

# MASTER'S DEGREE PROGRAMMES

## ACADEMIC REGULATIONS

### Article 1 Purpose

1. The Graduate Institute of International and Development Studies (hereafter the “**Institute**”) awards the following five disciplinary Master’s degrees:
  - in Anthropology and Sociology;
  - in International Law;
  - in International Economics;
  - in International History;
  - in International Relations/Political Science.
2. The Institute also awards the following two interdisciplinary Master’s degrees:
  - in International Affairs;
  - in Development Studies.
3. The Master’s programmes are intended to offer high-level academic training through the acquisition of knowledge and the methodological tools necessary for an understanding of the area of study and the creation of personal and original work.
4. The present Academic Regulations (hereafter, the “**Regulations**”) set out the principles governing the organisation of the Master’s programmes. The Academic Committee of the Institute is responsible for approving the curriculum of each programme as well as the Implementation Guidelines (hereafter, the “**Guidelines**”).
5. The Regulations take precedence over any other regulations (guidelines, curricula, syllabi, etc.). Similarly, the Guidelines take precedence over any rules other than the Regulations (curricula, syllabi, etc.).

### Article 2 Admission

1. Applicants must fulfil the following conditions:
  - be in possession of a bachelor’s degree (worth at least 180 *European Credit Transfer and Accumulation System* – ECTS – credits) or a degree/diploma deemed to be equivalent in one or more disciplines relevant to the programme concerned, as indicated in the Guidelines;
  - satisfy any other conditions, especially the language requirements, stipulated by the Institute.
2. All candidates must submit a complete application by the deadline fixed by the Institute.
3. Admission is decided by the individual Admissions Commission of each programme. The decision is final and cannot be appealed.
4. The Admissions Commission may use its discretion to accept or reject an applicant, or to accept an applicant subject to certain conditions.

5. Where a candidate is admitted to a “fast track” programme, the candidate will be enrolled in the Master’s programme until the confirmation of his admission to the PhD programme at the end of the third semester of their Master’s studies (cf. Art. 2.1 of the PhD Academic Regulations). In exceptional cases, a student enrolled in a disciplinary Master’s programme can apply for a “fast track” programme. A candidate of the “fast track” programme whose admission to the PhD programme is not accepted at the end of the third semester remains enrolled in the Master programme for the fourth semester of studies.
6. In exceptional cases, a candidate who has been accepted may request to be transferred to another programme. The written request must reach the Office of the Director of Studies within the first two weeks of the semester

### **Article 3 Matriculation**

All candidates admitted to a Master’s programme must be enrolled at the Institute for the duration of their studies (including extensions or leaves of absence).

### **Article 4 Languages**

The working languages of the Institute are French and English. Students are entitled to express themselves, orally and in writing, in either of these languages.

### **Article 5 Obtaining a Master’s degree**

In order to obtain their Master’s degree, candidates must acquire a total of 120 ECTS credits, which will be obtained:

- by following the required courses and obtaining the corresponding number of credits;
- by submitting a dissertation, in accordance with the provisions and deadlines set out below.
- For “fast track” programme candidates admitted to the PhD programme, by writing and successfully defending their preliminary thesis dissertation in accordance with the provisions of the implementation guidelines as well as the set deadlines.

### **Article 6 Curriculum**

1. In accordance with the study plan of their programmes, students must follow compulsory as well as elective courses in order to obtain, prior to the end of the fourth semester, the required number of ECTS course credits – 90 for the disciplinary Master’s, 102 for the interdisciplinary Master’s (or 90 if the student chooses a 30 credit dissertation in accordance with Article 9.5 of the present Regulations). In any case, students must acquire a minimum of 18 ECTS credits per semester during the first three semesters of study. Where this is not fulfilled, the student will be permanently excluded from the programme. The study plan can also include internships and workshops.
2. Candidates in the disciplinary Master’s programme must obtain between 66 and 78 credits in their discipline of specialisation and between 12 and 24 credits in one or several complementary discipline(s). For those enrolled in the interdisciplinary Master’s programmes, the curriculum specifies the distribution of credits.
3. Students are required to register for their courses by the deadline set by the Institute.
4. The Office of the Director of Studies may authorise a student to replace certain compulsory courses by other courses, up to a maximum of 12 ECTS credits.

