



College of Europe
Collège d'Europe



Natolin

**SPECIFIC PROVISIONS
(DISPOSITIONS
PARTICULIÈRES)
CONCERNING THE MASTER
OF ARTS IN EUROPEAN
INTERDISCIPLINARY
STUDIES**

N.B. This document is applicable from the academic year 2025-2026.

Approved by the Academic Council on 12 September 2025.

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§ 1 Scope of application and purpose of the Specific Provisions

Article 1. The present *Specific Provisions* complete the provisions of the *Study Regulations of the College of Europe* (hereinafter “Study Regulations”) in matters concerning the Master of Arts in European Interdisciplinary Studies offered at Natolin. Annex I – ‘Rules specific to the Master’s Theses and to other written work at Natolin’ and annex II – ‘Second Reading and Defence of Master’s Theses’ constitute an integral part of the Specific Provisions.

Article 2. The Specific Provisions are established in accordance with the Preliminary Article of the Study Regulations, which provides that the latter ‘may be complemented by rules specific to the different study programmes, insofar as these have been brought to the attention of the Academic Council and are compatible with the present regulations.’

Article 3. The Specific Provisions do not replace the Study Regulations. In case of conflict between the Specific Provisions and the Study Regulations approved by the Academic Council, the latter take precedence. In case of a lack of specific provisions on a specific issue, the Study Regulations are to be consulted.

§ 2 The Master of Arts in European Interdisciplinary Studies (EIS)

Article 4. Any modification of the academic programme must be approved by the Academic Council in principle before the start of the academic year.

Article 5. **Introductory Courses** are compulsory for all students. They are offered in the form of e-learning modules and are not evaluated by an examination. Students are exempted from following a course if they pass a corresponding test.

Article 6. Two **Compulsory Courses** are obligatory for all students and are evaluated by an obligatory examination (and possibly other forms of assessment), the result of which is considered in the calculation of the students’ overall average marks.

Article 7. Students follow four **Core Courses** in the first semester that are evaluated by an obligatory final exam (and possibly other forms of assessment), the result of which is taken into account in the calculation of the students’ overall average marks. All students must follow three *Pluridisciplinary Track* courses and one *Interdisciplinary Track* course. However, students may replace one, two, or all three *Pluridisciplinary Track* courses by one, two, or all three *Interdisciplinary Track* courses respectively, but on the condition that they pass entry tests in the disciplines covered by the *Pluridisciplinary Track* courses which they wish to replace.

Article 8. Students must follow one **Simulation Game** in the first semester. Their preparedness and participation will be evaluated. The result is reflected in the transcript of records. In the case of a failure, a mark will be awarded and considered in the calculation of the students’ overall average marks. The maximum number of participants in each Simulation Game is limited to 40.

Article 9. Students must attend two **Contextual Courses**. These courses are evaluated by a final test. The result of the final test, combined with the student’s attendance, is reflected in the transcript of records on the pass/fail basis.

Article 10. Several **Masterclasses** and **Workshops** are organised during the first semester. These modules are not evaluated by an examination. Students must select at least one Masterclass or Workshop. If necessary, professors may propose to cap the number of students who can

participate in a Masterclass or Workshop. Participation in Masterclasses and Workshops is reflected in the transcript of records through attendance percentage.

Article 11. The **Research Strategies and Tools** seminar and the **Master's Theses Colloquia** are optional. Participation is not evaluated by an examination.

Article 12. During the first semester, students must select, within the deadlines prescribed in the academic calendar, one of the following four **Majors** for the second semester:

1. EU Public Affairs and Policies (EPAP)
2. The EU and the World (EUW)
3. The EU in the Wider Europe and its Neighbours (EUN)
4. European History and Civilization (EHC)

Article 13. Students must select five **Core** and **Specialist Courses** in the second semester within their chosen Major. These courses are each evaluated by an obligatory final exam (and possibly other forms of assessment). Students of all Majors must select one or two courses from the list of Core Courses within their chosen Major. Students of the EPAP, EUW and EUN Majors must select one or two courses from the list of EHC Core and Specialist courses.

Article 14. Students must select two **Compact Seminars** organised in the second semester within their chosen Major. If necessary, professors may propose to cap the number of students who may register in their Compact Seminar. Compact Seminars are evaluated by a final test. The result of the final test, combined with the student's attendance, is reflected in the transcript of records on a pass/fail basis.

Article 15. Several **Simulation Games** are organised to complement the Core and Specialist Courses in the second semester. These modules are optional and are not evaluated by an examination. Students may choose as many Simulation Games in the second semester as they wish within their chosen Major. The maximum number of participants in each Simulation Game is limited to 40. It is recommended that students do not overload their curriculum and take into consideration its overall coherence. Students who attend at least 50% of the hours of a Simulation Game receive a certificate with their attendance percentage.

