

## Master Programme: Implementation Guidelines for the Academic Regulations

As part of its responsibilities for the administration of the different master programmes of the Graduate Institute of International and Development Studies (the "Institute"), the Direction of Studies ensures the rigorous application of the Academic Regulations of the master programmes (the "*Regulations*") and guarantees the strictest respect for equality in the treatment of students. The Heads of the five disciplinary departments, as well as the Head of the interdisciplinary programme cannot take decisions which conflict with the Regulations.

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

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

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Semester	Students	Departments/Faculty/Administration
<i>Admission</i> Required qualifications	<p><b>Disciplinary Masters:</b> Bachelor's degree in anthropology, sociology, law, economics, history, political science, or related discipline; or multidisciplinary Bachelor's degree. For the master's degree in international economics, the GRE test may be required.</p> <p><b>Interdisciplinary Master in International and Development Studies:</b> Bachelor's degree in anthropology, sociology, law, economics, history, political science, geography, or related discipline; or multidisciplinary Bachelor's degree. Candidates with a university degree in a discipline other than those mentioned above, and with a good academic record, may also apply.</p>	
<i>Admission</i> Language skills: basic principle	The working languages of the Institute are French and English. The principle is that each student has the right to express themselves orally and in writing in either of these languages.	
<i>Admission</i> Language skills: English	Candidates must demonstrate in their application a sufficient knowledge of English by means of a certificate (TOEFL, etc.) (the required level is mentioned on the Institute's website). This requirement is waived for candidates who are native English speakers or who have completed a secondary or post-secondary degree in English.	
<i>Semesters 1-2</i> Language skills: French and possible exemption	At least a passive knowledge of French is required. Candidates who are not familiar with French may apply for admission by requesting a special exemption. Once admitted, they are required to take a French language course on the dates indicated by Student Services. This course is organised and financed by the Institute. Upon successful completion, students receive 3 ECTS credits. Assessments are carried out to check that progress is being made. If students attend all the sessions and pass the assessment, they receive 3 ECTS credits and a certificate.	

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<i>Semester 1</i> French Language Test	At the beginning of the first semester a French test is organised. It is intended for students: i) who do not have French as their mother tongue or who cannot prove that they have a secondary or post-secondary diploma in French, ii) who have not obtained a diploma in French certifying that they have sufficient knowledge of this language (the required level is mentioned on the Institute's website). Successful completion of this test is recorded in the transcript of results and a separate certificate is issued. Students who fail the test will be required to take the French course during the first academic year.	The admissions office organise the test and enters the results into the Institute's computer system for review by the students.
Before the beginning of <i>Semester 1</i> Transfer	In exceptional cases, a student admitted to one programme may request a transfer to another programme. The written request, duly justified, must reach the admissions office before the beginning of the first semester. For the Master in International and Development Studies, changes of specialisation are in principle not allowed.	The Admissions Secretariat transmits the request to the Direction of Studies, which decides after consultation with the department or programme concerned.
<i>Semesters 1-3</i> Teaching: replacement of compulsory courses	Requests to replace compulsory courses, duly justified, must be sent in writing to the Master Programmes Secretariat, using the appropriate form, within the deadlines set by the Direction of Studies. After this deadline, no further request will be considered.	The Master Programmes Secretariat transmits the request to the Direction of Studies, which decides after consultation with the department or programme concerned
<i>Semesters 1-4</i> Courses taken outside of the study plan	<p>Students may request to take elective courses outside their study plan. These exceptions will not exceed 12 ECTS credits, which can be obtained either in another study plan of the Institute or in another university institution.</p> <p>Requests, duly justified, accompanied by the syllabus of the chosen course(s) and supported by the professor teaching the course, must be sent to the Master Programmes Secretariat, using the appropriate form, within the deadline set by the Direction of Studies. After this deadline, no requests will be considered.</p> <p>If the course is taken outside the Institute, it is the student's responsibility to ensure that it can be validated by the competent authority of the university concerned.</p>	<p>The Master Programmes Secretariat forwards the request to the Direction of Studies, who decides based on the documents submitted.</p> <p>If the course is taken outside the Institute, the equivalent credits are decided by the Direction of Studies.</p>

