

## Master's degrees: Implementation Guidelines for the Academic Regulations

As part of its responsibilities for the administration of the different Master's programmes, the Office of the Director of Studies ensures the rigorous application of the Academic Regulations (hereafter, the "**Regulations**") and to guarantee the strictest respect for equality in the treatment of students. The Heads of the five Departments, as well as the Heads of the two interdisciplinary programmes (International Affairs, Development Studies) cannot take decisions which conflict with the Regulations.

These Implementation Guidelines (hereafter, the "**Guidelines**") identify the procedures that students and Faculty members are required to follow, semester by semester, as well as the different tasks incumbent upon the departments/programmes, Faculty members and administrative personnel.

These Guidelines revoke any previous versions and apply to all students following a Master's programme at the Institute.

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Semesters	Students	Departments/Faculty/Administration
<p><i>Admission</i> Required qualifications</p>	<p><b>Disciplinary Masters:</b> Bachelor's degree in anthropology, sociology, law, economics, history, political science, or a related discipline, or a multidisciplinary bachelor's degree in international studies. The GRE test is required for the Master's in International Economics.</p> <p><b>MIA:</b> Bachelor's degree in anthropology, sociology, law, economics, history, political science, or a related discipline; or a multidisciplinary bachelor's degree in international studies. Holders of a bachelor's degree in a discipline other than those mentioned above, and with a strong academic record, are also eligible to apply.</p> <p><b>MDEV:</b> Bachelor's degree in anthropology, sociology, law, economics, history, political science, geography or a related discipline, or a multidisciplinary degree in development studies or international studies. Holders of a bachelor's degree in a discipline other than those mentioned above, and with a strong academic record, are also eligible to apply.</p>	
<p><i>Admission</i> Language requirements</p>	<p>The Institute's working languages are French and English. Each student may express themselves, orally or in writing, in either one of these languages.</p>	

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<i>Admission</i> Language requirements: English	In their application form, candidates must show certified (TOEFL or other) proficiency in English (the required level is indicated on the Institute's web- site). Candidates of English mother tongue and those having followed certified secondary level or post-secondary level education in English are exempt from this requirement.	
<i>Admission/Semester 1</i> Language requirements: French Exemption possible	Normally, knowledge of French (at least passively) is required. However, candidates without any knowledge of French may apply for admission and ask for an exemption. Once admitted, they must follow an intensive learning programme in French during the three weeks before the beginning of the Autumn semester, as well as a French course during the first academic year. Both courses are organised and financed by the Institute. At the beginning of the third semester, these students will undergo a test, the result of which will appear on their transcript and on a separate certificate. Should they fail, they must re-sit the test at the beginning of their fourth semester.	
<i>Semester 1</i> French Language Test no. 1	At the beginning of their first semester, a test in French is organised for all students who asked for an exemption in their application form, those who are not of French mother tongue, those with no certified secondary level or post-secondary level French or those with no certification attesting a sufficient level of French (the required level is indicated on the website). The success of this test will appear on the transcript and on a separate certificate. Students having failed the test must follow a French course organised and financed by the Institute during the first academic year, and must re-sit the test at the beginning of the third semester.	The Admissions Secretariat organises the French language test and enters the results in the Institute's database, where students can access them.
<i>Semester 1, week 1</i> Extension of studies	An extension of the prescribed period for the completion of the programme will be granted only under exceptional circumstances and cannot exceed the duration of two semesters. All requests for such an extension, duly justified and accompanied by the relevant documents (e.g. a work or medical certificate), must be included in the application or must reach the relevant Master's Programmes Secretariat <u>during the first week of classes at the latest.</u>	The Admissions Secretariat or the Master's Programmes Secretariat, depending on the case, will forward the request to the Office of the Director of Studies who will consult the relevant department or programme before reaching a final decision.
<i>Semester 1, weeks 1-3</i> Transfer	In exceptional cases a candidate who has been admitted to a programme may request to be transferred to another programme. The duly motivated request must reach the Master's Programmes Secretariat <u>within the first week of classes.</u>	The Master's Programmes Secretariat will forward the request to the Office of the Director of Studies who will consult the relevant department or programme before reaching a final decision.