Article 16. Courses organised in the framework of **Cooperation with External Partners** are optional and are not evaluated by an examination. Students may register for these modules in strict adherence to the procedure of selection of the second semester courses. Students who fully attend a module receive a certificate of attendance.

Article 17. The Academic Administration will take into account, to the extent possible, the preferences expressed by students as regards their choice of Major and courses referred to in Articles 12-16. If student registrations for a given course fall below the required minimum, the course may be cancelled and students assigned to their chosen substitute courses.

Article 18. Once approved by the Academic Administration, the choices referred to in Articles 12-16 are final and no modification is possible. If a student does not indicate their choice of Major and courses within the set deadline, allocation is done *ex officio*.

Article 19. One **Study Trip** is organised during the first semester, and another is organised during the second semester. Participation in Study Trips is compulsory. Participation in all conferences and events organised before departure in Natolin, as well as during the Study Trips and after return to the campus, is likewise compulsory. Student's participation in Study Trips is evaluated by an obligatory final exam.

Article 20. Languages: Students admitted to the EIS programme under the condition that they improve their language level (in English or French) are obliged to participate in the *Summer Language Academy* (depending on the conditions of admission), as well as in language classes organized throughout the academic year. A participation rate of less than 80% and a level attributed by the Languages and Intercultural Dialogue Office of less than B1 according to the CEFR (Common European Framework of Reference for Languages) will lead to a disciplinary hearing with the Vice-Rector.

§ 3 Additional Courses and Free Listener's Status

Article 21. With the prior agreement of the Director of Studies, the Head of Academic Administration and the relevant professor (required by Article 13 of the Study Regulations), and provided that the maximum number of students registered in a course has not been reached, students may enrol in an **Additional Course** or follow a course as a **Free Listener**. Registration takes place after students have selected their individual curricula in each semester and within the deadlines specified by the Academic Administration.

Article 22. After enrolling in an **Additional Course**, a student is irrevocably subject to the same obligations as other students with respect to attendance in classes, assessed coursework and examinations. However, the result will not have a bearing on the conferral of the diploma or the grade. Additional Courses do not enter students' transcript of records. Students receive a certificate with the final mark and attendance percentage. Students may enrol in a maximum of one Additional Course per semester.

Article 23. A **Free Listener** is not regularly enrolled in a course and is not subject to the obligations that apply to enrolled students with respect to assessed coursework, or examinations. Students who attend at least 50% of the hours of a given course receive a certificate with their attendance percentage. Simulation Games are excluded from this enrolment procedure.

§ 4 Assessment

Article 24. The assessment of courses at the College of Europe is based on written or oral examinations, in accordance with Chapters 3 and 4 of the Study Regulations of the College of Europe. The specific exam modalities which apply to the Natolin campus are detailed in § 5 of the present document. Examinations can be complemented by other assessment elements such as papers, oral presentations, handouts and participation in class, including during 'simulation games' and 'role plays'.

Article 25. The overall average mark is established on the basis of the final marks for the Compulsory Courses, Core Courses, first semester Simulation Game (if applicable) and the first semester Study Trip, the Core and Specialist Courses and the second semester Study Trip as well as the Master's Thesis. The average is calculated on the basis of the following coefficients:

- 20-hour courses (applicable to specific courses of the MATA programme): 1
- First semester Simulation Games (if applicable) and Study Trips: 0,5
- Master's Thesis and Research Strategies and Tools: 2

Article 26. Assessment elements and examination modalities specific for each course in the European Interdisciplinary Studies programme are communicated to students through the ECTS cards which are published on the Intranet from the start of the academic year. Any changes to the

assessment elements and/or exam modalities of a course with regard to what is stated in the ECTS card must be subject to an amendment written by the professor in charge of the course concerned or the Academic Administration. Announcements made orally during the course sessions or elsewhere are not admissible.

*Article 27. **Attendance:*** Students are expected to attend all elements of the European Interdisciplinary Studies programme. If a student is unable to attend one or more sessions, they must inform the Academic Assistant in charge in advance. The EIS Department may establish further rules and procedures regarding attendance.

§ 5 Rules and procedures regarding the examinations held at Natolin

Section 5.1: General rules and procedures

Article 28. Information given to students before the examination

The general form of each examination (written, oral or both) is communicated to students at the beginning of the semester by means of the ECTS card and the Course Outline, available on the Intranet.

The Academic Assistant responsible for the exam in question informs students about the organisation and practical modalities of the exam via email or Intranet announcement. The modalities are to be agreed with the professor responsible for the course. This information includes, *inter alia*, whether this is a closed or open-book exam and specifies the materials a student is allowed to use at the exam. The professor may decide to limit the number of words and/or pages which can be submitted by each student during a written examination.

