

## **Academic Regulations of Executive Education Programmes**

### **Article 1 Purpose**

1. The Graduate Institute of International and Development Studies Executive Education Programme (hereafter Executive Education) awards three levels of degrees, corresponding to the following programmes:
  - a. Certificate of Advanced Studies (CAS)
  - b. Diploma of Advanced Studies (DAS)
  - c. Master of Advanced Studies (MAS)
  - d. Master of Laws (LLM)
2. These programmes are designed to provide participants with an advanced level of academic training anchored in the Geneva Graduate Institute's scientific research and teaching and combined with practically-oriented sessions. Specifically, the programmes allow participants to acquire the knowledge and methodological tools necessary to understand the international affairs field covered and to produce personal and original work relevant to the pursuit of their professional careers.
3. The present Academic Regulations (hereafter Regulations) establish the principles governing the academic organisation of Executive Education programmes.
4. The Regulations take precedence over any other regulations, including programme guidelines and syllabus, which follow from these regulations.

### **Article 2 Admission to a course of study**

1. Candidates for admission an Executive Education programme of study must meet the following requirements:
  - hold a Bachelor's degree (with a minimum of 180 ECTS credits - European Credit Transfer and Accumulation System) or a degree deemed equivalent in the discipline(s) relevant to the programme awarded;
  - meet other specific conditions as required by the course of study.
2. Candidates for admission must submit a complete file within the admission deadline set by Executive Education.
3. Admission is decided on by a committee. The committee's decision is final with no possibility for appeal.
4. Admission is confirmed only after receipt of the down payment submitted in time by the accepted candidate.

5. The Admission Committee can (a) admit a candidate, (b) reject or (c) admit them with conditions.
6. At any point during their pursuit of a Certificate or Diploma of Advanced Studies, a participant has the option to apply for admission to the Master of Advanced Studies programme. If accepted, any credits earned from previous or ongoing CAS and DAS programmes at the Geneva Graduate Institute will be considered toward the completion of the MAS. However, it's important to note that the candidate will also need to meet the MAS requirements and may be subject to additional tuition fees.

### **Article 3 Languages of study**

1. During the admission process, candidates must demonstrate proficiency in the programme's language of instruction. The Admission Officer assesses language skills for programme suitability.
2. Assignments required to gain Executive Education degrees are to be submitted in the language of study in which the programme is taught.

### **Article 4 Matriculation**

Each candidate admitted to a programme must be matriculated with the Institute for the entire duration of their studies.

### **Article 5 Obtaining an Executive Education degree**

1. To obtain an Executive Education degree, participants must obtain a total of:
  - 15 ECTS credits, for a Certificate of Advanced Studies
  - 30 ECTS credits, for a Diploma of Advanced Studies
  - 60 ECTS credits, for a Master of Advanced Studies
  - 60 ECTS credits for an LLM
2. Based on each programme, these credits are obtained by:
  - following the required modules (or courses) and obtaining a passing grade; and/or
  - researching and writing a thesis, a policy paper or an applied research paper and having it accepted by the programme, in compliance with the course guidelines and rules and in conformity to the deadlines set in these documents for the Master of Advanced Studies' participants; and/or
  - completing an internship or workshop, in compliance with the programme's requirements.

### **Article 6 Courses**

1. Participants are required to attend all modules sequentially and meet all requirements as outlined in their study plan in order to receive a passing grade that reflects the credits earned for programme completion.
2. Participants enrolled in the Master of Advanced Studies programme will accrue 45 ECTS credits through the acquisition of certificates or diplomas in advanced studies, in addition to earning 15 ECTS credits upon successful completion of the

obligatory core course and the submission of a Master Thesis. The respective study plans determine the distribution of credits.

3. In exceptional cases, a candidate who has been accepted may seek a programme transfer. To initiate this transfer, a written request must be submitted prior to the start of the initially chosen programme and no later than two weeks before the commencement of the desired new programme. It's important to emphasize that such a programme switch may lead the financial team to adjust fees and invoices, if deemed necessary. Contact details can be found in the *Executive Programmes: Implications Guidelines for the Academic Regulations*
4. Each participant registers for the course within the time limit set by the Institute

#### **Article 7 Course evaluations**

1. The student's work within the framework of a course is evaluated as determined and presented in each course's guidelines.
2. The grading system used at the Geneva Graduate Institute follows the Swiss grading system ranging from 1 to 6 with quarter point increments, or the mention "pass" or "fail". A grade equal or superior to 4, or a "pass" will result in the corresponding number of ECTS credits. Therefore, any grades under 4 is considered as a "fail".
3. A grade less than 4 in a course, a "fail", or the codes R (withdrawal justified) and N (withdrawal unjustified) do not result in the awarding of credits.
4. The Geneva Graduate Institute's documents entitled [Grading System](#) and [Evaluation and ECTS Credits](#), outlines the rules for the assignment of grades, and it provides a legend explaining any notations that may appear on a participant's transcript.
5. Students may not submit all or part of the same written work for multiple evaluations.

