

# MASTER IN GLOBAL CHALLENGES FOR SUSTAINABILITY

## Rules and regulations

Academic rules and regulations

Version 2.6 March 2023

## SECTION 1 GENERAL PROVISIONS

### art. 1.1 – applicability of the Academic rules and regulations

These Academic rules and regulations apply to the academic year 2022-2023 and apply to the admissions procedure, enrollment, education, the assessment and the final review of requirement to be awarded with of the Joint Degree Master's Programme Global Challenges for Sustainability hereinafter referred to as the Joint Degree Programme and to all students who are registered in the Joint Degree Programme and to all those who request to be admitted to the Joint Degree Programme. The Joint Degree Programme is jointly provided by University of Barcelona, Trinity College Dublin, Utrecht University, Eötvös Loránd University in Budapest, and the University of Montpellier, hereinafter referred to as the Consortium.

### art. 1.2 – definition of terms

In these academic regulations, the following terms mean:

- a. *CHARM-EU student*: anyone who is enrolled for the Joint Degree Programme at the universities in the Consortium eligible to take modules and to sit the assessments and the final examination of the Joint Degree Programme;
- b. *Credit*: unit expressed in European Credit Transfer and Accumulation System (ECTS) whereby one credit is equal to 25 - 30 of study;
- c. *Joint degree programme*: The Joint Degree Master's Programme referred to in art. 1.1 of these Academic regulations;
- d. *Consortium*: the CHARM-EU European university initiative consisting of the 5 participating European universities referred to in art. 1.1. of these academic regulations;
- e. *Low stake assessment*: judgement of student's performance in line with the Programme learning outcomes domains and Module learning outcomes (MLO's) as registered in the student's e-portfolio;
- f. *High stake decision*: final assessment and mark for the entire phase;
- g. *Final review of requirements to be awarded with the Joint Degree Master's Programme Global Challenges for Sustainability*: the final judgment of the status of completion of

- the Joint Degree Programme that is passed if all formal obligations of the Joint Degree programme have been fulfilled (a total of 90 ECTS);
- h. *The Board of Examiners (BoE)*: The board objectively and professionally determines whether a student has met the conditions outlined in the joint programme and in the regulations in terms of the knowledge, insight and skills necessary for obtaining a degree. The Joint Board of Examiners consists of one representative from each of the five Partner Universities;
  - i. *Contact hours*: (a) hours spent in class where a lecturer is physically or virtually present, such as lectures and tutorials, traineeship supervision, assessments etc.; (b) other structured hours scheduled by the Joint Degree Programme and which are characterised by contact between the students themselves, either virtually or in real time and/or virtual contact with lecturers.
  - j. *The CHARM-EU Needs Report*: is a report based on a needs assessment of a student with a disability or chronic illness. The report is compiled by the Inclusiveness team and the student. It outlines the necessary and reasonable accommodations to which the student is entitled. The Needs assessment report is approved by the Board of Examiners and shared with relevant stakeholders.
  - k. *International Diploma Supplement*: the annex to the master's degree Certificate, which includes an explanation of the nature and contents of the Joint Degree Programme (in an international context).
  - l. *Phase mobility*: CHARM-EU students changing location from phase 1 to phase 2 and/or phase 2 to phase 3 with the purpose of achieving the programme learning outcomes and developing their transversal skills during their educational programme. Phase mobility starts at the starting date and ends on the final date of the given semester.

## SECTION 2 – ADMISSIONS

### Art. 2.1 – Admissions rules and regulations

1. The admissions rules and regulations are outlined in the [CHARM-EU Admissions rules and regulations](#) as approved in a separated document by the Academic Council Board.

## SECTION 3. REGISTRATION AND ENROLMENT

### Art. 3.1. Registration and enrollment rules and regulations

1. The Academic and economic rules and regulations are outlined in the [CHARM-EU Registration and Enrolment rules and regulations](#) as approved in a separated document by the Academic Council.

