

Annex 1: Detailed description of the MA *Economics of International Trade and European Integration* – general structure of the Programme, practical implementation, admission criteria and enrolment procedure, and financial aspects

1. General Structure of the Programme

The M.A. *Economics of International Trade and European Integration* is an academic training programme for economists with interests and career intentions in these or related areas. The programme involves the study of **economics** and its applications at an **advanced level**.

The total programme consists of 60 ECTS credits, the taught part of the programme consisting of 43 credits and the dissertation of 17 credits. One credit in the taught part of the programme roughly corresponds to 25 hours of working time (lectures, assignments and homework).

The subjects covered by the programme are as follows:

Economic Theory

- Advanced Microeconomics (6 credits)
- Advanced Macroeconomics (6 credits)
- International Trade : Theory and Policy (6 credits)
- Open Economy Macroeconomics and International Finance (6 credits)

Mathematics and Quantitative Methods

- Econometrics (6 credits)
- Mathematics for Economists (optional, 1.5 credits)

Issues of European Economic Integration

- Economics of European Integration and Transition (6 credits)
- Selected Issues in EU Policy (seminar) (4 credits)

Foreign Languages and Academic Writing

- French (optional, 1.5 credits)
- Dutch (optional, 1.5 credits)
- Czech (optional, 1.5 credits)
- Academic Writing (optional, 1.5 credits)

Dissertation (17 credits)

Total : 60 credits.

Students must choose at least 2 optional subjects out of the five offered. Only the marks for the choice subjects with the two highest marks will count in the calculation of the course average.

2. Practical Implementation

The study-programme is full-time and runs over a year. It is taught by staff of the seven partner institutions.

In term I students study the core areas of advanced micro-and macroeconomics together with econometrics. During terms II and III students pursue in-depth studies in the named areas of the Award: i.e., the economics of international trade and European integration and their application.

The M.A. *Economics of International Trade and European Integration* is European, not only with respect to its content, but also its structure. Students spend their first term at Staffordshire University(SU) in the U.K or at the Université des Sciences et Technologies de Lille (USTL) in France. In term II students study for three months at the Universiteit Antwerpen (UA) (Belgium) and in term III for three months at Prague University of Economics (VŠE) (Czech Republic). Professors of Vrije Universiteit Brussel (VUB), of Università degli Studi di Bari (UB) (Italy) and of Universidad de Cantabria (UC) (Spain) participate in the teaching during terms II and III.

The language of the programme is English. The students on the programme will be part of an international group throughout their studies.

The course has a maximum of 50 students (20 Erasmus Mundus students and 30 non-Mundus students). The selection of the entrants to the programme is through a common and unified procedure. The main selection criterion is past academic performance.

The time schedule is as follows :

Term I (mid-September to end of December):	SU or USTL
Term II (mid-January to mid-April):	UA
Term III (mid-April to end of June):	VŠE

Students finalise their dissertation during the third term. They are allowed to submit their dissertation until October 31st.

3. Admission Criteria and Enrolment Procedure

The programme is open to students who have earned 240 ECTS credits in an economics or applied economics university study programme or have a bachelor degree in these areas that is considered by the Joint Studies Board to be equivalent.

Applicants that are enrolled in the final year of their academic programme should submit an official letter in English from their university confirming that the student is expected to finalise his/her course at the end of the current academic year, and submit up-to-date authenticated transcripts with the results of the previous years.

The proficiency in English of the students of the participating universities is checked by the local academic co-ordinators. Students from other universities should submit proof of a computer-based TOEFL level of minimum 230 (or its equivalent in the so-called next-generation TOEFL score system), or a IELTS grade of at least 6.5, or should submit proof of having studied at least one academic year in an English-language programme.

The selection criteria are common to all students and relate primarily to study results.

Students of the participating universities enrol at their home university. Non-MUNDUS students who have studied at a university different from the participating universities, enrol at the partner university of their country, if any. Non-MUNDUS students from a university in a non-partner country, can enrol at the partner university of their choice. Erasmus MUNDUS students apply at the Erasmus MUNDUS coordinating university, the University of Antwerp.

4. Financial Aspects

The tuition fee of 3300 euro for EU students is paid at the university where the student enrolls in the case of 'regular' students, and to the University of Antwerp in the case of students with an Erasmus Mundus scholarship. Students from Switzerland and the Western Balkan countries also pay 3300 euro if they enrol as 'regular students, and 7000 euro when they benefit from a 'type A' Erasmus Mundus scholarship.

