

## **Internal Regulations Governing Procedures and Deadlines for Masters Degrees**

These Regulations cancel and replace the Internal Regulations dated 14 September 2009.

The Regulations are applicable with immediate effect, as of the date of entry into force, to all students enrolled in a study programme at the time of entry into force of the current document and who commenced their studies on (or after) 15 September 2008.

Adopted by the Academic Committee on 18 May 2010

Entry into force on 18 May 2010

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As part of his responsibilities for the administration of the different Masters programmes, it is incumbent upon the Director of Masters Programmes to ensure the rigorous application of the Regulations and to guarantee the strictest respect for equality in the treatment of students. The Academic Units (International Affairs, Development Studies, International Law, International Economy, International History and Politics, Political Science), hereafter the AU, have no authority to draft and make decisions relating to the Regulations.

The current Internal Regulations, dealing with a certain number of items, set out semester-by-semester the procedures that students and faculty members are required to follow in application of the Academic Regulations, as well as the different tasks which are the responsibility of the relevant Academic Units, faculty members and administrative personnel.

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	<b>Students</b>	<b>Academic Units/Faculty/ Administration</b>
Admission: Required qualifications	<p><b>MIA</b> Bachelor's degree in law, economics, history, political science – or related discipline, or a multidisciplinary Bachelor's degree in international relations. Holders of previous Bachelor's degrees in a discipline other than law and social sciences, but with a strong academic record, are also eligible to apply.</p> <p><b>MIS</b> Bachelor's degree in law, economics, history, political science – or a related discipline, or a multidisciplinary Bachelor's degree in international relations. The GRE test is required for the MIS in International Economics.</p> <p><b>MDEV</b> Bachelor's degree in anthropology, sociology, law, economics, history, political science, geography – or a related discipline, or a multidisciplinary Bachelor's degree in development studies or international relations.</p>	
Admission: Language requirements	<p>Applicants must be able to demonstrate knowledge of <b>English</b> (attested by an appropriate language certificate) at the time of application. The level of knowledge required is detailed on the Institute's website. Candidates whose mother tongue is English or who have completed secondary or post-secondary education in English and who have received a diploma to this effect are exempt from this requirement.</p> <p>Applicants with no knowledge of French are eligible to apply. They must, however, request a French-language waiver. Once accepted to the programme, students will be required to attend an intensive French course for the three weeks preceding the start of the Autumn semester. During the first semester, a weekly 2-hour course is organised by the University of Geneva for those who wish to follow it.</p>	

<p><i>Semester 1 – 1<sup>st</sup> week</i> Extension of studies for a duration of one or two semesters</p>	<p>All requests for such an extension, duly justified and accompanied by the relevant documents (e.g. work or medical certificate), must be addressed in writing to the Director of the Masters Programmes. They must reach the relevant Programme Secretariat <u>no later than the time of registration at the Institute.</u></p>	<p>The relevant Programme Secretariat receives the request. The head of the relevant AU makes a preliminary decision and transmits the request to the Director of Masters Programmes who makes the final decision.</p>
<p><i>Semesters 1-4</i> Leave of absence or exceptional extension</p>	<p>No request for a leave of absence or an extension will be considered once the programme has commenced except for reasons of <i>force majeure</i> (including illness, accident) or maternity; these must be supported by the appropriate certificate. In such circumstances, requests must be addressed to the Director of Masters Programmes.</p>	<p>The Director of Masters Programmes will grant approval based on the certificates submitted with the request.</p>
<p><i>Semester 1</i> Knowledge of French: courses and tests</p>	<p>All successful applicants, having requested a waiver, are required to attend a French course and pass a test to ensure that they have at least a passive knowledge of the language. Students of French mother tongue or those who have completed secondary or post-secondary studies in French, duly attested by a diploma or who have obtained a French-language diploma equivalent to the DALF B2 will be exempt from this requirement and will obtain recognition of their French language skills.</p> <p>In the event of failure to successfully pass the test, students will be required to re-sit the test during semesters 3 and/or 4. Failure to pass the test will not result in exclusion from the programme; however, the result will be recorded on the final transcript.</p>	<p>The Admissions Office Secretariat is responsible for organising the tests and communicating the results to the students.</p>