5. Upon submission of a written request, the Office of the Director of Studies may authorise Master's students to take optional courses outside their curriculum, over and above the credits that can be obtained by participating in an exchange semester as detailed in Article 7. These exemptions shall not exceed 12 ECTS credits, which can be obtained either in another programme at the Institute or at another academic institution.

#### **Article 7 Exchange semester**

1. Students granted permission to spend the third semester at another institution of higher education with which the Institute has an agreement, may request the validation of a maximum of 30 ECTS credits obtained from courses successfully attended and completed in the host institution. The Office of the Director of Studies determines the equivalent number of ECTS credits.
2. In the case of specific agreements between the Institute and other academic institutions, a higher number of credits can be validated, as can a stay of a period longer than a semester, subject to the prior written agreement of the Office of the Director of Studies.

#### **Article 8 Evaluation procedures**

1. All work undertaken as part of a course (lectures, seminars, etc.), internship or workshop is subject to evaluation by a method to be decided and indicated by the relevant faculty member.
2. Assessment is based on a grade ranging from 1 to 6, with a gradation of a quarter of a point.
3. Internships and workshops will be evaluated as "pass" or "fail".
4. A student may not submit all or part of the same work for several assignments.
5. A grade equal to or higher than 4 for a course or a "pass" for an internship or workshop results in the attribution of the corresponding number of credits. Once successfully completed, a course, internship or workshop may not be repeated.
6. A grade lower than 4 for a course or a "fail" for an internship or workshop or codes R (justified leave) or N (unjustified leave) do not result in the attribution of the corresponding number of credits. In the case of a grade higher than 3.5 but lower than 4, the faculty member may attribute the code S (pending) and thereby allow the student to resubmit the work. If that work is deemed adequate, a grade of 4 will be attributed; if it is deemed inadequate, the initial grade of 3.75 is confirmed (for more details, see the Guidelines).

#### **Article 9 Dissertation**

1. The dissertation must comprise original research conducted by the student. It may be written in English or French. The organisation of the dissertation and the deadlines for completion are detailed in the Guidelines. Failure to adhere to the procedures and deadlines will result in permanent exclusion from the programme.
2. The dissertation is supervised by a faculty member of the Institute. Co-supervision requires the written permission of the Office of the Director of Studies.
3. The dissertation will be evaluated by a committee made up of two members: the

supervisor and a second reader (or the two co-supervisors if applicable).

4. The dissertation is assessed and graded. A written report accompanies the grade.
5. Students must achieve a minimum grade of 4 for their dissertation. If they are enrolled in a disciplinary Master, they will receive 30 ECTS credits. If the student is enrolled in one of the two interdisciplinary Masters, they will receive 18 ECTS credits; they can nevertheless ask to obtain 30 ECTS credits (see the Guidelines). Grades lower than 4 will result in exclusion from the programme. Where a grade is higher than 3.5 but lower than 4, the committee can attribute the code S (for more details, see the Guidelines).

#### **Article 10 Duration of Studies**

1. The statutory duration of studies is four consecutive semesters (except in the case of a double-degree agreement with a partner institution or in the case of candidates admitted to the “fast track” programme). The study cycle begins in the autumn semester.
2. In exceptional circumstances of a professional or personal nature, students may request an extension of one or two semesters. Requests are made to the Office of the Director of Studies in the application procedure or during the first week of the semester.
3. During their course, students may request a leave of absence for personal (e.g. maternity or paternity, illness, accident) or professional reasons of up to two semesters. Requests for a leave of absence must be submitted one month before the beginning of the semester in question to the Office of the Director of Studies, who will decide whether to grant a leave of absence.
4. Except for the cases mentioned in paragraphs 2 and 3 of this Article, extensions as set out in paragraph 1 can only be granted by the Office of the Director of Studies for reasons of *force majeure* (in particular, illness or accidents) which must be duly certified.
5. Specific deadlines, particularly those relating to the courses, are set out in the Regulations or those rules established in accordance with the Regulations (guidelines, curricula, etc.).