Article 29. Arrival in the examination room and exceptional leave of the examination room

Students shall arrive at the examination room and take their seats at least 15 minutes before the start of the examination. Arriving late, and any other disruptive behaviour which obstructs the examination, is forbidden and may be sanctioned. Once the exam has started, no student will be allowed into the examination room.

Students cannot leave the examination room unless they have the express authorisation of the Academic Assistant in charge of supervising the examination. To request authorisation, a student can either use the dedicated examination platform or raise their hand and wait for the exam supervisor to approach them.

If a student becomes ill during an exam and is unable to finish it, they must report immediately to the Academic Assistant.

Article 30. In the examination room

Students must leave all personal belongings in the place indicated by the Academic Assistant. No food is allowed in the examination room except for a bottle of water/juice.

Article 31. Communication

Communication during exams is prohibited (oral and digital). If necessary, students may communicate with the exam supervisor and the ICT specialist by either using the dedicated examination platform chat or by raising their hand and waiting for the exam supervisor to approach them.

Article 32. Question paper

The question paper contains the date, duration and place of the examination, the exam question(s) and all necessary instructions.

In their answers, students are not permitted to reproduce exam questions or instructions; they must only indicate the number of the question they are answering.

Article 33. Official start and end of a written examination

Exam supervisor indicates when the students can start to read and answer the exam question(s). When the time is over, students must stop writing immediately.

Article 34. Declaration of honour

By submitting their written examination, each student accepts and subscribes to the following declaration

By submitting my exam paper, I solemnly declare that this exam is entirely my own work and that I have not breached the rules set out in this document nor engaged in academic misconduct (including unauthorised use of artificial intelligence, plagiarism, self-plagiarism, collusion or falsification of data) as defined in the College of Europe Study Regulations (section 4.4), and that I have complied with the Specific Provisions (Dispositions Particulières) concerning the Master of Arts in European Interdisciplinary Studies adopted by the Academic Council.

Article 35. Sanctions for misbehaviour, cheating or attempted cheating during examinations

If a student disturbs the examination in any other way, the exam supervisor may ask the student to leave the examination room. Any behaviour contrary to the rules of the College of Europe may be penalised by the Academic Council, in accordance with Article 30 of the Study Regulations.

Students who start to read the exam questions and/or to write before the exam supervisor announces the start of the examination, and those who continue to write after the exam supervisor announces the end of the examination, will be subject to an administrative sanction of at least minus 0.5 points.

According to Article 30 of the Study Regulations, “all cheating or attempted cheating during an examination may lead to a mark of 0 for the examination in question”. This concerns notably possession of unauthorised materials, or any attempt to consult such materials within or outside the examination room, any unauthorised absence from the examination room, or any attempt to communicate with other students or anyone else on or outside the campus.

Article 36. Supervision

Oral and written examinations are supervised by the academic staff, in particular the Academic Assistants. Students must strictly follow all instructions given by exam supervisors. All authorised materials will be checked by the exam supervisors.

Exam supervisors will confiscate all unauthorised materials in the possession of a student. They may also terminate the student’s examination because of such misdemeanour at any moment. In such circumstances, the student must not disturb the examination in any way.

Section 5.2: Rules and procedures for handwritten exams

Article 37. Format

Handwritten exams are anonymous. Students write their answers only on the sheets of lined paper distributed by the exam supervisors. They may write only in the space provided in this respect. The answer sheet contains the name of the professor, the title of the course and the date of the exam. Students must write their exam number on every answer sheet they use and properly number the pages of their answer.

Article 38. Unauthorised materials

In case of a closed-book exam, students are only allowed to bring a bilingual paper dictionary (without annotations) and pens. Students are not allowed to bring into the examination room any kind of electronic devices, such as computers, mobile phones, electronic dictionaries, smartwatches, or tablets (unless explicitly authorised by the professor). No written materials of any kind, unless explicitly allowed by the professor, are permitted in the examination room.

In case of an open-book exam, students are only allowed to bring a bilingual paper dictionary (without annotations) and pens, as well as materials explicitly permitted by the professor and communicated by the Academic Assistant. If a professor allows use of the Treaties in the exam, copies of these will be provided by the College of Europe and students will not be permitted to bring their own copies.

Article 39. Submission of answer sheets

Before the first semester regular examination period, all students are provided with an exam number – a random number which is assigned to them for handwritten exams throughout the academic year. Students must sign all answer sheets using only their assigned exam number.

When handing in the examination sheets at the end of a written examination, students must sign the presence list and precisely indicate the number of pages they have written. They must also hand in the question papers and their rough work to the exam supervisors.

Section 5.3: Rules and procedures for digital written exams

Article 40. Format

Digital written exams are organised in classrooms on a dedicated digital examination platform. Students use their own computers. All digital written exams are anonymous and may be closed-book or open-book.

