

MASTER IN GLOBAL CHALLENGES FOR SUSTAINABILITY

Academic Rules and Regulations

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SECTION 1 GENERAL PROVISIONS

Art. 1.1 – Applicability of the Academic Rules and Regulations

These Academic Rules and Regulations apply to the academic year 2023-2024 and apply to the admissions procedure, enrolment, education, assessment and the final review of requirements to be awarded the degree 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 the consortium consisting of the University of Barcelona, Trinity College Dublin, Utrecht University, Eötvös Loránd University in Budapest, and the University of Montpellier, hereinafter referred to as CHARM-EU universities.

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 CHARM-EU eligible to take modules and to sit the assessments and the final examination of the Joint Degree Programme.
- b. *Consortium*: The CHARM-EU European university initiative consisting of the 5 participating European universities referred to in art. 1.1. of these academic regulations.
- c. *Credit*: Unit expressed in European Credit Transfer and Accumulation System (ECTS) whereby one credit is equal to 25 - 30 hours of study.
- d. *Joint Degree Programme*: The Joint Degree Master’s Programme referred to in art. 1.1 of these Academic Rules and Regulations.
- e. *Tuition Fee*: includes lectures, seminars, tutorials, access to library and information technology facilities and course administration. It does not include living expenses, accommodation, travel and visa costs, textbooks or additional services. Neither does it include the application fee nor the Student levies and charges that can be compulsory in some members of the consortium.

- f. *Low stake assessment*: Judgment of student's performance in line with the Programme Learning Outcomes domains (PLOs) and Module Learning Outcomes (MLOs) as registered in the student's e-portfolio.
- g. *High stake assessment*: Final assessment and mark for the entire phase.
- h. *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).
- i. *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 the degree. The Joint Board of Examiners consists of one representative from each of the five Partner Universities.
- j. *Contact hours*:
 - (a) Hours spent in class where a lecturer or supervisor is physically or virtually present, such as lectures, hackathons workshops, capstone 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 or mentors.
- k. *Inclusivity*: One of CHARM-EU's core values is [inclusiveness](#). We understand that diversity, and the barriers and challenges that people face, can take many forms and are often intersectional in nature. CHARM-EU takes a person-centred approach to removing barriers and supporting its students to succeed, providing accommodations and flexibility where possible and reasonable in line with the capacity and resources of CHARM-EU.
- l. *The CHARM-EU Needs Report*: A report based on a needs assessment of a student with a disability or chronic illness. It outlines the necessary and reasonable accommodations to which the student is entitled.
- m. *Phase mobility*: CHARM-EU students changing location from one phase to the next phase.
- n. *Graduating*: The process of obtaining a degree, from fulfilling the final requirements to obtaining the diploma parchment.
- o. *Diploma*: The physical parchment in the name of the graduating student with the date and specifics of the joint degree.
- p. *Degree*: The official title awarded to a student after graduation of the master programme.
- q. *Diploma supplement*: A document which provides a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the student named on the original qualification to which this supplement is appended. This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO.
- r. *Transcript of records*: A document which provides the grades and ECTS obtained by the student. This document is provided in addition to the diploma supplement;
- s. *Registration*: The act of entering student data in student administration system.

SECTION 2 ADMISSIONS

Art. 2.1 – Admissions Rules and Regulations

The Admissions Rules and Regulations are outlined in the [CHARM-EU Rules and Regulations](#):

[Admissions](#) as approved in a separate document by the Academic Council.

SECTION 3 TUITION FEE, REGISTRATION AND ENROLMENT

Art. 3.1 – Registration and Enrolment Rules and Regulations

1. In the CHARM-EU Academic Rules and Regulations: Registration and Enrolment the registration and enrolment rules are outlined. This is as approved in a separate document by the Academic Council.
2. All students are for administrative purposes registered in each of the participating universities, and in the first instance with the Universitat de Barcelona (UB), as project coordinator who is the legal representative for CHARM-EU.
3. The data needed to register students in every institution will be provided by the UB who is responsible for the registration system. All exchange of information and data will only take place in accordance with the regulations and procedures of each partner institution and in line with GDPR and European Data Protection legislation.