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<i>Semesters 1-4</i> Internships	<p>In accordance with the respective study plans, an internship may be validated in the curriculum. Requests, duly justified, must be sent in writing to the Master Programmes Secretariat, using the appropriate form, within the deadlines set by the department or the programme concerned.</p> <p>At the end of the internship, the student must submit the completed internship certificate and the internship report to the Master Programmes Secretariat.</p>	The Master Programmes Secretariat sends the form to the department or programme concerned for validation of credits.
<i>Semesters 1-2</i> Exchange semester: Application	<p>Students may request to spend the third semester of study at another university. The only institutions considered are those with which the Institute has an agreement. Requests, indicating the choice of host institution, must be sent to the Exchange Secretariat within the deadlines set by the Direction of Studies.</p> <p>Students are eligible if they have:</p> <ul style="list-style-type: none"> <li>• Been nominated by the Exchange Commission;</li> <li>• Obtained 60 ECTS credits at the end of the second semester, including the credits for the compulsory courses of the first two semesters;</li> <li>• Obtained a faculty member's agreement to supervise their thesis.</li> </ul>	<p>The Exchange Secretariat receives the applications and ensures, in consultation with the Master Programmes Secretariat, that the prerequisites are met.</p> <p>The Exchange Commission selects the candidates, taking into account the advice from the departments or the programme concerned. The final decision is communicated to the Exchange Secretariat, which then informs the students.</p>
<i>Semester 3</i> Exchange semester	<p>The selected candidates must establish a list of courses that will be validated by the Direction of Studies. This list will include the intended courses with their descriptions and evaluation methods, as well as the related credits. Upon return, the student will be able to transfer the credits acquired during the exchange semester into their curriculum.</p> <p>The student must inform the Exchange Secretariat in writing of any changes within 30 days of their enrollment in the host institution.</p> <p>Upon return, the student must ensure that the transcript of results from the host institution, as well as a report, are forwarded to the Exchange Secretariat.</p>	<p>The Exchange Secretariat must have the final list of courses for which the student is registered, no later than 30 days after registration at the host institution. The document is then examined by the Direction of Studies.</p> <p>Any changes must be approved by the Direction of Studies.</p> <p>The Exchange Secretariat receives the documents, files the reports of the stay and sends the transcripts and certificates of completion to the Master Programmes Secretariat.</p>

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<i>Semesters 1-4</i> Course registration	<p>Students must register for the elective courses in their curriculum before the beginning of the semester, within the deadlines set by the administration. They are registered for the compulsory courses by the Master Programmes Secretariat. At the end of the online registration period, students must de-register from courses they will not be taking.</p> <p>If a student is registered for a course and does not wish to take it after the online registration period, the code N (unjustified withdrawal) will be entered in the Institute's computer system.</p>	<p>The Master Programmes Secretariat registers students for compulsory courses.</p> <p>If necessary, the Master Programmes Secretariat enters the code N (unjustified withdrawal) in the Institute's computer system.</p>
<i>Semesters 1-4</i> Teaching: participation	<p>Regular attendance is compulsory. The professor must be notified of any absence. If the student misses more than two sessions, they must justify unforeseeable circumstances (such as illness, accident, death of a relative) duly documented to the Direction of Studies. If the reason is of a medical nature, the student must submit a medical certificate in accordance with the Guidelines on Medical Certificates. Students who miss more than two sessions without justification will receive an N code.</p>	<p>After consultation with the professor concerned, the Direction of Studies decides whether or not to grant the N code on the basis of the reasons given and the documents submitted.</p>