<p><i>Semesters 1-3</i> Substitution of compulsory courses</p>	<p>All requests to substitute a compulsory course for another must be addressed, with a letter of motivation, using the <i>ad hoc</i> form, to the head of the relevant AU. It must reach the Programme Secretariat <u>no later than two weeks after the start of the relevant semester.</u></p>	<p>The relevant Programme Secretariat receives the request. The head of the relevant AU makes a preliminary decision and transmits the request to the Director of Masters Programmes who is responsible for the final decision.</p>
<p><i>Semesters 2-3</i> Courses external to the curriculum/Institute</p>	<p>If the subject of the dissertation so warrants, a request to take elective courses external to the curriculum can be made during the second or third semesters. A maximum of 6 credits can be selected from courses offered by another curriculum at the Institute and 6 credits for courses offered by another graduate institution. All requests, accompanied by a letter of motivation, must be addressed to the head of the relevant AU using the <i>ad hoc</i> form. They must reach the relevant Programme Secretariat <u>no later than two weeks after the start of the relevant semester.</u></p>	<p>The relevant Programme Secretariat receives the request. The Director of Masters Programmes makes the decision after consultation with the head of the relevant AU.</p>
<p><i>Semesters 2-3</i> Internships</p>	<p>In accordance with their respective curricula, MDEV students may undertake an internship; MIA students may substitute workshops with internships during the second and/or third semester of study. All requests, accompanied by a letter of motivation, must be addressed to the Programme Secretariat using the <i>ad hoc</i> form <u>no less than 15 days before the start of the internship.</u></p> <p><u>No later than one month after completion of the internship,</u> students are required to submit a duly completed internship attestation form and internship report to the relevant Programme Secretariat.</p>	<p>The Programme Secretariat forwards the request to the head of the relevant AU.</p>

<p><i>Semesters 1-2</i> Exchange semester</p>	<p>All students wishing to participate in an exchange semester are required to do so during the third semester of their studies. Students may only enter into exchanges with those institutions with which the Institute has a written agreement. The different exchange programmes available to Masters' students are specified every year.</p> <p>All requests for exchanges, including the choice of host institution, must be addressed to the Director of Masters Programmes, using the ad hoc form and reach the Exchange Programme Secretariat <u>no later than 1 March of the first year of study</u>.</p> <p>Students wishing to participate in an exchange semester must fulfil the following prior conditions:</p> <p>MIS</p> <ul style="list-style-type: none"> <li>- Have successfully completed the compulsory courses during the 1<sup>st</sup> and 2<sup>nd</sup> semesters;</li> <li>- Have successfully completed a minimum of two complementary courses;</li> <li>- Have obtained 60 credits by the end of the 2<sup>nd</sup> semester; and</li> <li>- Have obtained the agreement of a member of faculty to supervise their dissertation.</li> </ul> <p>MIA</p> <ul style="list-style-type: none"> <li>- Have successfully completed the compulsory courses during the 1<sup>st</sup> and 2<sup>nd</sup> semesters;</li> <li>- Have obtained 60 credits by the end of the 2<sup>nd</sup> semester; and</li> <li>- Have obtained the agreement of a member of faculty to supervise their dissertation.</li> </ul> <p>MDEV</p> <ul style="list-style-type: none"> <li>- Have successfully completed the compulsory courses;</li> <li>- Have obtained 60 credits by the end of the 2<sup>nd</sup> semester; and</li> <li>- Have obtained the agreement of a member of faculty to supervise their dissertation.</li> </ul>	<p>The Exchanges Programme Secretariat receives the candidates' files and in consultation with the relevant Programme Secretariat ensures that all the necessary requirements have been fulfilled.</p> <p>The Director of Masters Programmes is responsible with an <i>ad hoc</i> commission for selecting the candidates based on the recommendations from the head of the relevant academic unit. The Director of Masters Programmes is responsible for communicating the final decisions to the Exchange Programmes Secretariat which, in turn, communicates the final decision to the student.</p>
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Oral examination		<p>During an oral examination, the professor in charge is accompanied by a colleague or an assistant.</p>