For non-MUNDUS students from '3rd countries' the tuition fee is the same as for the 3rd country Erasmus MUNDUS students, i.e. 7000 euro.

In addition, the student has to finance the cost of living at each of the destinations, travel costs and the cost of study materials. EU-nationals and students from candidate countries for accession can in principle benefit from an Erasmus SOCRATES grant.

Annex 2: Examination and Assessment Regulations

1. General Regulations

1.1. The JESP consists of three terms of taught courses, held respectively in Stoke on Trent or Lille, Antwerp and Prague, followed by a dissertation submitted at one of the partner universities, preferably students' home universities. The taught component of the JESP consists of a number of individual subjects with different weightings.

1.2. The place and date of examinations will be determined by the Joint Studies Board.

1.3. In assessing students' performance examiners will consider the degree to which students achieve the objectives of the assessed assignments and will generally bear the following in mind:

- Demonstration of the ability to synthesise and critically examine existing literature,
- Breadth of understanding,
- Ability to undertake independent work,
- Detailed study of particular areas/topics,
- Integration of conceptual and theoretical material,
- Appropriate use of empirical evidence.

1.4. All examinations and the dissertation will be graded according to the ECTS convention.

- A : 'excellent' (outstanding performance with no or only minor errors) (equivalent : 5);
- B : 'very good' (above the average standard but with some errors) (equivalent : 4);
- C : 'good' (generally sound work with a number of notable errors) (equivalent : 3);
- D/E 'satisfactory/sufficient' (pass; performance meets the minimum requirements) (equivalent : 2);
- FX : 'not sufficient' (marginal fail) (equivalent : 1);
- F : 'poor' (fail) (equivalent : 0).

These grades are converted, for the purpose of the calculation of overall averages, to a numerical equivalent on a scale from 5 to 0.

1.5. Students who achieve a weighted average of at least 2 across all subjects, subject to regulations 1.7-1.9 below, will be awarded the MA *Economics of International Trade and European Integration*.

1.6. Students who achieve a weighted average of 4 or higher across all subjects, subject to regulations 1.7-1.9 below, will be awarded the MA *Economics of International Trade and European Integration* with Distinction. Students are not eligible for a Distinction if they have resat any examinations. A marginal fail that has been condoned does not prevent eligibility for a Distinction.

1.7. Failure at Grade F in any subject must be redeemed by a resit examination.

1.8. Failure at Grade FX in one subject may be condoned, provided the student has passed all other subjects and the dissertation. Failure at Grade FX in more than one subject may not be condoned and must be redeemed by resit examinations.

1.9. Before the mark for the dissertation is known, a failure at Grade FX in one subject may be condoned conditionally upon successful completion of the dissertation, provided the student has passed all other subjects (this is referred to as 'conditional condonation'). If the student fails to meet the condition, i.e., fails the dissertation at Grade F or FX, the conditionally condoned failure must be redeemed by a resit examination and the failed dissertation must also be resubmitted at a time to be determined by the Joint Studies Examination Board.

1.10. Students may resit examinations on only two occasions, subject to the regulations under section 2 below. The Examination Board may impose a limit on the grade obtained in resit examinations. When submission of a new dissertation is required, the previously submitted dissertation shall count as the first submission. All resits, including resubmitted and newly submitted dissertations, must be completed within two years of the Examination Board Meeting following the year of study.

1.11. Students must settle all outstanding accounts at their home and host institutions before the completion of the Programme. Students who fail to do so will not receive their examination results.

1.12. The Examination Board may exercise discretion in the application of all or any of these regulations in the interest of fairness and parity of treatment of students. In the exercise of discretion, the Board may take into account the student's performance in other subjects and his/her attendance. The Board's discretion exercised under this regulation may only lead to an improvement in the student's final result arrived at by the application of regulations 1.5-1.11.

2. Valid Reasons for Absence or Poor Performance

If it is established to the satisfaction of the Joint Studies Examination Board that a candidate's absence, failure to submit work, or poor performance in all or part of an assessment was due to illness or other cause(s) found valid on production of acceptable evidence, the Board shall act as follows:

2.1. A student whose evidence satisfies the Joint Studies Examination Board will be recommended by the Joint Studies Examination Board for re-assessment as if for the first time as specified by that Board.