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<p><i>Semesters 1-4</i></p> <p>Teaching: withdrawal</p>	<p>If a student does not participate in a course for which they are registered, (ii) does not hand in a piece of work in the form and within the time limits set by the applicable regulations or (iii) misses more than two sessions of teaching in which they are registered, they will be given the code N (unjustified withdrawal), which corresponds to 0 ECTS credits and will be included in the transcript of results.</p> <p>If one of these failures is due to unforeseeable circumstances (notably illness, accident, death of a close relative) duly documented. The student must immediately send a request to the Direction of Studies accompanied by supporting documents certifying the reason given.</p> <p>If the Direction of Studies deems the reason given to be acceptable, the student receives, depending on the case, either the code R (withdrawal with justification), which deletes the course from the transcript of results, or the code C (medical certificate), which is intended to be transformed into a grade within a relatively short period of time, and in any case before the beginning of the following semester.</p>	<p>The Master Programmes Secretariat forwards the request to the Direction of Studies, who consults the faculty member concerned. The Direction of Studies makes a decision based on the reasons given and the documents submitted.</p>

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<i>Semesters 1-4</i> Teaching: assessment	Each student has the right to ask the faculty member for a detailed explanation of the grade given in any evaluation.	<p>The faculty member is responsible for evaluating the student's work (with the possible help of a teaching assistant) and must give feedback to the student if requested.</p> <p>The faculty member must be able to provide justification for the grades up to 15 days after they are submitted.</p>
<i>Semesters 1-4</i> Teaching: entry and access to grades	The student has access to their grades via the Institute's computer system after completing the course evaluation.	The faculty member enters the grades into the Institute's computer system by the date set by the administration.
<i>Semesters 1-4</i> Teaching: modalities in case of failure	<p>If a student fails the evaluation of a compulsory course in the first or second semester, they must take the course again the following year and pass the related evaluation. If the student fails the second and final attempt, they are definitively eliminated from the Institute. If the course in question is no longer offered, a replacement course will be determined by the head of the department or programme concerned in agreement with the Direction of Studies.</p> <p>If a student fails the evaluation of a compulsory course in the third semester, they must take the course again in the fourth semester and pass the related evaluation. If the student fails the second and final attempt, they will be definitively eliminated from the Institute. If the course in question is not given in the fourth semester, a replacement course is determined by the head of the department or programme concerned in agreement with the Direction of Studies.</p> <p>In the event of a failed evaluation of a non-compulsory course or workshop, the student has the option, within the regulatory timeframe, of taking another course or workshop to obtain the required number of credits, or of re-enrolling in the failed course or workshop the following year, provided it is offered and in accordance with the study plan of each programme.</p> <p>In all cases of failure, the course and the result of the evaluation (failing grade or "fail") will appear on the student's transcript and the failing grade will be taken into account in the calculation of the overall average.</p>	In the case of a grade of 3.75, the professor has the option of allowing the student to submit additional work, which will be evaluated, if necessary, before the deadline set by the administration. In the meantime, the faculty member will assign the student the code S (pending). This code must be converted to a pass grade (4) by the deadline, if the additional work is deemed satisfactory, or the initial grade, if not.
<i>Semesters 3-4</i> Excess credits	If a student has obtained ECTS credits in excess of the total required by the Master's academic regulations (90), and if they are admitted to the PhD Programme, six of these excess credits may be transferred, at the student's request, to the PhD Programme, provided that they have been acquired in a course which is open to PhD students in the relevant discipline.	

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<p><i>Semester 2</i></p> <p>Thesis: Title and supervisor</p>	<p>The dissertation is a personal and original piece of research, written in French or in English under the supervision of a faculty member of the Institute. For this purpose, during the first two semesters of study, the student will contact a faculty member with whom they will propose a topic and request the supervision of the thesis.</p> <p>For disciplinary Master's programmes, the thesis supervisor is normally affiliated with the student's department. If the subject justifies it, the student may ask the Direction of Studies for permission to address a faculty member affiliated with another department or programme of the Institute. For the Master in International and Development Studies, the student may address all members of the teaching staff.</p> <p>In exceptional cases, and if the subject requires it, the student may request a co-supervision with a faculty member from the Institute or with an external expert, normally holder of a PhD.</p> <p>Once the written agreement of a faculty member has been obtained, the student enters the title of the thesis and the name of the supervisor into the Institute's computer system no later than the date set each year by the Direction of Studies, which is before the end of the second semester.</p>	<p>In principle, visiting professors or visiting lecturers who teach a course or a seminar during a single semester are not entitled to supervise thesis. However, the Direction of Studies may authorise the supervision of a thesis if the professor concerned is present during the spring semester.</p> <p>The Direction of Studies decides, in view of the subject of the research, whether the thesis can be supervised (or co-supervised) by a professor affiliated with another department or programme of the Institute.</p> <p>The thesis director is notified by an automatic email and validates the data entered by the student.</p>