The exam answers must be directly typed on the dedicated examination platform. No text can be copied from any other software or sources. The examination supervisor may verify this on the students' screens during exams as well as retroactively via the tools available on the dedicated examination platform. Copy-pasting text from other sources or software onto the dedicated examination platform will be considered cheating and lead to a mark of 0.

In case of a closed-book exam and certain open-book exams, the students are required to install the software "Safe Exam Browser" (SEB) providing a "security/locking mode" that limits access to the examination platform and blocks other internet browsing and access to local files. In case a student

refuses to install the software on their computer, the student must notify the Academic Assistant in charge of the exam at least 7 calendar days before the exam. The student will be offered to take the same exam in a hand-written format (without the use of a computer). The same notification deadline applies to all other justified requests to sit an exam in hand-written instead of digital format.

Article 41. Unauthorised materials

During ***closed-book digital written exams***, students are only allowed to bring a bilingual paper dictionary (without annotations) and pens. No written materials, digital sources or electronic devices are permitted in the examination room. If a professor allows use of the Treaties in the exam, a digital version will be made available by the College of Europe on the dedicated examination platform and students will not be permitted to bring their own copies.

During ***open-book digital written exams (with the use of the SEB software)***, students are only allowed to bring a bilingual paper dictionary (without annotations), pens and written materials explicitly authorised by the professor. No digital sources or electronic devices are permitted in the examination room. Students may use the documents uploaded on the examination platform, if applicable.

During ***open-book digital written exams (without the use of the SEB software)***, students may use all the materials that are part of a course (such as readings, lecture notes, slides in printed or digital form), and any other material, unless explicitly prohibited for a specific course. In such cases, the relevant information will be communicated in a separate announcement before the examination in question. The use of electronic devices (such as mobile phones, smartwatches, earphones/headphones, tablets, etc.), of all online shared spaces (such as shared drives, messaging fora, etc.), and of Generative AI and AI-powered tools is strictly prohibited. Mobile phones are only authorised if their use is explicitly defined (e.g. for uploading photos of graphs during specific exams).

Article 42. Referencing and plagiarism

In the case of an open-book exam, all exam answers will be checked for academic misconduct as defined in Article 34. Students are not required to use footnotes, provide a bibliography, or include any annexes. If a student wishes nonetheless to use a short quotation, it must be paraphrased and referenced with the full name of the author or the document's title in the text. Whenever appropriate, quotation marks must be used for a short verbatim reproduction of text.

The verbatim reproduction of large amounts of text, also generated by AI, is considered cheating and will lead to a mark of 0.

While the use of online language dictionaries (alongside printed dictionaries) during open-book digital written exams (without the use of the SEB software) may be authorised, the translation of entire sentences/sections of text (e.g. using tools like Google Translate, DeepL, etc.) is strictly prohibited and will be verified during the on-site supervision as well as retrospectively via the tools available on the dedicated examination platform. Inserting (auto-)translated text will be considered cheating and lead to a mark of 0.

Article 43. Technical problems

In case of technical problems, students must indicate this immediately – i.e., not after the exam - to the exam supervisors. The Natolin Campus does not take responsibility for any complications related to students' own ICT equipment. Students are solely responsible for having properly functioning ICT equipment for the exams. Time that is lost during the exam due to major technical problems (confirmed immediately or post-hoc by the ICT Unit) will be added at the end of the respective exam.

Article 44. Submission of the examination paper

Digital exams must be submitted by the deadline defined in the schedule of the examination period concerned. For any late submission, the mark of 0/20 (zero) is given to the student concerned without prejudice to Article 43.

Section 5.4: Rules and procedures for take-home written exams

Article 45. As regards take-home exams, in case of late submission not exceeding one hour (60 minutes) following the deadline, the sanction of minus two points (-2 points) is applied. For any late submission exceeding one hour (60 minutes) following the deadline, the mark of 0/20 (zero) is given to the student concerned. Once submitted, the examinations cannot be resubmitted.

Article 46. All answers to take-home written exams will be checked for academic misconduct as defined in Article 34. The verbatim reproduction of large amounts of text (including AI-generated text) and the copy-pasting of large amounts of (auto)translated text is considered as cheating and will result in a mark of 0. The use of Generative AI and AI-powered tools during take-home written exams is strictly prohibited.

Article 47. Articles 29, 30 and 36 are not applicable to take-home written exams.

Section 5.5: Rules and procedures for oral exams

Article 48. Oral exams may involve a preparation period taking place immediately before the exam. In this case, students will be given time to prepare their answers. No materials are allowed other than a bilingual paper dictionary (without annotations), a pen, and any materials explicitly permitted by the professor.

§ 6 The Master's Thesis and other written assignments

Article 49. The Master's Thesis must be written and submitted in accordance with Sections 4.2, 4.4 and Annexes 3 and 4 of the Study Regulations, and Annex I of the Specific Provisions. Students must defend their theses at the oral thesis defence during the second semester regular examination period as specified in Annex II of the Specific Provisions.