2.2. Where appropriate evidence of a student's achievement is available, the Joint Studies Examination Board may recommend the student for the award or credits under consideration, with or without distinction as appropriate. In order to reach such a decision the Joint Studies Examination Board may require the assessment of the candidate by whatever means it considers appropriate.

2.3. Before a recommendation under 2.2 above is confirmed, the student must have notified the Board that he or she is willing to accept the award and understands that this implies waiving the right to be re-assessed.

3. Breaches of Assessment Regulations: Cheating and Plagiarism

3.1. All cases of breaches of assessment regulations will be decided in accordance with the regulations of the University at which the subject(s) has/have been studied.

3.2. Cheating denotes any deliberate attempt to gain an unfair advantage in any assessment. Plagiarism denotes the deliberate attempt by the candidate to pass off as his or her own, for the purposes of assessment, the work of another person, including another candidate and including work in computerised form.

3.3. Where it has been established that a candidate has engaged in cheating or plagiarism in an examination or other assessment, the Board may deem that the candidate has failed all or part of the Programme.

4. Dissertation Regulations

Students may either choose their supervisor and dissertation title on the basis of a published list of subject areas, which they will receive from the Administrator in Antwerp, or propose their own dissertation title. In the latter case they must obtain the agreement of a supervisor and the approval of the Joint Studies Board.

Students must submit a dissertation brief by 1 March. The brief should outline the topic or hypothesis to be investigated together with a working title, the main literature to be consulted, the method of investigation, data sources, etc. Briefs must be submitted to the Administrator in Antwerp who will forward them to the relevant supervisors. Students who choose their own title will be informed whether their title is acceptable or not. Students wishing to change their dissertation title must submit a new brief to the Administrator in Antwerp or Prague and obtain the approval of the Joint Studies Board. A dissertation title cannot be changed after 1 July.

Students are expected to make regular contact with their supervisor and keep evidence of this contact (e-mail/fax/signed notes) and produce them if required by the Examination Board.

The ultimate submission date for the dissertation for graduation in July is 31 May. The final submission date for dissertation for graduation in autumn is 31 October. Students that fail to submit on one of these two dates should write a letter before 31 October to the Joint Studies Board, stating the reason(s) for this, and asking for the permission to submit 'as-if-for-the-first-time' in the next academic year. If the permission is not granted by the Board then the dissertation submitted in the next year shall count as a second submission.

Students must submit 3 bound copies of their dissertation to the Coordinator or Administrator at their home institution. In addition students must also supply a version of their thesis in the form of a pdf **and** a Word file.

The dissertation is evaluated by two readers (including the supervisor) that come from two different institutions. The final mark for the dissertation will be a weighted average of the two marks.

Upon receipt of the dissertation, the local Coordinator/Administrator will forward 3 copies to the readers. One copy will be sent to Prague and one copy will be retained by the home institution. Local Coordinators - in the case the student graduates in autumn - send marks to the Coordinator in Prague by 21 November.

In the event of suspected plagiarism in a dissertation, the Examination Board may delegate one or more members to examine the student orally on her/his work. In addition, or as an alternative, the student may be required to establish authorship by submitting hard copy and electronic copies of working notes (including photocopies of articles etc. cited in the bibliography), initial drafts, evidence of regular contact with the supervisor and any other material deemed relevant. This procedure may delay the final decision of the Joint Studies Examination Board to award the degree.

5. Complaints and Requests for Reviews

Requests for a review of any decision of the Joint Studies Board or Joint Studies Examination Board, or a variation in the application of any of these Regulations and other established procedures of the Programme, and complaints regarding examinations and assessments or any other aspect of the Programme must be made in writing and sent to the local Coordinator at the University to which the request or complaint is related and also to the Coordinator at the student's home university. Issues relating to examinations and assessment must be communicated to the relevant Coordinator(s) within three weeks of the date of the official release of examination results.

Such requests and complaints will be communicated to all members of the Joint Studies Board and Joint Studies Examination Board for consideration and decision. Student(s) will be informed of the Boards' decision in writing at the earliest opportunity.

6. Attendance

Attendance at all classes is compulsory.

7. Exemptions

There will be no exemptions from examinations in any subject based on prior study.