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<p><i>Semesters 2-3</i></p> <p>Change of supervisor</p>	<p>A student may in principle change supervisor before the end of the third semester. The student informs the Master Programmes Secretariat of the name of the new supervisor.</p> <p>The head of department or programme must be contacted in case of dispute or disagreement between the thesis supervisor and the student (e.g., divergence in expectations, lack of communication, conflict of personality or values, etc.) in order to explain the situation and to find a solution acceptable to all.</p> <p>In case of conflict of interest, the student can no longer be supervised by the thesis supervisor. The same applies to a co-supervisor or second reader.</p>	<p>After obtaining the validation from the Direction of Studies, the Master Programmes Secretariat updates the information in the Institute's computer system.</p> <p>The Head of the Department or Programme helps the student find a new supervisor. Depending on the severity of the situation, the Head of the Department or Programme will contact the Direction of Studies. The Direction of Studies will then hear both parties and decide, depending on the seriousness of the conflict, whether an investigation should be initiated.</p> <p>The head of the department or programme ensures that a new supervisor is found as soon as possible. The head of the department or programme informs the Direction of Studies, who validates the decision and asks the Master Programmes Secretariat to update the information in the Institute's computer system.</p>
<p><i>Semester 3</i></p> <p>Thesis : detailed outline</p>	<p>The student uploads a detailed outline of the dissertation via the Institute's computer system by the date set each year by the Direction of Studies, which is before the end of the third semester.</p>	<p>As soon as the document has been submitted, the thesis supervisor will be notified and will have access to the document via the Institute's computer system.</p>
<p><i>Semester 4</i></p> <p>Thesis: designation of the second reader</p>		<p>It is the responsibility of the thesis supervisor to find a second reader from among the Institute's faculty (including visiting faculty). The appointment of the second reader must be made before June of the fourth semester. The thesis supervisor will enter this information into the Institute's computer system. In exceptional cases, and if the subject requires it, they may propose to the Direction of Studies, as second reader, a professor or an expert (normally with a Ph.D.) from outside the Institute.</p>

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<p><i>Semester 4</i></p> <p>Thesis : submission</p>	<p>The final version of the dissertation should be between 15,000 and 25,000 words excluding notes and bibliography.</p> <p>The student uploads the dissertation via the Institute's computer system. The submission of dissertations takes place during the fourth semester, on a date determined each year by the Direction of Studies in accordance with the academic calendar.</p> <p>At the time of submission of the thesis, the student must provide the Master Programmes Secretariat with proof that their thesis has obtained a score of less than 20% after submitting the manuscript to the anti-plagiarism software used by the Institute. If the score is higher than 20%, the student must provide an explanation proving that this high score is not the product of plagiarism.</p>	<p>As soon as the thesis has been uploaded, the thesis supervisor and the second reader are notified and have access to the document via the Institute's computer programme.</p> <p>Prior to the submission of the thesis, the Master Programmes Secretariat will provide the student with a personalised access code that will allow the student to screen the thesis through the anti-plagiarism software used by the Institute.</p>
<p><i>Semester 4</i></p> <p>Thesis: evaluation</p>	<p>Once the report and grade have been uploaded by the committee members, the student can review them via the Institute's computer system.</p>	<p>The committee, composed of the thesis supervisor and the second reader, evaluates and grades the work within the deadline set, each year, by the Direction of Studies in accordance with the academic calendar.</p> <p>After this deadline, the members of the committee upload the form containing the report and the grade on the Institute's computer system.</p> <p>In case of a grade equal to or higher than 4, the student obtains 30 ECTS credits.</p> <p>In the event of a grade of 3.75, the committee may allow the student concerned to submit a revised version of the dissertation, which will be evaluated, if necessary, before the deadline set by the Direction of Studies. In the meantime, the student is given the code S (pending). This code must be converted, by the deadline, either into a pass mark (4), if the improvements are deemed sufficient, or into the original grade, if this is not the case.</p>

