



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 JUNE 2021

Introduction:

The following rules complete and integrate the General Academic Regulations of CIHEAM, which constitute the reference document where you can find 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. The MAI reserves the right to penalize for incomplete attendance. 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 has to be taken by the concerned MAI Director and confirmed by the Secretary General.

Evaluation of courses and examination policy at CIHEAM BARI

- Examinations are held at the end of each UNIT course.
- Each Unit is assigned the corresponding number of credits if the exam is passed with a mark equal or above 50/100 (see the grading system table), otherwise credits are lost.
- Any exam mark is taken into account to calculate the final average mark, even the one below 50.
- The final average of all examinations marks is a pondered average obtained as the sum of all the marks multiplied by the corresponding credits, divided by the sum of credits.

Forms of examinations

Examinations are usually in the form of a written exam, but other forms are accepted (oral, assignment, etc.).

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, with the consequent loss of corresponding credits.
- If the student does not attend classes or he/she is unable to take the exam for valid reasons, he/she has to justify his absence and apply for permission to retake the exam.
- 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 policies

The retake is the possibility of passing the exam a second time. This opportunity is given to:

- 1) **students having a justified absence**, but only twice during the academic year, and only if their application is accepted. The Institute is the final judge of what constitutes a valid reason to justify the absence;
- 2) **students having obtained a mark between 0-49**, but only once during the year.

If the retake is passed, the final mark of the exam is 50.

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

Final examination

In addition to the weekly examinations, the student will sit a comprehensive oral examination before an examination board, at the end of the academic year.

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)**.

Each unit is assigned a number of credits reflecting 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 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.

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 one of the CIHEAM Bari specialisation programmes (first year of the Master of Science 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) sit a final oral examination;
- d) obtain an average mark equal to or above 50, no unit graded below 50.

The **overall mark** 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 MAIB / MASTER UNIVERSITARIO DI I 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 1ST TO 2ND YEAR OF THE MASTER OF SCIENCE PROGRAMME

- a) At the end of the 1st part of the programme, the student must have obtained an **overall mark equal to or above 70**.

- b) The student must have a correct behaviour and must give proof of great assiduity, seriousness and real competence in the field of research. (The evaluation made by the course tutor and lecturers during the first year will be the reference document).
- c) The student must be fluent in English (speaking and writing).
- d) The student has to accept a research proposal defined by the scientific staff of the Institute, which should be part of a research programme carried out by MAIB.
- e) MAIB may set a limit to the number of students entitled to receive material and financial support for the second year of the MSc programme, according to the available resources.
- f) The final decision on admissions to the second year is made by the MAIB Director, in agreement with the course coordinator, taking also into consideration the total number of students and specific situations.

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

The Master of Science degree (MSc) is issued upon the successful completion of a Master of Science programme. It represents the acquisition of a total of 120 ECTS.

For the first part of each programme (60 ECTS), the course coordinators establish 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 in another MAI or external higher education institution.

At the end of the 1st part of the MSc program, students receive the Master of MAIB, delivered under the conditions specified in Section V, and the corresponding Diploma Supplement.

The length of the second part should not exceed one academic year. It may however be extended with the approval of the MAI Director.

The period of time between the first enrolment date and the date of obtaining the Master of Science degree cannot exceed four years, unless an exceptional derogation is given by the Secretary General upon proposal of the MAI Director.

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

- a) Satisfy all requirements of the syllabus of the first part, i.e. to complete 60 ECTS with an average mark equal to or above **70** and with no unit graded below 50. For programmes co-organized with Higher Education Institutions, passing marks to the second part of the Master of Science programme will take into account the academic regulations of the partner institutions.
- b) Satisfy all requirements of the syllabus of the second part, 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.
- c) Submit a thesis based on an original research work (or on a technical or socio-economic study).

Students have to present the progress of their research work before a Supervising Team twice during the academic year. The two steps are:

- **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 mark 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 theoretical courses of the 2nd year programme evaluated by each lecturer, the first and the second seminars evaluation before an internal or external examination board and the mark is the average of all the marks obtained.

Individual evaluation: it is given by the Supervising team: it is a qualitative and global evaluation of the student, taking into account his/her aptitude to research work.

Oral examination/thesis discussion: they are made before an international examination board, composed by external members, each one giving his/her own individual evaluation (based on the topic's expertise) of the candidate's Master thesis and oral performance.

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. A single local committee might be established for the examination of MSc theses submitted during any given period of time. This committee could ask questions raised by external reviewers to candidates and evaluate the students' responses.

Other alternatives may consist in using new information technologies, such as video-conferencing or private Internet for open discussion between the candidate and the committee members.

V.4. The **Master of Science degree** is released by the CIHEAM through the MAI 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 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 MAIB. Therefore, any use of research data must be authorized by the MAIB Director.