



CIHEAM
BARI

SPECIFIC RULES OF APPLICATION
of the
ACADEMIC REGULATIONS
governing
POSTGRADUATE PROGRAMMES

(Approved by the CIHEAM Governing Board on 16 December, 2016)

LAST VERSION AMENDED IN SEPTEMBER 2022

Introduction:

The following rules complete and integrate the General Academic Regulation of CIHEAM, which constitutes the reference document where there are Parts I and II.

III. ORGANIZATION OF THE POSTGRADUATE PROGRAMMES

III.1 EDUCATIONAL ACTIVITIES

- a) Academic programmes provide for a range of educational activities: lectures, seminars, conferences, supervised and applied work.
- b) Instruction is given by permanent, associate or visiting lecturers.
- c) The students' progress is monitored throughout their educational programmes.
- d) Students must attend all lectures, seminars, conferences, applied and supervised work. A fulltime presence is mandatory. Lack of punctuality in a programmed activity is considered as an absence. CIHEAM Bari reserves the right to take action if the attendance requirements are not fulfilled. The Institute is the final judge of what constitutes a valid reason to justify the absence.
- e) Improper academic and personal conduct could result in suspension of the scholarship or expulsion from the Institute, irrespective of the academic performance. In the case of expulsion, a justified written decision must be taken by the Director and confirmed by the Secretary General.

III.2. CREDIT SYSTEM

Postgraduate programmes are organized in units for which a certain number of credits are given. CIHEAM implements the **European Credit Transfer System (ECTS)**.

A certain number of credits is assigned to each unit. This reflects the total effort (lectures, seminars, assessment procedures, applied and supervised work) required to pass it successfully, which is proportionate to the total effort needed to complete a full year of academic study. An academic year comprises at least 30 weeks of full-time study representing 60 ECTS.

A credit cannot be awarded for attendance alone: student assessment and evaluation of the work corresponding to the credits awarded is always required.

a) Formal instruction

A standard week for a regular course will comprise from 15 to 20 hours of lectures and around 30 hours of personal work, seminars and conferences, applied work, tutorials, lab and field work, etc.

b) Supervised work

A credit may also be awarded for approximately 25 hours of supervised independent or group work if the results have been assessed and graded.

Evaluation of courses and examination policy at CIHEAM Bari

- Examinations are held at the end of each unit and upon completion of the final project.
- Credits are assigned if students obtain a mark equal or above 50/100 (see the grading system table). Otherwise, credits are lost.

- All grades are considered to calculate the final average, even the ones below 50 confirmed after the retake (see the retake policy below).
- At the end of the course, students will present their individual project before an examination board.
- The final average of all grades is a weighted average obtained as the sum of the single grades multiplied by their corresponding credits, divided by the sum of credits.

Special cases

- If the student does not attend **80%** of the activities organized in the framework of the **unit**, without a valid reason, he/she is not admitted to the exam, and loses the corresponding credits.
- Students who do not attend classes or are unable to take the exam for valid reasons need to justify their absence. Students with a justified absence can ask permission to take the exam. The Institute decides whether to accept or not the request based on the reason behind the absence. (This authorization can be agreed only twice during the year).
- Any wrongdoing during the exam (see behaviour rules) will have an impact on the student evaluation according to the gravity of his/her behaviour. The punishment could go from a minimum deduction of 15 points from the examination mark to the total exclusion from the exam.

Retake policy

It gives students the possibility to sit the exam a second time. This opportunity is given to **students having obtained a mark between 0-49**, if they ask for it.

The mark obtained at the retake exam is the final one to be assigned.

If the mark obtained is still below 50 after the retake, no credit is awarded.

III.3. GRADING SYSTEM

Grading measures the student's level of achievement, both in absolute terms and compared with peer-performance. It is based on the student's participation in all educational activities organized as part of the course. The marks are shown in the following table:

Marks	Definition
100 - 85	Outstanding performance
84 - 70	Above the average standard
69 - 50	Performance meets the minimum criteria
49 - 0	Further work and reassessment required before credits can be awarded.

IV. CONDITIONS FOR ISSUING THE MASTER DIPLOMA AT CIHEAM BARI (60 ECTS)

IV.1. The **Master Diploma** is issued upon the successful completion of the Master programme, assigning a total of **60 ECTS**.

For the first part of each programme (60 ECTS), the course coordinator establishes an educational schedule, approved by the Director, determining the instruction to be given and the kind of personal work that each student might have to do. Some of the course work included in the syllabus may be followed at another CIHEAM Institute or external higher education institution.

To obtain the Master Diploma the student must:

- a) satisfy all the requirements of the syllabus;
- b) submit a final project/supervised work at the end of the programme;
- c) sit a final oral examination;
- d) obtain an average mark equal to or above 50, no unit graded below 50.

The **final grade** is calculated as the **weighted average of all marks** obtained during the year, i.e. all units and project marks (formal instruction and supervised work).