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<p><i>Semesters 1-3</i> Teaching: substitution of compulsory courses</p>	<p>All requests to substitute a compulsory course for another must be duly substantiated and addressed to the Master's Programmes Secretariat, using the <i>ad hoc</i> form, <u>within the week preceding the start of the relevant semester</u>. No request will be considered beyond this deadline.</p>	<p>The Master's Programmes Secretariat will forward the request to the Office of the Director of Studies who will consult the relevant department or programme before reaching a final decision.</p>
<p><i>Semesters 1-4</i> Teaching: Courses outside the curriculum or Institute</p>	<p>A request to take courses outside the curriculum can be made both within the specialisation as well as in a complimentary discipline. This shall not exceed 12 ECTS credits, which can be obtained either within the study plan of another programme at the Institute, or in another university. All requests must be duly motivated and addressed to the Master's Programmes Secretariat, using the <i>ad hoc</i> form, <u>within the first week of the start of the relevant semester</u>. No request will be considered past this deadline.</p> <p>If the class is given outside the Institute, it is the student's responsibility to ensure that the relevant authority of the host institution validates it.</p>	<p>The Master's Programmes Secretariat will forward the request to the Office of the Director of Studies who will reach a decision based on the reasons invoked as well as any input from the relevant department or programme.</p> <p>If the course is taken outside the Institute, the number of ECTS credits to be awarded is decided by the Office of the Director of Studies.</p>
<p><i>Semesters 1-4</i> Internships</p>	<p>In accordance with their respective curricula, students from specific programmes may undertake an internship. All requests must be duly substantiated and addressed to the Master's Programmes Secretariat, using the <i>ad hoc</i> form, <u>no less than 15 days before the start of the internship</u>.</p> <p>Students are required to submit a duly completed internship certificate form and internship report to the Master's Programmes Secretariat, <u>no later than one month after completion of the internship</u>.</p>	<p>The Master's Programmes Secretariat forwards the request to the Head of Interdisciplinary Programmes for approval.</p>
<p><i>Semesters 1-2</i> Exchange Semester: Request</p>	<p>All students wishing to participate in an exchange programme are required to do so during the <b>third semester</b> of their studies. Students may only enter exchange programmes with partner institutions. The exchange request, indicating the choice of the host institution, must be addressed to the Exchanges Secretariat <u>no later than 1<sup>st</sup> February of the first year of studies</u>. The exchange programmes open to students from different Master's programmes is detailed each year.</p> <p>Students in the disciplinary Masters as well as those in the MIA and MDEV are eligible to apply as long as they fulfil the following conditions:</p> <ul style="list-style-type: none"> <li>- Have obtained 60 credits by the end of the second semester. This figure includes all the mandatory courses of the first two semesters;</li> <li>- Have obtained the agreement of a Faculty member to supervise their dissertation.</li> </ul>	<p>The Exchanges Secretariat receives the application forms and, in consultation with the Master's Programmes Secretariat, ensures that that all the necessary requirements have been fulfilled.</p> <p>The Exchanges Committee is responsible for selecting candidates based on the recommendation of the relevant department or programme. The final decision will be communicated to the Exchanges Secretariat, who in turn communicates this to the students.</p>

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<p><i>Semester 3</i> Exchange Semester</p>	<p>Selected candidates must draw up a study agreement with head of the relevant department or programme. The study agreement must include a detailed description of the courses the student intends to attend, details of the means of assessment and their credit weighting. This agreement will ensure that the credits obtained during the exchange semester are recognised upon the students' return to the Institute.</p> <p>Any changes must be communicated to the Exchange Secretariat <u>within 30 days of registering at the host institution.</u></p> <p>Upon their return, students are required to submit to the Exchange Secretariat details of all the courses attended, the results obtained and a report of the exchange semester (2 to 5 pages).</p>	<p>The Exchanges Secretariat collects the study agreement by <u>15<sup>th</sup> of July at the latest</u>. This document is then validated by the Office of the Director of Studies.</p> <p>Any changes must be agreed upon with the head of the relevant department or programme and subsequently approved by the Exchanges Secretariat.</p> <p>The Exchanges Secretariat is responsible for gathering the relevant documents, archiving the exchange reports, and communicating the grades and certificates confirming successful completion to the Master's Programmes Secretariat.</p>
<p><i>Semesters 3-4</i> French Language Test no. 2</p>	<p>Students who fail the first French Language Test must re-sit it under the circumstances provided above (page 2) at the beginning of the third or fourth semester. Results will appear on the transcript and on a separate certificate. Failure in the second attempt is definitive and will appear on the transcript.</p>	
<p><i>Semesters 1-4</i> Teaching: withdrawal</p>	<p>A student who (i) fails to participate in an assessment for which they are registered, (ii) fails to submit work in accordance with the forms and deadlines prescribed by the regulations, or (iii) leaves a course for which they are registered, during the semester, for any reason other than <i>force majeure</i>, will be awarded an <b>N code</b> (unjustified withdrawal), which corresponds to 0 ECTS and will appear in the transcript.</p> <p><u>In the event of withdrawal from a</u> course due to unforeseen circumstances (in particular illness, accident or death of a close relative), the student will be required to submit to the Master's Programmes Secretariat a signed letter detailing the issue immediately, or at the latest 1 week after the date of the evaluation or the deadline. A certificate corroborating the issue invoked must be attached to the letter.</p> <p>If the Office of the Director of Studies finds the said reason to be acceptable, the student will either receive a <b>code R</b> (justified withdrawal), which deletes the course from the transcript, or a <b>code C</b> (medical certificate) that has to be replaced by a grade before the start of the following semester.</p>	<p>The Secretariat of the Master's Programmes forwards the letter and certificate to the Office of the Director of Studies, who will consult the relevant Faculty member and make the decision based on the reasons invoked and the evidence submitted.</p>