## **SECTION 4 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMME**

### **art. 4.1 – aim of the degree programme**

1. Upon successful completion of the Joint degree programme students will be able to:
  - a. Develop creative and critical thinking skills.
  - b. Research and evaluate complex societal challenges from different stakeholder and intercultural perspectives.
  - c. Assess and integrate different disciplinary and transdisciplinary knowledge and research methodologies.
  - d. Demonstrate expertise in the identification and application of the latest technological tools to source, analyse, handle, use and communicate complex bodies of data ethically.
  - e. Acquire expertise and communicate effectively on complex issues.
  - f. Formulate an advanced understanding of transdisciplinarity and demonstrate expertise in the facilitative, communicative, reflexive, and collaborative skills to support its practice.
  - g. Acquire advanced transversal competencies in problem solving, entrepreneurialism, innovation, digital skills, and a life-long learning disposition.

### **art. 4.2 – attendance mode**

This is a full-time Joint Degree Programme.

### **art. 4.3 – language in which the Joint Degree Programme is given**

The Joint Degree Programme is given in English.

### **art. 4.4 – credit load**

The credit load for the Joint Degree Programme is 90 European Credits.

### **art. 4.5 – programmes; starting times**

The Joint Degree Programme starts on September 1<sup>st</sup>, 2022

#### **art. 4.6 – composition of the Joint Degree Programme**

1. The Joint Degree Programme encompasses the following required phases, the credit load of which has been specified:
  - A. Phase 1: three mandatory modules, 30 ECTS
  - B. Phase 2: flexible phase, 30 ECTS, the student may choose from one of three themes. Each theme consists of 3 10 ECTS modules.
    - I. Water
    - II. Food
    - III. Health
  - C. Phase 3: Capstone phase, 30 ECTS
2. In the CHARM-EU module descriptors the contents and type of modules of the different phases are described in more detail including assessment activities and timeline.

#### **art. 4.7 – courses taken at elsewhere (outside of the consortium)**

1. GCS is a joint degree programme in which students are only allowed to take modules offered by the consortium within the framework of the master Global Challenges for Sustainability.
2. Physical mobility between the universities in the Consortium is compulsory and stimulated, both short-term and long term as further described in art. 4.4 mobility.

#### **art. 4.8 – actual teaching structure**

1. The number of contact hours for the degree programme comes to average 8 to 12 hours/ week
2. The CHARM-EU Module descriptors gives the following details relating to each module:
  - A. the learning objectives (PLO's and MLO's)
  - B. the timetables
  - C. the scheduling of the contact hours
  - D. the assessment activities and the timeline
3. Students can see the timetables for the modules for which they are registered on Teams.

## SECTION 5 – EDUCATION

### art. 5.1 –phases

The Joint Degree Programme consists of three phases:

1. Preparatory phase: The set of three modules: Sustainability, Social Innovation and Transdisciplinary Research
2. Flexible phase: student chooses from 3 optional themes (water, food, life & health) and follow the set of thematic modules. It is not possible to combine modules from different themes.
3. Capstone phase: students work collaboratively with their peers, academic staff, and extra- academic actors (e.g., business and society) on an authentic sustainability challenge which is based on the student's original disciplinary field.

### art. 5.2 – entry requirements of the phases

Participation in the following phase of the Joint Degree Programme is possible only when the student has completed the previous phase or has scored a minimum percentage and submitted a remediation plan to reach to pass mark before the end of the next phase as described in the CHARM-EU Assessment and progression rules and regulations.

### art. 5.3 – attendance obligation and obligation to perform to the best of one's ability

1. All students are expected to participate actively in the phase and modules for which they are registered.
2. Besides the general requirement for the students to participate actively, the additional requirements for each module are listed in the CHARM-EU Module descriptors.
3. In the event of qualitatively or quantitatively inadequate participation of the student, the module coordinator can inform the student's mentor for discussing the low performance of the student.