IV.2. The **Master of CIHEAM Bari** issued by the Mediterranean Agronomic Institute of Bari gives the following indications:

- a) Name of the programme
- b) Distinction obtained if applicable

IV.3. The **Master of CIHEAM Bari** with distinction is issued under the following conditions:

Cum Laude

Average mark between 70 and 84

Cum Maxima Laude

Average mark equal to or above 85

IV.4 If one of the **Master programmes of CIHEAM Bari** is jointly organized with an Italian University, students are registered on the University platform and are delivered a joint diploma (**MASTER OF CIHEAM Bari / MASTER UNIVERSITARIO DI I LIVELLO**) signed by the Director of CIHEAM Bari and the Rector of the University.

V.5. CIHEAM Bari issues a Diploma Supplement giving a detailed description of the study plan, the credits awarded during the first part and the results obtained (marks on a scale from 0 to 100). It is signed by the Director and elaborated following the recommendations formulated by the European Commission, the Council of Europe and UNESCO/CEPES.

V.6. Students with a non-passing overall grade at the end of the Master programme receive a certificate of attendance including a transcript of records detailing dates, topics, lecturers, and the total number of ECTS completed with their corresponding marks on a scale from 0 to 100.

REQUIREMENTS FOR ADVANCING FROM 1ST TO 2ND YEAR OF THE MASTER OF SCIENCE PROGRAMME

- a) At the end of the 1st part of the programme, students must obtain an **overall mark equal to or above 70**.
- b) Students must show a correct behaviour and give proof of great assiduity and seriousness during the 1st year activities.
- c) Students must be fluent in English (speaking and writing).
- d) Students can accept a research proposal defined by the coordinator and the researchers of the Institute or submit a research proposal that has to be approved by the coordinator. Priority will be given to topics related to ongoing or future research programmes linked to projects, agreements or other initiatives of CIHEAM Bari.
- e) The final decision on admissions to the second year is made taking into consideration also general aspects: e.g. the total number of students depending upon financial availability.

V. CONDITIONS FOR ISSUING THE MASTER OF SCIENCE DEGREE (120 ECTS)

The Master of Science degree is issued upon the successful completion of the Master of Science programme, assigning a total of **120 ECTS**.

The length of the MSc Programme should not exceed one academic year. It may however be extended with the approval of the CIHEAM Bari Director.

The period between the first year and the enrolment in the second year of the Master programmes cannot exceed four years, unless an exceptional derogation is given by the Secretary General upon proposal of the CIHEAM Bari Director.

V.1. To obtain the Master of Science degree the student must:

- a) Satisfy all the requirements of the syllabus included in the second year programme;
- b) Submit a thesis based on an original research work (or on a technical or socio-economic study).
- c) Pass all the progress reports and exams scheduled during the academic year. Students have to present twice the progress of their research work before a Board. Two seminars are held to this purpose:
 - **1st Seminar:** bibliographic search; project proposal (objectives, materials and methods) and related written draft;
 - **2nd Seminar:** presentation and scientific value of the research work (laboratory or field activity) and related written draft.

The overall grade at the end of the programme is calculated taking into account the whole work carried out by the student during the year, according to the following schedule:

	VALUE (%)	ECTS
Formal instruction	25	14
Individual Evaluation	15	10
Oral Examination/ Thesis discussion	60	36
OVERALL GRADE	100	60

Formal instruction: it includes the grades taken after the theoretical courses of the 2nd year and the marks given after the first and the second seminar. The final grade is the average of all marks obtained.

Individual evaluation: it is given by the supervising team: it is a qualitative and global evaluation of students, taking into account their aptitude to research work.

Oral examination/thesis presentation: the oral exam takes place before an examination board. Each member gives his/her own individual evaluation (based on the topic's expertise) of the candidate's thesis (manuscript) and oral performance.

V.2. The MSc examination board may include in-house and external experts, of different nationalities whenever possible. The chairman of the examination board must be a renowned expert in the subject.

V.3. An individual exam before the MSc examination board is the preferred method of assessing the student's work. However, optimum allocation of resources may justify alternative approaches, such as the use of new information technologies, so that the students can be examined in remote by the board.

V.4. The **Master of Science degree** is released by CIHEAM through the Institute where the student has followed the first part. It provides the following indications:

- a) Name of the Master of Science programme,
- b) Distinction obtained if applicable.

V.5. The Master of Science degree with distinction is issued under the following conditions:

Cum Laude

Average mark of the first and second part between 70 and 84

Cum Maxima Laude

Average mark of the first and second part equal to or above 85

V.6. The Master of Science degree is signed by the **President of the Governing Board** and by the **CIHEAM Secretary General**.

V.7. CIHEAM Bari issues a Diploma Supplement giving a detailed description of the study plan, the credits awarded during the first and the second part, the nature of the supervised work, the names and qualification of the members of the evaluation

Committee and the results obtained (marks on a scale from 0 to 100), signed by the Director, in line with the recommendations formulated by the European Commission, the Council of Europe and UNESCO/CEPES.

V.8. The intellectual property of the MSc research belongs to CIHEAM Bari. Therefore, any use of research data must be authorized by its Director.