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<p><i>Semesters 1-4</i> Teaching: Assessment</p>	<p>Students can request a detailed explanation of a grade assigned to them by the Faculty member.</p>	<p>Analytical and research-based work, accounting for at least 50% of the final grade, is assessed by the Faculty member, who may be assisted by a teaching assistant. This also applies if the final examination takes the form of an oral presentation.</p> <p>The Faculty member must be able to justify grades until the end of the semester following the semester in which they were attributed.</p>
<p><i>Semesters 1-4</i> Teaching: Registration of grades</p>		<p>The Faculty member must enter all grades in the Institute's database by the deadline scheduled by the administration.</p>

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<p><i>Semesters 1-4</i> Teaching: Procedures in the event of failure</p>	<p>– In the event of failure to successfully pass a <b>compulsory first or second semester course</b>, the student will be required to take the course again the following year and pass it. A second failure will result in definitive exclusion from the programme. If the course is no longer given, the head of the relevant department or programme, with the agreement of the Office of the Director of Studies, will decide on a substitute course.</p> <p>– In the event of a failure to successfully pass a <b>compulsory third semester course</b>, the student will be required to follow and successfully complete the course again during the fourth semester. A second failure will result in definitive exclusion from the programme. If the course is not offered during the fourth semester, the head of the relevant department or programme, with the agreement of the Office of the Director of Studies, will decide on a substitute course.</p> <p>– In the event of a failure to successfully pass an <b>elective course, a workshop or an internship</b>, the student will be given the possibility, provided the prescribed 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 fits with the curriculum for each programme.</p> <p>All failed courses and results (insufficient grade, “fail”) appear on the transcript and the grade obtained is calculated in the overall average.</p>	<p>In the event the grade is above 3.5 but lower than 4, the Faculty member responsible for the course may authorise the student to submit an additional assessment, which will be completed by a deadline determined by the administration. In the interim an “S” code (pending) is attributed. The grade must be revised to a passing one (4), if the work is deemed acceptable, or changed back to the initial grade if not, by the set deadline.</p>
<p><i>Semesters 3-4</i> Extra credits</p>	<p>If a student obtains credits which exceed the required number by the Master’s Academic Regulations (90), and if the student is accepted into the Doctoral programme, six of the extra credits can be transferred at their request to the Doctoral programme, provided they have been acquired in a course open to PhD students in the relevant discipline. The extra credits are not applicable, in principle, to the compulsory courses of the PhD curricula.</p>	