<p>Failure to participate in an assessment/failure to respect deadlines</p>	<p>A student who fails to participate in an assessment for which he is registered, fails to submit a piece of work within the agreed deadlines, or leaves, mid-semester, a course for which he is registered for any reason other than <i>force majeure</i> will be attributed an “N” code.</p> <p>In the event of failure to participate in an assessment or failure to submit a piece of written work within the agreed deadlines due to <i>force majeure</i>, the student will be required to submit to the Director of Masters Programmes a signed letter accompanied by the necessary justification certificates. In the event of illness or accident, a valid medical certificate must be submitted to the Programme Secretariat <u>no later than seven days following the date of the assessment or the deadline for submission of work</u>. In the event that the student is unable to comply with this requirement because of <i>force majeure</i>, the Director of Masters Programmes will grant an extension. A “C” code will be attributed.</p>	
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<p><i>Semesters 1-4</i> Procedures in the event of failure</p>	<ul style="list-style-type: none"> <li>- In the event of failure to successfully pass a <b>compulsory 1<sup>st</sup> or 2<sup>nd</sup> semester course</b>, the student will be required to attend and pass the course during the following academic year. If the course is no longer given, a substitute course will be set up by the head of the relevant Academic Unit in agreement with the Director of Masters Programmes and after discussion with the faculty member in charge of teaching the course the student failed.</li> <li>- In the event of failure to successfully pass a <b>compulsory 3<sup>rd</sup> semester course</b>, the student will be required to attend the course again during the 4<sup>th</sup> semester. If the course is no longer given during the 4<sup>th</sup> semester, a substitute course will be set up by the head of the relevant Academic Unit in agreement with the Director of Masters Programmes and after discussion with the faculty member in charge of teaching the course the student failed.</li> <li>- In the event of failure to successfully pass an <b>elective course, a workshop or an internship</b>, the student will be given the possibility, provided the statutory deadlines can be met, of participating in another course or workshop or undertaking another internship worth the number of required credits. Alternatively, the student may be able to register again for the course or workshop during the following year, provided the course is still available and in accordance with the curriculum for each programme.</li> </ul>	<p>In the event that a student achieves a grade equal to or higher than 3.75 and lower than 4, the faculty member responsible for the course may authorise the student to submit a complementary piece of work, during the three weeks following the attribution of grades. If this complementary work is deemed acceptable, a grade of 4 will be attributed to the student. If the work still fails to achieve the required standard, the original grade will stand.</p> <p>(In the interim, i.e. between the date of the attribution of grades and the date of the attribution of pending grades, an "S" code is attributed).</p>
<p><i>Semesters 1-4</i> Registration of grades</p>		<p>The faculty member in charge of teaching the course is responsible for entering all the grades in the Campus database by the deadline scheduled by the Administration.</p>