#### Art. 5.4 mobility

1. Mobility is essential part for achieving PLO's and competences related to:
  - *Transdisciplinarity*, active citizenship in particular within the European context.
  - *Solving challenges*, Complex societal challenges, intercultural perspectives that encompass global and European citizenships *collaboration*, Collaborates with relevant stakeholders e.g., colleagues, peers, experts, professionals, clients and other external stakeholders (PLO2, PLO5) *Inclusivity and* (inter)cultural competence demonstrated through team work
  - *Communication* in intercultural perspective.
2. All students are expected to participate in a phase mobility in at least one other CHARM-EU university than the one they start at.
3. All students describe in their personal goals how they are going to use the mobility to achieve one or more parts of the PLO, MLO and or competences, the mentor will support the students with their description of their personal goals and the JVAO can support the mobility of the students.
4. Exceptionally, if physical travel for international mobility is not an option for the student, alternatives can be found with the assistance of CHARM-EU staff from the work package Inclusivity.

#### art. 5.5 – quality assurance

The academic director and the Academic Council are responsible for monitoring and maintaining the quality of the education. The Board of Examiners will assess the Academic Council on the matter.

### **Art.5.6 – appointment of examiners**

1. The Board of Examiners will appoint members of the academic staff and experts outside the study programme charged with the role of examiner as a member of the Portfolio assessment committee. The examiners are responsible for the assessment of the phase resulting in a high-stakes phase decision.
2. The Board of Examiners may withdraw the appointment as an examiner in the event that the examiner fails to comply with the applicable legislation or regulations or guidelines of the Board of Examiners, or if the competence of the examiner concerning the making, administering or marking repeatedly proves to be of insufficient quality.
3. The Board of Examiners will register all examiners so that it is known which persons are authorized to administer examinations and to determine the results thereof.

## **SECTION 6 ASSESSMENT**

### **Art. 6.1 –general**

Assessment and progression rules and regulations are further described in the [CHARM-EU assessment and progression rules](#).

### **art. 6.2 – Board of Examiners**

1. For the Joint Degree Programme the Academic Council will set up a Board of Examiners and will put in place sufficient guarantees that this Board will work in an independent and expert manner.
2. The Academic Council will appoint the chair and the members of the Board of Examiners for the period of the joint degree programme on the basis of their expertise in the field of the Joint Degree Programme in question or the field of examining, whereby each university in the consortium has a representative in the board

Re-appointment is possible. Before making this appointment, Academic Director will consult the members of the Board of Examiners concerned.



3. Persons holding a management position with financial responsibility for a programme of study may not be appointed as member or chair of the Board of Examiners.
4. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the Academic Council will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the Academic Council in the event that they no longer fulfill the requirements stated in paragraphs 2 or 3 of this article. In addition, the Academic Council may dismiss the chair and the members in the event that they fail to perform their statutory duties adequately.
5. The Academic Council will make the composition of the Board of Examiners known to the students and teaching staff.

## **SECTION 7 – FRAUD AND PLAGIARISM**

### **Art. 7.1 Fraud and plagiarism**

1. Fraud and plagiarism are defined as an action or failure to act on the part of students, whereby a correct assessment of their knowledge, insight and skills is made impossible, in full or in part.

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;
- being in possession of (i.e. having/carrying) tools and resources during tests, such as pre-programmed calculators, mobile phones, smartwatch, smart glasses, books, course readers, notes, etc., consultation of which is not explicitly permitted;
- having others carry out all or part of an assignment and passing this off as own work;
- gaining access to questions or answers of a test prior to the date or time that the test takes place;
- making up survey or interview answers or research data;
- wrongly signing or having another sign the attendance lists.

Plagiarism is defined as including data or sections of text from others/the student's own work in a thesis or other paper without quoting the source. Plagiarism includes the following:

- cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;
- cutting and pasting text from the internet without using quotation marks and referring to the source;
- using excerpts from printed material such as books, magazines, other publications and encyclopaedias without using quotation marks and referring to the source;
- using a translation of the abovementioned texts without using quotation marks and referring to the source;
- paraphrasing of the abovementioned texts without giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
- using visual, audio or text material from others without referring to the source and presenting this as own work;
- resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
- using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
- in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
- submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else, whether or not in return for payment.

#### **Art. 7.2 procedure in case of fraud**

1. In all cases in which fraud or plagiarism is found or suspected, the module coordinator will inform the student and the Board of Examiners of this in writing.