#### **Article 8 Time limits for the completion of studies**

1. Specific deadlines are set out in the guidelines for each course.
2. Participants are required to conclude their current programme before participating and attending in another one. Therefore, the access to another programme is contingent upon their withdrawal from the programme they were initially committed to complete or its full completion.
3. In instances where participants may have missed modules within a programme or did not fully completed that programme, they are granted until the previous edition to fulfil these requirements.
4. Participants enrolled in the Master of Advanced Studies have up to five years to obtain their degree from their acceptance to the programme. This period starts on the first day of their initial course within the MAS programme.

5. Participants enrolled in the Master of Advancement Studies have up to one year and half to submit their Master thesis after the date of the last grade obtained to complete the 45 ECTS, or the last day of the core course.
6. A participant may request an interruption of studies during a programme. This must be justified by unforeseeable circumstances (notably illness, accident, death of a close relative) or parental reasons (maternity, paternity) or professional imperative (relocation, change of position), which must be duly documented. Contact details can be found in the *Executive Programmes: Implications Guidelines for the Academic Regulations*

## **Article 9 Plagiarism**

1. Any act or attempt of plagiarism or cheating engaged in by a course participant and duly proven by the programme of study will result in the grade 0 (zero) for the work concerned and may lead to definitive elimination from the course of study. The Graduate Institute's "[Internal Guidelines Governing Citation of Sources and Plagiarism](#)" outline the rules for quoting sources and define plagiarism in a comprehensive manner.
2. Cheating consists in particular of not respecting the rules of organisation of an assessment or of reusing, in whole or in part, a piece of personal work, which has resulted in the granting of credits or the obtaining of a qualification, by presenting it as an original piece of work.
3. Plagiarism includes appropriating the creative work of others and presenting it as one's own work, reproducing excerpts of text, data, figures, images and so on, from external sources without citing the source, or using the original thoughts of other authors without citing the source.
4. Using artificial intelligence (e.g. artificial intelligence content generators such as ChatGPT) does not as such account for academic misconduct; however submitting all or part of an assessment item that has been created solely using artificial intelligence and claiming it as your own qualifies as academic misconduct. See *Article 2 of the document [Directive on Academic Integrity](#)*

## **Article 10 Adherence to the Institute's Code of conduct**

1. Participants in both on-campus and online courses are expected to adhere to the Institute's [code of conduct](#).
2. It is the responsibility of each participant for becoming acquainted with the code of conduct.
3. Failure to comply with the code of conduct will result in participants being subject to the sanctions detailed in the same code.

## **Article 11 Graduation**

1. Students who have acquired the related ECTS credits of their course in accordance with the Regulations, in particular with the conditions set out in Articles 5 to 7, and respecting the deadlines set out in Article 8, obtain their Executive Education degree.

2. Degrees are awarded by the Geneva Graduate Institute or partner institutions with which the Institute collaborates.

#### **Article 12 Elimination**

1. A participant shall be removed from a programme of study if they:
  - fail to meet the conditions for graduation set out in articles 5 to 7;
  - fail to comply with deadlines or procedures, where non-compliance is specified as eliminatory in the Regulations or Guidelines;
  - commit an act of cheating or plagiarism as defined in article 9; or
  - violate the Institute's Code of Conduct.
2. The decision to eliminate a participant is taken by the Director of Executive Education on the advice of the course's Academic Advisor(s) or Programme Director and taking into account the documented particulars of the violation or failure situation.
3. Exclusion from a course does not open rights to reimbursement of tuition fees.

#### **Article 13 Opposition and appeals**

1. Any opposition to a decision resulting from the application of the Regulations must be submitted in the form and within the deadlines set out in the Regulations related to opposition procedures at the Graduate Institute of International and Development Studies ("RIO-IHEID").
2. In the event of an appeal against the decision, the matter may be referred to the competent body and dealt with in the appropriate manner and according to the deadlines stipulated in the Regulations.

#### **Article 14 Entry into force**

1. The present Regulations come into force as of 1 September 2024.
2. The Regulations replace all previous regulations.
3. The Regulations apply to all participants who started an Executive Education degree before the Regulations came into force and to all participants who start an Executive Education degree after the Regulations come into force.

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