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<p><i>Semester 2</i> Dissertation: Title and supervisor</p>	<p>The dissertation is a personal and original piece of research and is to be written in French or English under the guidance of a Faculty member of the Institute. In order to prepare for the dissertation, students are required to agree on a topic with one of the academic staff members of the Institute during the first two semesters, and ask them to supervise their research.</p> <p>The supervisor is usually linked to the department or programme where the student is enrolled. However, if the chosen subject of the dissertation so warrants, the student may make a request to the Office of the Director of Studies to approach a Faculty member affiliated with another department or programme of the Institute. In exceptional circumstances and if the subject requires, they may request co-supervision involving a Faculty member of another department or programme.</p> <p>Once the Faculty member has consented to supervise the dissertation, the student is required to register the title of his dissertation, and the name of the supervisor, in the Institute's database, <u>no later than the agreed deadline fixed each year before the end of the second semester by the Office of the Director of Studies.</u></p>	<p>In principle, visiting academics who only teach a course or seminar for a single semester are not eligible to supervise dissertations. The Office of the Director of Studies may, however, make an exception if the professor concerned is present during the Spring semester.</p> <p>If the subject of dissertation so warrants, the Office of the Director of Studies may authorise an academic staff member affiliated with another department or programme of the Institute to supervise or co-supervise.</p> <p>The supervisor is notified by email and validates the information recorded by the student.</p>
<p><i>Semester 3</i> Dissertation: Detailed plan</p>	<p>The student must upload an electronic copy of the detailed plan of their dissertation on the Institute's database <u>no later than the agreed deadline set each year by the Office of the Director of Studies before the end of the third semester.</u></p>	<p>As soon as the document has been uploaded, the supervisor is informed by email and has access to the text via the Institute's database.</p>
<p><i>Semester 4</i> Dissertation: designation of a second reader</p>		<p>A second reader is selected by the supervisor among the Institute's Faculty members (including visiting professors and lecturers) who are holders of a PhD. The designation of the second reader must be completed <u>before June of the fourth semester.</u> The supervisor enters this information in the Institute's database. In exceptional cases, if the subject so requires, the supervisor may suggest to the Office of the Director of Studies that the second reader be a Faculty member or an expert from outside the Institute (usually a holder of a PhD).</p>

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<p><i>Semester 4</i> Dissertation: Submission</p>	<p>The final version of the dissertation must be between 15,000 and 25,000 words, excluding notes and bibliography.</p> <p>A 150-word summary must be inserted at the beginning of the manuscript. The student will upload an electronic copy of the dissertation on the Institute's database. This must be done during the fourth semester by the date set each year by the Office of the Director of Studies, according to the academic calendar,</p> <p>When submitting their dissertation, the student must also provide the Master's Programmes Secretariat with evidence that their dissertation obtained a score of less than 20% similarity as calculated by the anti-plagiarism software. If the score is superior to 20%, the student must prove that the score obtained is not the result of plagiarism.</p>	<p>As soon as the document has been uploaded, the supervisor as well as the second reader are informed and have access to the text, via the Institute's database.</p> <p>Prior to submitting the dissertation, the Master's Programmes Secretariat will provide the student with a personal access code that will allow them to screen their dissertation with the software used by the Institute.</p>

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<p><i>Semester 4</i> Dissertation: Evaluation</p>	<p>Once the members of the jury have uploaded the report and grade, the students will have access to them via the Institute's database.</p>	<p>The dissertation is assessed and graded, by the deadline fixed each year by the Office of the Director of Studies according to the academic calendar, by a jury composed of the supervisor and the second reader.</p> <p>After this period, members of the jury upload to the Institute's database the relevant form along with a report in which they assess and grade the dissertation.</p> <p>If the grade is equal to or above 4, the student obtains 30 ECTS credits.</p> <p>In the event the grade is above 3.5 but lower than 4, the jury may authorise the student to submit a revised version of the dissertation, which will be assessed by the deadline determined by the administration. In the interim an "S" code (pending) is attributed. The grade must be revised to a pass (4), if the changes are deemed acceptable, or changed back to the initial grade if not, by the set deadline.</p>
<p><i>Semesters 2-4</i> Dissertation: Procedures and calendar</p>	<p>Procedures and deadlines as they appear on the Institute's website are self-authenticating. Failure to respect these procedures and deadlines will result in definitive exclusion from the programme.</p>	

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<p><i>Semesters 1-3</i> Leave of absence</p>	<p>A leave of absence constitutes a suspension of studies during which the semesters can temporarily be put on hold.</p> <p>The student may send a written request for leave of absence to the Masters Secretariat up to one month before the beginning of the semester.</p> <p>Up to one month before the beginning of the semester, the student may submit a written request for leave to the Master's Programmes Secretariat. This request due to unforeseen circumstances (in particular illness, accident, death of a close relative), parental reasons (maternity, paternity) or professional reasons (fixed contract at 80% or more) must be accompanied by documentary evidence. The duration of leave of absence is defined by the Director of Studies Office on the basis of the documents submitted by the student. If a request is granted for professional reasons, the leave may not exceed two semesters and must be requested before the end of the prescribed period of study. During a leave of absence, the student is not permitted to attend courses nor submit his thesis.</p>	<p>The Master's Programmes Secretariat forwards the request to the Office of the Director of Studies, who will decide based on the reasons invoked and certificates submitted.</p>
<p><i>Semester 4</i> Exceptional extension</p>	<p>A written request for an extension of the deadline for submitting the dissertation may only be made in unforeseen circumstances (in particular illness, accident, death of a close relative) or fully justified parental reasons (maternity, paternity).</p>	<p>The Master's Programmes Secretariat forwards the request to the Office of the Director of Studies, who will make a decision based on the certificates submitted.</p>
<p><i>Semesters 1 to 4</i> Studies interrupted for medical reasons</p>	<p>In the case of a long term illness, and where a medical certificate provides confirmation, the student can request that their studies be suspended within a maximum of three years. The suspension means studies are put on hold and the student is ex-matriculated from the relevant programme. When they are able to resume their studies, they must submit a medical certificate attesting to this and may then recommence their curriculum where they left it. There is no requirement for the student to resubmit an admission file.</p>	<p>The Master's Programmes Secretariat forwards the request to the Office of the Director of Studies, who makes a decision on the basis of the certificates submitted (at the time of suspension and recommencement of studies).</p>

