



**CIHEAM**  
**BARI**

# **SPECIFIC RULES OF APPLICATION**

integrating the general

## **ACADEMIC REGULATIONS of CIHEAM**

governing

### **POSTGRADUATE PROGRAMMES (Master and MSc)**

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

**LAST VERSION AMENDED IN JUNE 2024**

## **Introduction:**

The following rules complete and integrate the General Academic Regulations of CIHEAM, which constitutes the reference document in which Parts I and II are found.

## **III. ORGANIZATION OF THE POSTGRADUATE PROGRAMMES**

### **III.1 EDUCATIONAL ACTIVITIES**

- a) Academic programmes provide a range of educational activities that include lectures, seminars, conferences, supervised and applied.
- b) Teaching is provided by permanent, associate or visiting lecturers.
- c) Students' progresses are constantly monitored during educational activities throughout their educational programmes.
- d) Students must attend all lectures, seminars, conferences, applied and supervised work. Full-time attendance is mandatory and a lack of punctuality in a programmed activity is considered as an absence. CIHEAM Bari reserves the right to take actions if the attendance requirements are not fulfilled. The Institute is the final judge of what constitutes a valid reason to justify the absence.
- e) Academic and/or personal misconduct may result in suspension of the scholarship or expulsion from the Institute, regardless of the academic performance. In case of expulsion, a justified written decision must be made by the concerned Director and confirmed by the Secretary General.

### **III.2. CREDIT SYSTEM**

Postgraduate programmes are organized into units assigning 60 credits. CIHEAM applies implements the **European Credit Transfer System (ECTS)**.

Each unit assigns a number of credits reflecting the total effort (lectures, seminars, assessment procedures, applied and supervised work) required to pass it successfully.

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

### **Evaluation of courses and examination policy at CIHEAM BARI**

- Examinations are held at the end of each UNIT activities and Project completion.
- 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. The final grade point average also includes exam grades below 50.
- At the end of the course, students will present their individual project before an examination board.
- The final grade is a weighted average of all the obtained marks in the units and project works.

### Special cases

- The student must participate in **80%** of the activities organized within the **unit**. In case of unexcused absence, the student will not be admitted to the exam, resulting in loss of corresponding credits.

- Students who do not attend lectures or exams need to justify their absence. Under a valid justification students may retake the exam. It may happen only twice during the year. Any misbehaviour during the exam (see behaviour rules) will affect the students' evaluation according to the severity of the behaviour. The penalty can range from a minimum deduction of 15 points from the exam grade to the total exclusion from the exam.

### Retake policies

It gives students the possibility to sit the exam a second time. This opportunity is given to students having obtained a mark below 50. The mark obtained at the retake is the final one.

### III.3. GRADING SYSTEM

The grading system measures the student's level of achievement. 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. It represents the **acquisition of 60 ECTS**. 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) 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 the marks obtained during the year, i.e. **the units/formal instruction** and **the project or 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** distinction

Average mark between 70 and 84

**Cum Maxima Laude** distinction

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 entitled will be registered in the University platform and will be delivered a joint diploma (**MASTER OF CIHEAM Bari / MASTER UNIVERSITARIO DI I/II LIVELLO**) signed by the Director of CIHEAM Bari and the Rector of the University.

**V.5.** CIHEAM 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 MAI 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 first part of the Master of Science programme will receive a certificate of attendance including a transcript of record with a description of the instruction, followed by the total number of ECTS completed with their corresponding marks on a scale from 0 to 100.

## **REQUIREMENTS FOR ADVANCING FROM 1<sup>ST</sup> TO 2<sup>ND</sup> YEAR OF THE MASTER OF SCIENCE PROGRAMME**

For being admitted to the 2<sup>nd</sup> year program the student must have:

1. gained a 1<sup>st</sup> year master's degree with a minimum overall mark of 70.
2. submitted a research proposal accepted by the master scientific board.

CIHEAM Bari will assign scholarships and financial resources for the research implementation based on students' merits, research relevance, and available resources.

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

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

- a) Satisfy all requirements of the syllabus of the second part of the programme, i.e. to complete 60 ECTS, of which a minimum of 40 ECTS are for supervised work, with an average mark equal to or above 50 and with no unit graded below 50.
- b) Submit a thesis based on an original research work.
- c) discuss the thesis in front of an examination board.

**V.2.** The MSc examination board may include lecturers of the institute and outside lecturers or authorities, of different nationalities whenever possible. The chairman of the examination board must be a renowned expert in the subject.

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

**V.4.** The **Master of Science degree** is released by the CIHEAM through the MAI where the student has attended 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 distinction***

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

### ***Cum Maxima Laude distinction***

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 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 MAI 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 the CIHEAM Bari Director.