Art. 3.2 – Tuition fee

1. The procedure for establishing, authorisation and publishing the tuition fees are outlined in the CHARM-EU Tuition fee policy.
2. Full payment of the tuition fee is an essential requirement for the enrolment to be valid.
3. The tuition fees are the same for all students and are paid to the coordinating university of the consortium, the University of Barcelona.
4. The tuition fee as approved by the CHARM-EU partner Universities differs from the ones in each country since it is not a national programme but an international Joint Degree Programme.
5. The only exception is for Utrecht University where due to national legislation students starting phase 1 at this university will have to pay an additional top -up. The top-up amount is determined each academic year and ensures that the CHARM-EU tuition fee is equal to the amount of the national tuition fee in the Netherlands. The top-up is paid directly to Utrecht University.
6. The tuition fees for the complete programme and the payment per academic years are as follows:

Student origin	Total fee of the Master programme	Year 1 Academic year 2023-2024	Year 2 Academic year 2024-2025
EU student	3.000 €	2.000 €	1.000 €
Non-EU student	19.000 €	13.000 €	6.0

6. Failure to pay the tuition fee within the deadline established by CHARM-EU will result in the automatic, temporary suspension of students' rights. The maximum duration of the temporary suspension is until the end of the academic year.
7. The temporary suspension of the student's rights will be lifted when the student pays the full amount of the tuition fee, plus a surcharge as an expense for non-payment management. The details of the surcharge is stipulated in the Academic Rules and Regulations: registration and enrolment.
8. Once the academic year has ended without the student having made the payment, the UB will automatically cancel the enrolment without the right to any refund. The cancellation of

the enrolment implies the full nullity of all the rights that this registration has been able to produce and, especially, of the qualifications that the student has obtained.

9. The Refund policy outlines the basis for refunds in case of cancellations and/or withdrawal from the Joint Degree Programme.

Art. 3.3 – Reservation fee

1. Admitted students are requested to pay a 300 € reservation fee to ensure their place in the Joint Degree Programme. This fee will be discounted to the first tuition fee payment.
2. Students with a CHARM-EU grant get the reservation fee refunded on arrival.

Art. 3.4 - Grants

CHARM-EU will provide financial scholarship to a limited number of applicants. The amount and the criteria are defined by the Academic Council. Other sources of grants can be considered.

Art. 3.5 – Insurance

The students are responsible for having appropriate health, accident, travel, third party liability and if applicable, personal liability insurance cover. Students need to present evidence of the insurance on arrival and upon request.

SECTION 4 CONTENTS AND STRUCTURE

Art. 4.1 – Aim of the degree Programme

1. The learning objectives of the Joint Degree Programme allows students to:
 - Develop creative and critical thinking skills;
 - Research and evaluate complex societal challenges from different stakeholder and intercultural perspectives;
 - Assess and integrate different disciplinary and transdisciplinary knowledge and research methodologies;
 - Demonstrate expertise in the identification and application of the latest technological tools to source, analyse, handle, use and communicate complex bodies of data ethically;
 - Acquire expertise and communicate effectively on complex issues;
 - Formulate an advanced understanding of transdisciplinarity and demonstrate expertise in the facilitative, communicative, reflexive, and collaborative skills to support its practice;
 - Acquire advanced transversal competencies in problem solving, entrepreneurialism, innovation, digital skills, and a life-long learning disposition.
2. The learning objectives are the basis of the Programme Learning Outcome (hereafter PLO) domains. These domains are connected to the outcomes of each module in the Module Learning Outcomes (hereafter MLO) and at the core of all Module assessments. During the Master's programme students' development will be assessed based on these PLO domains.
3. The Joint Degree Programme has the following PLO domains:
 1. Sustainability
 2. Transdisciplinarity

3. Solving Challenges
4. Collaboration
5. Communication
6. Scholarship
7. Professional & Personal Development
8. Digital Skills

Art. 4.2 – Attendance mode

1. This is a full-time Joint Degree Programme.
2. The number of contact hours comes to an average of 14-20 hours per week but the number of contact hours may differ per phase.