<p><i>Semesters 1-4</i> Certificates and similar documents</p>	<p>If necessary and subject to any contrary provisions, the student will provide the Institute with any useful document (medical certificate, etc.). Initially by email (scanned copy) or by fax, and then in its original version by priority mail. The document must be provided in French or English or, where applicable, be produced with a translation into French or English by a translator recognized by the Institute. Translations costs are the responsibility of the student.</p>	<p>The Institute reserves the right to seek advice from a medical practitioner.</p>
<p><i>Semesters 1-4</i> Cheating and plagiarism</p>	<p>In the case of any act of cheating or attempt to cheat or any act of plagiarism evidenced by a course instructor or thesis supervisor, a grade "0" is awarded and can lead to definitive exclusion from the Institute, after consultation with Academic Committee. The precise modalities can be found in the "Internal Guidelines Governing Citations of Sources and Plagiarism".</p>	

Semesters	Students	Departments/Faculty/Administration
<p><i>Semesters 3-4</i> Admission to the PhD programme (regular and fast track)</p>	<p>Obtaining the Master's degree allows, under certain conditions, admission to one of the Institute's PhD programmes. These conditions are specified in Articles 2.2 and 2.3 of the PhD Programme's Academic Regulations.</p> <p>Students registered in the "fast track" programme may be admitted to the PhD, usually in the discipline of specialization, as soon as they have completed their third semester, as per Article 2.1 ("fast track") of the PhD Programme's Academic Regulations. The request must be made not later than the date specified by the Office of the Director of Studies, prior to the end of the second semester. Admission is confirmed only if the candidate meets the requirements as established per Article 2.3. (a) and (b) of the PhD Programme's Academic Regulations. If admission is granted, the student will begin the PhD programme the following semester, which thus becomes the first semester of their PhD studies.</p> <p>By way of exception and provided the prior agreement of the Office of the Director of Studies has been obtained, a candidate registered in a disciplinary Master can apply to the "fast track" programme, during their Master studies without having been accepted for this programme at the time of their admission. To this end, prior the end of the second semester, the candidate must submit a request outlining their motivation to the Office of the Director of Studies to obtain the authorization to apply. If the application is considered acceptable, the student has to follow the same procedures as the other candidates in the "fast track" programme.</p> <p>During the third semester, a student wishing to benefit from the fast track may or must (depending on the department) obtain 6 credits of the PhD study programme. Requests can be made by completing a form which must be handed in to the Master's Programmes Secretariat. These 6 credits will count towards the PhD study programme. If this is not the case, they will count towards the Master's degree (in lieu of an optional course in the discipline of specialisation).</p>	<p>The application file is constituted by the Admissions Secretariat, who then forwards it to the department concerned.</p> <p>The Master's secretariat forwards the request to the Office of the Director of Studies which deliberates with the concerned department and, in case of acceptance, authorises the application.</p> <p>The Master's Programmes Secretariat deliberates with the Office of the Director of Studies who, upon positive feedback from the department concerned, allows the registration of the student for the course. If the student is admitted into the PhD programme at the end of the third semester, the 6 credits are transferred by the PhD Secretariat.</p>

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Semesters 1-4 Appeal	The deadline for appeal is 30 days in accordance with the Regulations relating to opposition procedures at the Graduate Institute of International and Development Studies dated 27 May 2016 (RIO-IHEID), For all other issues ( <i>locus standi</i> to file an appeal, form, etc.), the procedure is governed by the RIO-HEID. The latter is available on the website of the Institute. If they so wish, students can lodge an appeal by asking the President of the Students Association (GISA) to give an advisory opinion – the latter thereby undertakes to respect the strict confidentiality of the procedure and related information and documents.	

Revised version approved by the Academic Committee on 20 March 2019.

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