<p><i>Semesters 1-4</i> Explanation of grades</p>	<p>Each student may at all times ask for an explanation for the attribution of a particular grade.</p>	<p>The faculty member responsible for teaching the course must at all times be able to justify and explain all grades attributed until the end of the semester following the attribution of the grade in question.</p>
<p><i>Semester 2</i> Organisation of work and deadlines for submission of dissertations</p>	<p>In order to prepare for the dissertation, the student is required to agree a topic with one of the professors of the Institute (or a senior lecturer, or a lecturer with a PhD) attached to the student's chosen programme, and ask him to supervise his research.</p> <p>The student is required to complete the <i>ad hoc</i> form indicating, among others, the topic of his dissertation, the name of the dissertation supervisor or co-supervisors, if appropriate. This form must be duly signed and submitted to the relevant Programme Secretariat <u>no later than the agreed deadline set up each year before the start of the 3<sup>rd</sup> semester by the Director of Masters Programmes.</u></p> <p>The student is required to submit a detailed plan of the proposed research to the relevant Programme Secretariat <u>no later than the agreed deadline set up each year by the Director of Masters Programmes before the start of the 4<sup>th</sup> semester.</u></p> <p>The procedures and deadlines listed on the Institute's website are binding. Failure to respect these procedures and deadlines will result in exclusion from the programme.</p>	<p>If the chosen subject of the dissertation so warrants, the Director of Masters Programmes may authorise a professor or a senior lecturer or a lecturer (both with PhDs), teaching in another of the Institute's academic units to supervise or co-supervise the dissertation. Visiting professors or lecturers who only teach a course or seminar for a single semester are not eligible to supervise dissertations.</p>

<p><i>Semester 4</i> Designation of a second reader</p>		<p>A second reader is selected by the dissertation supervisor amongst the Institute's teaching staff and holder of a PhD. In exceptional cases, the dissertation supervisor may suggest to the Director of Masters Programmes that the second reader be a faculty member or an expert from outside the Institute without a PhD. The designation of the second reader must be completed <u>no later than the end of the month of June during the 4<sup>th</sup> semester</u>. This information must be communicated by the dissertation supervisor to the Programme Secretariat, via the relevant form.</p>
<p><i>Semester 4</i> Submission of dissertation</p>	<p>The final version of the dissertation must not exceed 15,000 words of text (except with the express agreement of the dissertation supervisor) and must include a 150-word summary inserted at the beginning of the manuscript. The dissertation must be submitted in five copies to the Programme Secretariat. The deadline for submission of dissertations is <u>mid-July</u>. The exact date for each academic year is decided by the Director of Masters Programmes. An electronic copy of the dissertation and summary must be submitted to the Programme Secretariat by the same deadline.</p>	

<p><i>Semester 4</i> Assessment of the dissertation</p>	<p>The dissertation must be personal and original research work. It can be written in English or in French.</p>	<p>The dissertation is assessed and graded <u>within a maximum deadline of four weeks</u> by a jury composed of the dissertation supervisor and the second reader.</p> <p>The dissertation supervisor submits a transcript of the grade attributed, signed by the jury members, along with a written report of the student's work, to the relevant Master Programme Secretariat.</p> <p>The final deadline for the submission of dissertation grades is set up each year by the Director of Masters Programmes in relation to the start of the new academic year.</p>
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<p><i>Semesters 1-4</i> Cheating and plagiarism</p>	<p>The exact regulations concerning cheating and plagiarism can be found in “Note sur les procédures de citation des sources et plagiat” which can be downloaded from the Institute’s web site.</p>	<p>If a faculty member or dissertation supervisor deems that cheating, plagiarism, or attempted cheating or plagiarism have taken place, a “0” grade is attributed. When the work submitted shows evidence of irregularity but is not sufficient to prove that cheating has occurred, the Academic Committee may annul the results of the assessment and request the student to submit to another assessment.</p>
<p><i>Semesters 1-4</i> Appeal</p>	<p>The deadline for appeal is of 30 days in accordance with article 18 of RIO-UNIGE (<i>Règlement relatif à la procédure d'opposition au sein de l'Université de Genève</i> – Regulations governing the appeals procedure within the University of Geneva – dated 16 March 2009). For all other issues, (form, etc.), the procedure is governed by articles 19 et seq. of RIO-UNIGE.</p>	<p>The text of RIO-UNIGE and the procedure are available on the Institute’s website.</p>

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