Art. 4.3 – Language of the Joint Degree Programme

1. The Joint Degree Programme is taught in English.
2. The official language used in administration is English. In case of discrepancies between the translation and original text, the English text prevails.

Art. 4.4 – Credit load

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

Art. 4.5 – Programme start

The Joint Degree Programme starts on September 1st, 2023.

Art. 4.6 – Structure 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: preparatory phase, 30 ETCS, three mandatory modules
 - b. Phase 2: flexible phase, 30 ECTS, three themes from which students choose one.
 - i. Water
 - ii. Food
 - iii. Life & Health

It is not possible to combine modules from different themes.
Each theme consists of three 10 ECTS modules.
 - c. Phase 3: Capstone phase, 30 ECTS, project group work with some individual components. Students collaborate with their peers, academic staff, and extra-academic actors (e.g., business and society) on an authentic sustainability challenge in a transdisciplinary manner.
2. The CHARM-EU Module descriptors gives the following details relating to each module:
 - a. The learning objectives (PLOs and MLOs)
 - b. The number of contact hours
 - c. The assessment activities
 - d. The module coordinator and teaching staff

Art. 4.7 – Courses taken Outside of the Consortium

1. Students enrolled in the degree programme are only allowed to take credit-bearing modules offered by the Consortium within the framework of the Master's Global Challenges for Sustainability.
2. Physical mobility between the universities in the Consortium is compulsory and encouraged, both short-term and long-term as further described in art. 5.4 mobility.

SECTION 5 EDUCATION

Art. 5.1 – Entry requirements per phases

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

Art. 5.2 – Attendance obligation and obligation to perform to the best of one's ability

1. The programme is not an online programme, therefore all students are expected to participate in person in the class for the modules for which they are registered. In case of class absence students are expected to follow the Procedure for student absences.
2. Students are not allowed to follow the programme from another university/location than where they have been allocated for their phase.
3. Besides the general requirement for the students to participate in person, the additional requirements for each module are listed in the CHARM-EU Module descriptors.
4. In the event of qualitatively or quantitatively inadequate participation of the student, the module coordinator can inform the student's mentor to discuss the low performance of the student.
5. Exceptions to art 5.3-1 and art 5.3-2 are possible upon request by the student and only after approval of the Board of Examiner. In inclusivity cases, the BoE may consult with the CHARM-EU Diversity, Equity & Inclusion Office to identify an appropriate solution. Relevant reasonable accommodations may also be listed in a student's Individual Needs Assessment.

Art. 5.3 - Class starting time

The classes will start at the indicated starting time and will not consider late arrivals.

Art. 5.4 - Mobility

1. CHARM-EU students are changing location from one phase to the next phase with the purpose of achieving the programme learning outcomes and developing their transversal skills.
2. Mobility is an integral component of the Joint Degree Programme. Therefore, all students are expected to participate in a phase mobility to at least one CHARM-EU university other than the one they start at in Phase 1.
 - a. Phase mobility starts at the starting date and ends on the final date of the given phase.
 - b. All students describe in their personal goals how they are going to use the mobility to achieve one or more parts of the PLO and/or MLO. Mentors can provide support to students on this.
3. The JVAO and local Erasmus Offices will provide administrative support for the physical

mobility of students.

4. Exceptionally, if physical travel for international mobility is not an option for the student due to inclusivity grounds, alternatives will be considered by the Joint Programme Board following discussion with the student and with advice from the CHARM-EU Diversity, Equality & Inclusion Office.

Art. 5.5 – Quality Assurance

1. The Academic Council is responsible for the standards in teaching and research in the Joint Degree Programme. The Academic Council oversees the academic matters and quality follow-up of all joint and common educational and research activities of CHARM-EU.
2. The operation and implementation of the Joint Degree Programme is managed by the Joint Degree Programme Board. The Joint Degree Programme Board is responsible for the agreement on the final design and day to day delivery, admissions, assessment, mobility and implementation in line with the quality standards and procedures set by the Academic Council and resources allocated.
3. The Board of Examiners monitors and advises the Academic Council on the quality of the education.

