to level B2 (or higher in case of CAE and CPE).

LANGUAGE ASSESSMENT

<i>Type of Certificate</i>	<i>Minimum test score considered equivalent to level B2 of the CEFR by the STG</i>
<i>IELTS Academic</i>	<i>Overall score from 6.5</i>
<i>Cambridge English: First (FCE)</i>	<i>Grade B (overall score from 175)</i>
<i>Cambridge English: Advanced (CAE)</i>	<i>Grade A, B, C</i>
<i>Cambridge English: Proficiency (CPE)</i>	<i>Grade A, B, C</i>
<i>TOEFL iBT</i>	<i>Overall score from 91</i>
<i>PTE Academic</i>	<i>Overall score from 62</i>

APPENDIX II: PROGRAMME FEES FOR THE MASTER'S PROGRAMME

POSTGRADUATE PROGRAMMES	
Full-time MA in Transnational Governance (120 ECTS CREDITS)	
EU/Non-EU	
Statutory annual tuition fee	€ 14.000,00
Tuition fee deposit	€ 3.000,00
Course-related fees	
1 (one) ECTS credit fee (non-transferable)	€ 234,00
<i>Full module</i> repeat fee (Module VIII and Module IX) (non-transferable)	€ 5.265,00
Examination resit fee (except Module VIII and Module IX) (non-transferable)	€ 100,00
Administrative fees	
Administration fee for refund procedure	€ 100,00
Administration fee for instalment plan	€ 100,00
Administration fee for defence deferment	€ 100,00
Ancillary fees	
Graduation fee (including the diploma, the rental of the STG academic gown and shoulder piece and the digital recording of the of the Conferring Ceremony)	€ 50,00
Re-issuance of Master's degree diploma	15,00 €
EUI card re-issuance (in case of loss or deterioration)	€ 5,00

APPENDIX III: SUMMARY OF RELEVANT DEADLINES

Activity	Semester	Month/Date
Application deadline	-	End of January
Pre-screening procedure	-	By the end of March
Post-selection procedure	-	Beginning of April
Student's confirmation of acceptance	-	Within 30 days upon receipt of the notification
In case of payment liability	-	Balance is due by 30 June of the same calendar year.
Deferral request	-	30 days prior to the commencement date of the Master's programme
Recognition of credits request	-	30 days prior to the commencement date of the Master's programme
Decision regarding a recognition of credits request	-	Two weeks after the request
Transnational Governance Preparatory School	Beginning 1 st semester	September (4 weeks)
First day of the core study units	1 st semester	Late September
Master's programme Open activities	Beginning 3 rd semester	September (4 weeks)
Inform STG regarding the chosen TC and registration to the related study units	End 2 nd semester	1 st -31 st July
First day of specialisations	3 rd semester	Late September
End of the Academic Year	End 2 nd and 4 th semester	30 th June
Internship procedure	Beginning 2 nd semester	From 10 th January (for visa purposes) until end of February
	2 nd semester	February (no visa needed)
Internship exemption request	2 nd semester	January-February
Internship period	End 2 nd semester	May-June
Internship questionnaire	End 2 nd semester	Late May
Submission Internship final report by the host institution	End 2 nd semester	20 th June
Additional Internship hours	Summer between 1 st and 2 nd year	July to end September
Application for the Student's Mobility Programme	Beginning 2 nd semester	15 th January – 15 th February
Approval for the participation in the Student's Mobility Programme	2 nd semester	May
Student's Mobility Programme	3 rd semester	September to December

Mid-term exams	1 st , 2 nd , 3 rd , and 4 th semester	Week # 6
Mid-term exams results	1 st , 2 nd , 3 rd , and 4 th semester	Week # 8
Final exams	1 st , 2 nd , 3 rd , and 4 th semester	Week # 12
Final exams results	1 st , 2 nd , 3 rd , and 4 th semester	Following week
Examinations review and inspection	1 st , 2 nd , 3 rd , and 4 th semester	2 weeks after final result
Annual resit session	1 st , 2 nd , 3 rd , and 4 th semester	Last week of April
Absence during an examination	1 st , 2 nd , 3 rd , and 4 th semester	Noon day before examination
Specific requests for examinations	1 st , 2 nd , 3 rd , and 4 th semester	1 month in advance
Oral examinations results	1 st , 2 nd , 3 rd , and 4 th semester	Day after
Retention period of graded assignments (hard copies)	1 st , 2 nd , 3 rd , and 4 th semester	Two years
Decision regarding Master Thesis or Capstone Project Report	End 2 nd semester	1 st -31 st July
Master Thesis/Capstone Project final draft deadline submission	4 th semester	Mid May
Master Thesis/Capstone Project deadline submission	4 th semester	Late May
Information regarding specific illness before Master Thesis and Capstone Project submission	4 th semester	1 week before the deadline, mid-May
Defence Master Thesis/Capstone Project	4 th semester	Second week of June
Conferring ceremony	4 th semester	Mid-June
Master Thesis/Capstone Project deliberation and outcome	4 th semester	Same day



With the support of the
Erasmus+ Programme
of the European Union

The European Commission supports the EUI through the European Union budget. This publication reflects the views only of the author(s), and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Printed in June 2020

European University Institute - School of Transnational Governance
Badia Fiesolana
Via dei Roccettini, 9
50014 San Domenico di Fiesole (FI)
Italy
stg.eui.eu