Article 50. The provisions of the preceding Article are applicable by analogy to other written assignments carried out during the course of study, unless otherwise specified.

Article 51. The Master's Thesis supervisor should teach a course in the study programme for which the student is registered. If it is impossible for a student to enrol in the course taught by their Master's Thesis supervisor, for instance, because of the choice of the major, the student must request enrolment in that course in accordance with Article 22 or 23 of the Specific Provisions.

Article 52. The professors of the EIS programme who exclusively hold a workshop, a simulation game or a module organised in the framework of "Cooperation with External Partners" may not supervise Master's Theses. The above provision does not apply to the International Humanitarian Law seminar.

Article 53. All deadlines are indicated in the time frame of the UTC +1 time zone (Central European Time), or, if applicable, UTC +2 time zone (Central European Summer Time).

Annex I: Rules specific to the Master's Thesis and to other written work at Natolin

The students may contact a professor only through an Academic Assistant. Once the supervisor of the Master's Thesis is confirmed, a student may contact the thesis supervisor directly.

I. The research topic

Students shall propose a Master's thesis research topic to the professor of the course in the framework of which the student wishes to write their thesis. Professors may also suggest a list of research topics. Students will submit their proposed thesis topics to the Academic Assistants who will communicate them to the professors. Academic Assistants will inform students if their research topics have been agreed upon by the professors.

The research topic should be sufficiently precise to allow the student to carry out a complete and innovative analysis.

II. The role of the Thesis supervisor

Students can meet their thesis supervisor during their visits to the College. Individual meetings may be organized beforehand by the Academic Assistants. Outside these periods, students are encouraged to regularly meet with their supervisor online.

Students are invited to discuss their research project with the thesis supervisor on the basis of a detailed plan. This detailed plan should follow the structure and guidelines of the document "Master's Thesis Proposal".

III. Formal requirements regarding the formatting of the Master's Thesis

The general formatting requirements are defined in Annex III of the Study Regulations of the College of Europe. However, specific rules apply to the programme at Natolin. Students are required to apply the following formatting rules:

1. Dimensions : A4 (21cm x 29,7cm)
2. Cover page : see the template in annex III of the Study Regulations
3. Line spacing : between 1.2 and 1.5 lines
4. Page numbering : obligatory (in the page footer)
5. Page layout : recto verso allowed
6. Components of the document:
 - front cover
 - statutory declaration
 - abstract/summary of the thesis (1 page/500 words)
 - a preliminary page listing 4 or 5 keywords
 - table of contents
 - introduction
 - the main text
 - conclusion
 - bibliography (as detailed as possible)
 - documents in annex

The Master's Thesis must also fulfil the following conditions:

A. Master's Thesis formatting

Margins

- Upper and lower margins: 2 to 3 cm
- Left margin: 3 to 4 cm
- Right margin: 2 to 3 cm

Justification

The text must be justified left and right.

Line spacing

- In the text: 1.2 to 2.5 line
- For footnotes and annexes: 1 line
- Between paragraphs: 6 to 12 points

Font

- Use standard fonts such as Times New Roman or Arial
- The size of the font should be 12 for the main text and 10 for footnotes.

Length of the thesis

The Master's Thesis must be between 12,000 and 18,000 words.

The following elements are taken into account when calculating the word count: the body of the thesis (introduction, main text, conclusions, and footnotes). The preliminary elements (cover, statutory declaration, abstract, keywords, and contents page), the annexes, and the bibliography are not taken into account in calculating the number of words of the Master's Thesis.

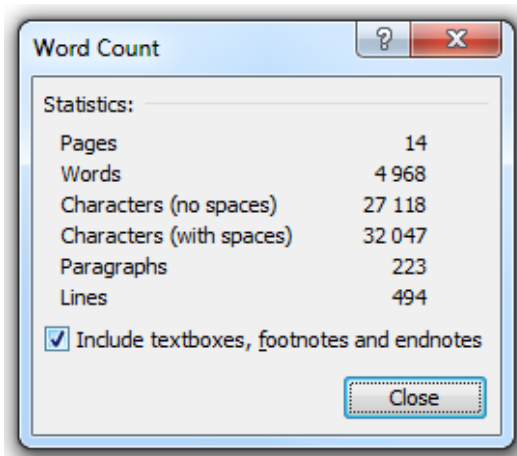
B. Calculating the number of words (applicable to written work)

The only acceptable method of calculating the number of words is the following:

“Tools > Word Count... > Include textboxes, footnotes and endnotes”

(Bear in mind that only the body of the text is included in the word count (see part III ‘Length of the thesis’)).