SECTION 6 ASSESSMENT

Art. 6.1 – General

Assessment and Progression Rules and Regulations are further described in the CHARM-EU Academic Rules and Regulations for Assessment and Progression.

Art. 6.2 – Board of Examiners

1. The Academic Council has appointed a Board of Examiners for the Joint Degree Programme with sufficient guarantees that this Board will work in an independent and expert manner.
2. The Academic Council appoints the Chair and the members of the Board of Examiners for the period of the Joint Degree Programme.
 1. Their appointment is based on their expertise in the Joint Degree Programme and/or in the field of studies.
 2. At the same time ensuring that each university in the Consortium has a representative in the Board of Examiners.
 3. Re-appointment is possible. Before making this appointment, the Academic Council 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 fulfil the requirements stated in paragraph 2 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.

Art. 6.3 – Appointment of Portfolio Assessment Committee (PAC)

1. The Board of Examiners appoints members of the academic staff and experts from outside the study programme charged with the role of phase 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 of an examiner if the examiner fails to comply with the applicable regulations or guidelines of the Board of Examiners, or if the competence of the examiner repeatedly proves to be of insufficient quality.
 3. The Board of Examiners will keep a record of all examiners so that it is known which persons are authorized to administer assessments and to determine the students' results.
 4. The requirements of the Phase assessment committee and the phase examiners are stipulated in the CHARM-EU Academic Rules and Regulations for Assessment and Progression.

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.
2. 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 someone else sign the attendance lists. This includes attendance lists of educational and/or mobility-related activities.
3. 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;
 - misrepresent Artificial Intelligent (AI) generated content as student's own work.
4. Free-riding is defined as the clear unequal contribution of a student to groupwork or group assignment. Free-riding is considered as 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.

Art. 7.2 - Procedure in Case of Fraud

1. In all cases in which fraud, free-riding or plagiarism is found or suspected, the module coordinator will inform the student and the Board of Examiners of this in writing.
2. The Board of Examiners will give the student the opportunity:
 - a. to respond to this in writing;
 - b. to be heard.
3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision and possible sanctions in writing, stating the possibility of appeal to the CHARM-EU Appeals Board.
4. Fraud and plagiarism will be punished by the Board of Examiners as follows:
 - a. in any event:
 - i. invalidation of assessment activity submitted;
 - ii. a reprimand, a note of which will be made on the student record submitted to the Portfolio Assessment Committee and added to the student information system of CHARM-EU;
 - b. depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study in addition to the sanctions under 4a the removal from the module and thus removal from the programme can be sanctioned;
 - c. in the event that the student has already received a reprimand:
 - i. complete exclusion from participation in the Joint Degree Programme and thus removal from the programme.
5. In the case of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend that the Joint Degree Programme Board permanently

terminate the concerned student's registration for the Joint Degree Programme.

6. 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 re-sit the assessment at short notice. The Board of Examiners will set the date before which the assessment must be retaken.

SECTION 8 REQUIREMENTS FOR AWARDING THE JOINT DEGREE

Art. 8.1 – Final Review of Requirements to be Awarded the Master's Degree

1. As soon as the student has fulfilled the graduation requirements of the Joint Degree Programme, the Board of Examiners will validate the final result and award a degree certificate as referred to in art. 8.2.
2. Prior to carrying out 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 as far as the results of the relevant assessments give them reason to do so.
3. The date of completion of the programme 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 that date.
4. The degree will be awarded on condition that all programme phases have been completed successfully.
5. Furthermore, only students who have been registered students on the Joint Degree Programme for all 3 phases may be submitted for final review and receive the degree. In cases where a student does not meet this condition, the Academic Council decides if the final review may be conducted or not. The degree can be issued only once the student has paid the tuition fees and any administrative charges owing.
6. The final examination date cannot be postponed. This is, unless an extension is granted by the Board of Examiners.