#### **Article 11 Cheating and plagiarism**

1. Any attempt or act of cheating and plagiarism duly proven by a faculty member or the dissertation supervisor will result in a 0 grade and can, following deliberation by the Academic Committee, result in sanctions including permanent exclusion from the Institute. Details are listed in the “Internal guidelines governing citation of sources and plagiarism”.
2. Cheating also includes, but is not limited to, failure to respect the rules pertaining to an assessment or reusing work, in whole or in part, for which credits have already been obtained, or which has already been used to obtain a degree, by presenting it as original work.
3. Plagiarism includes taking the work of a third party and presenting it as one’s own, reproducing, in whole or in part, text, data, figures, images, etc. drawn from external sources and failing to cite the source, or using original thoughts by third party authors and failing to indicate the source.

## **Article 12 Award of the degree**

1. Students who have obtained the necessary 120 ECTS credits in accordance with the Regulations and the conditions stipulated in Articles 5 and 9 in particular, and within the deadlines stipulated under Article 10, will be awarded a Master's degree.
2. The degree is awarded by the Institute.

## **Article 13 Exclusion**

1. Candidates will be permanently excluded from the Master's programme if they:
  - a. do not comply with the obligation laid down in Article 3;
  - b. do not meet the conditions for success laid down in Articles 5 to 9;
  - c. do not comply with the deadlines laid down in Article 10;
  - d. fail to respect deadlines and procedures when the punishment for failure to do so is exclusion, as stipulated by the Academic Regulations and Implementation Guidelines;
  - e. commit an act of cheating or plagiarism, as defined in Article 11;
  - f. seriously violate the Code of Conduct of the Institute.
2. Any decision to exclude a student will be made by the Director of the Institute, who will take into account exceptional circumstances.

## **Article 14 Acceptance to the PhD programme**

1. Under certain conditions, gaining a Master's degree gives access to the Institute's PhD Programme. The conditions are stipulated in the Academic Regulations of the PhD Programme (Articles 2.2 and 2.3).
2. Students enrolled in the "fast track" programme of the Institute may be admitted to the PhD programme, usually within the same discipline they have followed in their Master's degree, at the end of their third semester, as established by the Academic Regulations of the PhD Programme (Article 2.3), provided that they have obtained all the course credits required by the present Regulations. Candidates must request admission in their third semester. If at the end of the third semester all credits required by the present Regulations have been earned and the application to the fast-track programme has been accepted, the student will begin their PhD programme in the following semester, which in turn becomes the first semester in their doctoral studies.

## **Article 15 Appeal**

1. Any appeal to a decision resulting from the application of the Regulations must be lodged in the appropriate format and within the deadlines stipulated in the Regulations relating to appeal procedures at the Graduate Institute of International and Development Studies ("RIO-IHEID"), dated 27 May 2016.
2. In the event of an appeal against a decision, the matter may be referred to the competent body and dealt with in the manner and according to the deadlines stipulated in the Regulations cited previously.

## **Article 16 Entry into force**

1. Following preliminary approval granted by the College of Professors, the current Regulations were approved by the Foundation Board on 2 June 2017 and will enter into force on 1 September 2017.
2. The Regulations replace any previous Regulations.
3. These Regulations apply to all students who began their Master's studies before or after 1 September 2017.

Geneva, 1 September 2017

**The French-language version of this document is the authentic text.**