In order to ensure the correct calculation of the word count, students are obliged to submit all written work (e.g. Master's Thesis, essays, etc.) in **Microsoft Word** format, in accordance with the rules specified in the



‘Common rules regarding class papers and Master’s theses’. To ensure greater accuracy, students are invited to use the computers provided on the campus to calculate the word count.

Students whose work includes characters from alphabets other than the Latin alphabet must contact the Academic Assistants to establish the correct method for calculating the word count.

C. Language (applicable to written work)

It is fundamental that basic grammar and spelling rules are respected. The Master’s Thesis must be written in such a way as to constitute a clear and coherent text.

D. Structure (applicable to written work)

The thesis must be written according to a logical structure including, in line with Annex III of the Study Regulations, the following elements: introduction, main text, conclusions, and bibliography. These elements must be understood as follows:

1. Introduction: The introduction briefly describes, delimits, and justifies the choice of the research topic. If necessary for the demonstration, the research methodology or analytical approach is explained. In all cases, the introduction should allow the reader to understand the author’s research questions and thesis.

2. Main text: The main text must go beyond merely describing the research topic; the student must adopt an analytical approach regarding both the context of the topic and specific elements identified. The information must be analysed in detail and be subject to personal evaluation, thereby demonstrating the intellectual creativity of the author. The main text should be divided into different numbered parts which follow one another in a logical order.

3. Conclusion: The conclusions are based on the author’s main arguments and, if possible and relevant, may outline future prospects.

4. Bibliography (applicable to written work): The bibliography contains all of the elements upon which the author’s research and analysis are based, in alphabetical, and then chronological, order. The bibliography must be structured appropriately (see below).

E. References (applicable to written work)

All ideas based on or borrowed from any source must be specifically referenced.

Any direct quotation must be precisely identified by quotation marks in the body of the text and must also be the object of a specific footnote.

Any specific reference, i.e. the author’s name, the title of an article or book, place, year of publication, and page number (or total number of pages), should appear both in the footnotes and in the bibliography.

These rules apply in the same way when the source of the idea or the integral quotation lies in a previous work of the same author.

Any breach of these rules will be the object of sanctions, in line with Section 4.4 of the Study Regulations.

The rules concerning the format of references and of the bibliography are detailed below in points F and G. They follow the so-called Chicago style of referencing, as described in the *Chicago Manual of Style, 17th Edition*.

F. Footnotes (applicable to written work)

All references must be elaborated in a footnote.

The following rules regarding references must be consistently and coherently followed:

- a. Numbers referring to footnotes should be included in superscript format in the body of the text, preferably at the end of a sentence after the full stop.
- b. When two or three authors have contributed to the edition of a book (or article, etc.), their names appear in the order indicated on the cover page of the work.
- c. When four or more authors/editors have contributed to the edition of a work (article, etc.), the name of the first author/editor will be followed by a mention 'et al.' or equivalent.
- d. In case the author of a book (or article, etc.) is unknown, the title of the source will appear first in the footnote.
- e. If a source originated at an institution, the name of the institution will appear as mentioned in the source.
- f. The original title of a source must be mentioned. Its translation can then be provided in brackets.
- g. The edition number (unless it is the first edition) should also be indicated.
- h. In addition to the above, footnotes also may be used to:
 - indicate where it is possible to find supplementary information;
 - mention other authors who share or dispute the views of the source (which has already been specified in a footnote);
 - indicate other relevant arguments which cannot be directly included in the body of the text.

Examples of footnotes (non-exhaustive list):

1. Reference to a book:

Juan J. Linz and Alfred Stepan, *Problems of Democratic Transition and Consolidation: Southern Europe, South America, and Post-Communist Europe* (Baltimore and London: The John Hopkins University Press, 1996), 20.

2. Reference to a chapter from an edited volume:

Michael Barnett, "Social Constructivism," in *The Globalization of World Politics: An Introduction to International Relations*, eds. John Baylis, Steve Smith, and Patricia Owens, 4th ed. (Oxford and New York: Oxford University Press, 2008), 167.

3. Reference to a journal article:

Ian Manners, "Normative Power Europe: A Contradiction in Terms?," *Journal of Common Market Studies* 40, no. 2 (2002): 238.

4. Reference to a newspaper article:

Alex Barker, “Brexit: The World’s Most Complex Divorce Begins,” *Financial Times*, 24 June 2016.

5. Reference to an institutional author:

European External Action Service, “Shared Vision, Common Action: A Stronger Europe - A Global Strategy for the European Union’s Foreign And Security Policy” (Brussels, 2016), 12, [accessed December 4, 2020](http://eeas.europa.eu/archives/docs/top_stories/pdf/eugs_review_web.pdf), http://eeas.europa.eu/archives/docs/top_stories/pdf/eugs_review_web.pdf.