Art. 8.2 – Degree

1. A joint degree awarded by the Consortium will be awarded to students who pass the final examination of requirements.
2. The title of the degree awarded will be stated on the joint diploma certificate in accordance with the national legislation of the partner universities within the Consortium.
3. CHARM-EU will issue the joint diploma certificate and the joint diploma supplement with the logos/crests of the five partners.
4. In addition to the joint diploma certificate graduated students receive the joint diploma supplement which provides insight into the nature and contents of the completed joint degree programme.

SECTION 9 STUDENT STUDY RECORDS AND SUPPORT SERVICES

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. The study results are also be recorded in the official student record of the CHARM-EU university partners.
3. A certified student progress file can be obtained from the CHARM-EU JVAO office.

Art. 9.2 – Student Support

1. CHARM-EU as well as the support offices of the CHARM-EU partners must provide support to the students who are registered for the Joint Degree Programme. In the [service level policy](#) CHARM-EU outlines the guiding principles to serve the students throughout their studies.
2. Student support encompasses:
 - encouraging students to feel part of the CHARM community;
 - providing support for students with access and participation needs;
 - advising on programme choices;
 - access to CHARM-EU student services or local services.

Art. 9.3 – Access needs and reasonable accommodations

1. Students with access and participation needs shall be provided with additional supports, where needed, and in line with capacity and resources of CHARM-EU and the participating institutions. Reasonable accommodations are available for students with a variety of backgrounds and circumstances according to national and international equality and non-discrimination legislation including in relation to students with disabilities.
2. Students seeking to avail of reasonable accommodations are encouraged to seek an Individual Needs Assessment in a timely manner, preferably at the beginning of their studies.
3. The Needs Assessment Report is approved by the Board of Examiners and shared with relevant stakeholders.

SECTION 10 TRANSITIONAL AND FINAL PROVISIONS

Art. 10.1 – Safety-net Scheme

In those cases not provided for or not sufficiently clear in the Academic Rules and Regulations of the Joint Degree Programme, the decision will be made by:

- a. the Board of Examiners in case of articles in section 6, 7, 8 and art 9.3, after consulting the Joint Degree Programme Board;
- b. the Academic Council in case of articles in section 2, 3, 4 and 5 and in all other cases. The Academic Council will consult the Joint Degree Programme Board before reaching a decision.

Art. 10.1 – Responsibility

The Academic Council is responsible for oversight of the Academic Rules and Regulations. The Joint Degree Programme Board is responsible for ensuring these rules and regulations are implemented as approved.

Art. 10.2 – Amendments

The Academic Council can approve changes to the current Academic Rules and Regulations in consultation with the Joint Degree Programme Board.

1. Any amendments are not to be applied to the ongoing **academic year** of the Master's programme, unless it is deemed to be in the interests of the students. In which case the student council has to approve.
2. Furthermore, amendments may not have any adverse effect on any or all student(s) or affect any other decision taken by the Board of Examiners prior to the amendment.

Art 10.3 – Revision

1. The Academic Rules and Regulations are part of the Quality assurance and control cycle and will be revised and updated yearly.
2. During the revision of the Academic Rules and Regulations, the current Academic Rules and Regulations remain valid until the approval of the Academic Council of the revised Academic Rules and Regulations.

Art. 10.4 – Publication

The Joint Degree Programme Board will see to the publication of these Academic Rules and Regulations, as well as any amendments, on the CHARM-EU website.

Art. 10.5 – Effective Date

These Regulations take effect on 1 September 2023.

Related Documents

On the [Charm- EU – policies and regulations](#) website:

- Appeals policy and the Appeals procedure
- Tuition fee policy
- Service level policy
- Refund policy

Other related documents:

- Academic Rules and Regulations: Assessment & Progression
- Academic Rules & Regulations: admissions
- Academic Rules and Regulations: registration & enrolment
- CHARM-EU Regulations of the Board of Examiners (BoE)
- Procedure for Student Absences