The Board of Examiners will give the student the opportunity:

- to respond to that in writing;
  - to be heard.
2. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the third paragraph, stating the possibility of appeal to the CHARM-EU Appeals Board.
  3. Fraud and plagiarism will be punished by the Board of Examiners as follows:
    - A. in any event:
      - invalidation of assessment activity submitted
      - a reprimand, a note of which will be made in the student information system
    - B. in addition to – depending on the nature and scale of the fraud or plagiarism, and on the student’s phase of study – one or more of the following sanctions:
      - removal from the module and thus removal from the programme.
    - C. in the event that the student has already received a reprimand:
      - complete exclusion from participation in the joint degree programme and this removal from the programme.
    - D. in the case of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend that the Academic Council permanently terminate the concerned student’s registration for the Joint Degree Programme.
  4. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the assessment results in their entirety, the Board of Examiners will decide without delay that the assessment concerned is invalid and that all the participants must resit the assessment at short notice. The Board of Examiners will set the date before which the assessment must be retaken.

**SECTION 8– FINAL REVIEW OF REQUIREMENTS TO BE AWARDED WITH THE JOINT DEGREE MASTER’S PROGRAMME GLOBAL CHALLENGES FOR SUSTAINABILITY:**

**art. 8.1 – final review of requirements to be awarded the Master**

1. As soon as the student has fulfilled the requirements of the joint degree programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in art. 6.4.
2. Prior to determining the final review of requirements, the Board of Examiners may conduct their own examination of the student's knowledge of one or more components or aspects of the Joint Degree Programme, if and in so far as the results of the relevant assessments give them reason to do so.
3. The date of final examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled the requirements of the joint degree programme. The student must be registered for the Joint Degree Programme on the date on which the examination is held.
4. The degree will be awarded on condition that all phases have been passed.
5. A further condition for passing the final review examination requirements and receiving the certificate is that the student was registered for the Joint Degree Programme. If the student does not fulfil this condition, the Academic Council may issue a statement of no objection in relation to the passing of the final examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. The final examination date cannot be postponed.

#### **Art. 8.2 – degree**

1. A joint degree will be awarded to students who pass the Final review of requirements jointly issued by the Consortium.
2. The title of the degree awarded will be stated on the examination certificate according to the national legislation of the partner universities in the consortium.

### **SECTION 9 – STUDENT SERVICES REGARDING ACADEMIC RECORD**

#### **art. 9.1 – records of students' progress**

1. The CHARM-EU JVAO office must record the individual study results of the students and make them available through the student information system.
2. A certified student progress file can be obtained at the CHARM-EU JVAO office

#### **art. 9.2 – student support**

1. CHARM-EU must provide for support of the students who are registered for the Joint Degree Programme.
2. Student support encompasses:
  - encouraging students to feel part of the community;
  - supervising programme choices;
  - access to CHARM-EU student services or local services

#### **art. 9.3 – disability and chronic illness**

Students with a disability or chronic illness will be offered the possibility to sit assessments in the manner as laid down in the Education Accommodations Contract. Requests to conclude a contract must be submitted to the CHARM-EU Equality and Inclusivity Office through JVAO office.

### **SECTION 10 – TRANSITIONAL AND FINAL PROVISIONS**

#### **art. 10.1 – safety-net scheme**

In those cases, not provided for by this clause, or not provided for sufficiently clearly, or which clearly led to an unreasonable outcome, a decision will be taken for or on behalf of the Academic Council after the Board of Examiners has expressed its view. If the decision falls within the competence of the Board of Examiners, the academic director will send the request to the Board of Examiners for it to handle.

#### **art. 10.2 – amendments**

1. The Academic director will lay down amendments to these rules after consulting the academic council in a separate resolution.

2. An amendment to these rules is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.
3. Furthermore, an amendment may not have an adverse effect for students on any other decision taken pursuant to these Academic regulations by the Board of Examiners with respect to a student.

#### **art. 10.3 – publication**

The Academic council will provide for the publication of these academic regulations, as well as each amendment, on Internet.

#### **art.10.4 – effective date**

These Regulations take effect on 1 April 2023.