6. Reference to an internet source:

- The complete web address of the source and the date on which it was accessed must be mentioned: accessed December 10, 2020
<http://www.ceps.be/Commentary/September01/terrorism.htm>
- The author, title, and page of the document on the internet must also be mentioned if available:

Nicolas Moes, “China’s New Role in the Global Economy,” Bruegel, 2018, [accessed June 4, 2020](http://bruegel.org/2018/05/chinas-new-role-in-the-global-economy/), <http://bruegel.org/2018/05/chinas-new-role-in-the-global-economy/>.

7. Reference to an interview:

Mr Alfred Smith, MEP (EPP/ED) in discussion with the author, European Parliament, Brussels, March 5, 2004.

8. Footnotes referring to the same source:

When the source is repeated in two consecutive footnotes:

- Ibid. (if referring to the same page)
- Ibid., 8. (if referring to a different page)

A source mentioned in an earlier footnote:

- Manners, “Normative Power Europe,” 90.

G. Bibliography (applicable to written work)

The following rules should be observed in a coherent manner when compiling the bibliography. The references compiled in the bibliography should be grouped in the following sections.

A. Primary sources

- Official documents (Treaties, case law, etc.);
- Interviews;
- Statistical data.

B. Secondary sources

- Books;
- Articles;
- Internet sources.

Within each of these sections, sources should be listed in an alphabetical and then chronological order. They should be presented in the following manner, including line indents.

Examples (non-exhaustive list):

1. Book:

Linz, Juan J., and Alfred Stepan. *Problems of Democratic Transition and Consolidation: Southern Europe, South America, and Post-Communist Europe*. Baltimore and London: The John Hopkins University Press, 1996.

2. Book chapter:

Barnett, Michael. "Social Constructivism." In *The Globalization of World Politics: An Introduction to International Relations*, edited by John Baylis, Steve Smith, and Patricia Owens, 4th ed., 160–73. Oxford and New York: Oxford University Press, 2008.

3. Journal article:

Manners, Ian. "Normative Power Europe: A Contradiction in Terms?" *Journal of Common Market Studies* 40, no. 2 (2002): 235–58.

4. Newspaper article:

Barker, Alex. "Brexit: The World's Most Complex Divorce Begins." *Financial Times*. 2016.

5. Institutional authors:

European External Action Service. "Shared Vision, Common Action: A Stronger Europe - A Global Strategy for the European Union's Foreign And Security Policy." Brussels, 2016. [Accessed June 8, 2020.](http://eeas.europa.eu/archives/docs/top_stories/pdf/eugs_review_web.pdf)
http://eeas.europa.eu/archives/docs/top_stories/pdf/eugs_review_web.pdf.

6. Reference to an Internet source:

Moes, Nicolas. "China's New Role in the Global Economy." *Bruegel*, 2018. Accessed June 10, 2020.
<http://bruegel.org/2018/05/chinas-new-role-in-the-global-economy/>.

7. Reference to a legal source:

7.1. International treaties:

Bilateral:

"Convention on Great Lakes Fisheries between the United States and Canada." September 10, 1954 (entered into force on October 11, 1955).

Multilateral:

"International Covenant on Civil and Political Rights." December 19, 1966 (entered into force on March 23, 1976)

7.2. Decrees of the International Court of Justice:

United Kingdom v Albania (Corfu Channel Case), Merits, (ICJ Rep 4 1949).

7.3. EU legislation:

Treaties:

“Treaty of Lisbon amending the Treaty on European Union and the Treaty establishing the European Community.” December 13, 2007. OJ C306/01.

EU secondary legislation:

“Directive 2003/30/EC of the European Parliament and of the Council of 8 May 2003 on the promotion of the use of biofuels or other renewable fuels for transport.” *Official Journal of the European Communities* L 123/42, May 17, 2003, 42-46.

7.4. Judgements of the European Court of Justice and General Court:

To cite decisions rendered by the ECJ or the General Court, use the prefix of the case (« Case C- » for the ECJ or « Case T- » for the General Court), then the case registration number and the name of the case (in italics), followed by the reference to the case report and the year:

Commission v. France, Case C-556/07 (OJ C102/8 2009).

Arne Mathisen AS v. Council, Case T-344/99 (ECR II-2905 2002).

Konsumentombudsmannen v. De Agostini (Svenska) Forlag, Joined Cases C-34/95, C-35/95 and C-36/95 (ECR I-3843 1997).

7.5. Opinions of Advocate General:

When citing an opinion of an Advocate General, add a comma and the words ‘Opinion of AG [name]’ after the case citation:

Opinion of AG Mazák, Palacios de la Villa v Cortefiel Servicios SA, Case C-411/05 (ECR I-8531 2007).

For an unreported case, cite the relevant notice in the Official Journal. If the case is not yet reported in the Official Journal, then cite the case number and case name, followed by the court and date of judgment in square brackets. Do not add the prefixes 'Case C-' or 'Case T-' to pre-1989 cases.