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<i>Semesters 2-4</i> Thesis: procedures and deadlines	The procedures and deadlines, as they appear on the Institute's web pages, are definitive. Failure to comply with these procedures and deadlines will result in the student's definitive elimination from the Institute.	
<i>Semesters 1-4</i> Leave of absence	<p>A leave of absence is a temporary suspension of studies that stops the semester count.</p> <p>The student may send a written request for a leave of absence to the Direction of Studies, which must be accompanied by the relevant supporting documents. Any leave of absence, due to unforeseeable circumstances (notably illness, accident, death of a close relative), or parental reasons (maternity, paternity) or professional reasons (fixed contract at 80% or more, excluding internship), must be justified and duly documented. A leave of absence for professional reasons must be requested before the beginning of the semester(s) concerned, and cannot take place after the fourth semester. A leave of absence must not exceed two consecutive semesters. The Direction of Studies may take into account exceptional situations, depending on their level of seriousness. During a leave of absence, the student cannot take courses or submit their thesis.</p>	The Direction of Studies decides whether to grant the leave on the basis of the reasons given and the certificates submitted.
<i>Semester 4</i> Special extension	A written request for an extension of a deadline can only be submitted to the Direction of Studies due to unforeseen circumstances (notably illness, accident, death of a close relative) or parental reasons (maternity, paternity) which must be fully justified. An extension or several consecutive extensions must not exceed one semester. The Direction of Studies may take account of exceptional situations, depending on their level of seriousness.	The Direction of Studies will make a decision based on the certificates submitted.
<i>Semesters 1-4</i> Interruption of studies for medical reasons	In case of long-term illness, the student may request, on the basis of a medical certificate, to interrupt the programme for a period of up to three years. The interruption means a withdrawal and de-matriculation of the programme in question. When the student is able to resume their studies, they must submit a medical certificate to the Direction of Studies certifying this and will start the curriculum where they left off, without having to re-file an admission application.	The Direction of Studies will make a decision based on the certificates submitted (when leaving and returning to the programme).

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Certificates and similar documents	If necessary, the student will provide the Institute without delay any pertinent document (including a medical certificate on letterhead and signed by the doctor). The documents must be provided in French or English or, if necessary, be translated into French or English. Incapacity to work cannot be taken into account retroactively. The precise arrangements are set out in the Guidelines on Medical Certificates.	The Institute reserves the right to consult a médecin-conseil.
Semesters 1-4 Breach of the rules of Academic Integrity	Any breach of the rules of academic integrity or any act of plagiarism duly proven by a professor or the dissertation supervisor may result in sanctions ranging from a mark of 0 or Fail to definitive elimination from the Institute. The precise procedures are set out in the Directive on Academic Integrity.	
<i>Semesters 3-4</i> Admission to the PhD programme via the Fast-Track programme	Under some conditions, obtaining a Master's degree allows access to one of the Institute's PhD Programmes. These conditions are specified in the PhD Academic Regulations, notably in articles 2.1 and 2.2.  Students enrolled in the Fast-Track programme may be admitted to the PhD programme, in principle in the discipline corresponding to their specialisation, at the end of their second semester of studies, as established in the PhD Academic Regulations, notably in article 2.3 ("Fast-Track"). The application must be submitted by the end of the first semester of study, more precisely before 15 January. Admission is only confirmed if the candidate meets the conditions set out in art. 2.3.a and b of the PhD Academic Regulations. In this case, the student enters the programme in the third semester, which thus becomes the first semester of the PhD Programme.	The student's application is compiled by the admissions office, which forwards it to the department concerned.
<i>Semesters 1-4</i> Opposition	The deadline for filing an opposition is thirty days according to the Regulations relating to opposition procedures at the Graduate Institute of International and Development Studies (RIO-IHEID). For other matters (right to file an opposition, form, etc.), the procedure is governed by the RIO-IHEID, available on the Institute's website.	

Revised version, approved by the Academic Committee, 7 November 2023

The French-language version of the Guidelines is the authentic one.