7.6. National public documents: (laws, statutes, public bodies’ decrees):

“White Paper Supporting Voluntary Activity – 2000.” Department of Rural and Community Affairs, Government of Ireland. March 5, 2000 [last updated March 5, 2019]. Accessed September 8, 2019. <https://www.gov.ie/en/publication/eb9f99-white-paper-supporting-voluntary-activity-2000/>.

H. Annexes (applicable to written work)

Annexes include, but are not limited to, tables, graphs, images, and interview transcripts. The inclusion of annexes in written work is not obligatory, unless explicitly required by a professor or thesis supervisor. If a written work includes annexes, they must be placed at the end of the work, in a specific section, after the main body of the text.

The annexes cannot be separated from the main body of the thesis. During the submission of an electronic version of a Master’s thesis, annexes and the main body of the thesis should be delivered

in one single file (in accordance with the guidelines communicated by the Academic Administration).

In line with point III.A. of this document, annexes are not included in the word count. They remain nevertheless subject to the requirements of the College in terms of referencing. In particular, the source of each annex should be mentioned right below it.

I. Plagiarism and responsibility (applicable to written work)

Students must ensure that they correctly reference all sources used in order to avoid any suspicion of plagiarism. An exact definition of plagiarism, as well as sanctions applicable to plagiarism, are established in Section 4.4 of the College of Europe Study Regulations.

The issue of plagiarism is discussed in a dedicated tutorial organized by the Academic Assistants. This tutorial is compulsory for all students.

Students are obliged to make sure that all information and/or data they use have been collected and obtained legally. Students are responsible for any outcomes resulting from the breach of this obligation.

J. Submission of the Master's Thesis

Each student must submit a full electronic version of the Master's Thesis in the Microsoft Word format, saved under the student's surname. For more information see the document "Guidelines for submission of a Master's Thesis".

K. Other written work

Items B - I of this Annex apply to any other written work submitted in the context of the European Interdisciplinary Studies Programme.

Annex II: Second Reading and Defence of Master's Theses

The present provisions are based on article 33 and article 35 of the Study Regulations which state that the Academic Council may adopt further, specific regulations on the supervision and second reading of Master's theses and on the defence of the Master's theses.

I. Thesis defence

Thesis defence sessions will be organised within the respective examination period as determined by the Academic Administration Office. The jury consists of the supervisor and, in principle, the second reader. An Academic Assistant will also participate in the thesis defence to ensure that the College rules are followed. The supervisor and second reader may connect to the thesis defence remotely. The student and the Academic Assistant participate in the thesis defence in a classroom on campus. The thesis defence lasts 25-30 minutes and is, in principle, held in the language of the thesis. It should not constitute the repetition of the content of the Master's thesis but provide further insights on the research undertaken by the student and as such be of added value to the thesis itself.

For deferred or second-session submissions in the supplementary examination period (September-October) or the regular examination period in May-June of the following academic year (cf. Article 35 of the Study Regulations), students participate in the thesis defence remotely.

Unexcused absence from/failure to participate in the thesis defence will cap the maximum mark that can be awarded to the Master's thesis at 10.0/20 (failing mark). Article 35 para. 10 of the Study Regulations applies.

If a student's absence at the thesis defence is excused, the thesis defence may be exceptionally rescheduled to another day within the same examination period provided that the thesis supervisor, second reader, the Academic Department, and the Academic Administration Office confirm such possibility and after consulting the student concerned. Otherwise, the thesis defence will be deferred to the supplementary examination period in September-October (or the regular examination period in May-June of the following academic year, if applicable), without resubmitting the Master's thesis.

For the theses falling under Art. 40 para. 2 (iii) of the Study Regulations, an additional thesis defence in second session is not foreseen.

II. Marking

Supervisor and the second reader receive the Master's thesis at the same time, shortly after its submission by the student to the Academic Administration Office. They are both required to read the thesis, complete the Master's thesis assessment form and submit their forms at least three working days before the defence. The completed assessment forms will be exchanged between the supervisor and the second reader before the defence.

Following the defence, the supervisor and the second reader complete the section on thesis defence, indicate the joint final mark and submit their assessment forms.

If the supervisor and the second reader disagree on the mark, they should indicate their proposed marks in the assessment form, and the final mark will be determined in accordance with Article 35 para. 6 of the Study Regulations. Both the supervisor's and the second reader's assessment forms will be communicated to the student after the Academic Council approves the results.

The EIS Department may establish further procedures and modalities for the defence of Master's theses and the second reading.



Brugge

College of Europe
Collège d'Europe



Natolin

College of Europe in Natolin

Nowoursynowska 84,
02-797 Warsaw

coleurope.eu/natolin
natolin.eu



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