

STUDY RULES AND REGULATIONS FOR MASTER'S PROGRAMS

School of Social Sciences

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I. GENERAL TERMS AND CONDITIONS

ARTICLE 1 DEGREE TITLES

The School of Social Sciences ("the School"), delivers:

- Bachelor's degrees
- Master's degrees
- PhDs
- certificates
- diplomas.

These Rules and regulations apply to Master's degrees.

ARTICLE 2 PURPOSE

1 The School runs both consecutive and specialized Master's programs. Admission terms and conditions are different for these two types of programs, and the type of program is not mentioned on the degree.

2 The School runs consecutive Master's programs in:

- cultural and political geography (Master of Arts in Political and Cultural geography)

- political science (Master of Arts in Political Science)
- international economic history (Master of Arts in International Economic and Social History)
- sociology (Master of Arts in Sociology)
- the political economy of capitalism (Master of Arts in the Political Economy of Capitalism).

The School runs specialized Master's programs in:

- public management (Master of Arts in Public Management)
- journalism and communication, with a concentration in digital media and communication (in partnership with the University of Neuchâtel) (Master of Arts in Journalism and Communication, Concentration in Media and Digital Communication)
- standardization, social regulation and sustainable development (Master of Arts in Standardization, Social Regulation and Sustainable Development)
- innovation, human development and sustainability (Master of Science in Innovation, Human Development and Sustainability)
- gender studies (Master of Arts in Gender Studies)
- socioeconomics (Master of Arts in Socio-Economics).

3 Master's programs are the second level of basic university education.

ARTICLE 3 OBJECTIVES

1 Consecutive Master's programs build on the subject matter studied in a Bachelor's program in a similar field.

2 Specialized Master's programs are disciplinary or interdisciplinary studies that do not build on a Bachelor's subject matter; access to a

specialized Master's program is only open to students who fulfill its specific entry conditions and criteria. These conditions and criteria are detailed in the Directives related to the School's master's programmes. The Directives are drawn up by the Scientific Committees and approved by the School's Participatory Council. They are published on the School's website.

3 These terms are to be understood and interpreted in keeping with the Rules set out by the Swiss Conference of Higher Education Institutions.

II. ENROLLMENT, APPLICATION AND ADMISSIONS

ARTICLE 4 ENROLLMENT

1 To be admitted to the School, applicants must meet the University of Geneva's general enrollment requirements.

2 Enrollment allows application to the School, subject to Article 6 of these Study rules and regulations.

ARTICLE 5 REGISTRATION

Registration to the School is only possible for the September academic intake, unless otherwise stated in the relevant Master's programme admission requirements.

ARTICLE 6 UNCONDITIONAL AND CONDITIONAL ADMISSION, AND REJECTIONS

1 The Dean pronounces the admission, conditional admission or refusal of admission to the School of Social Sciences master's programmes.

2 Holders of a Bachelor's degree (at least 180 ECTS credits) or a degree deemed equivalent by the Dean are eligible for admission.

3 The School may admit students conditionally or refuse admission based on the applicants' prior studies, particularly if they failed or did not complete a prior course of study, subject to Article 21.2 of these

Study rules and regulations. In all cases, students who have been expelled from another school, university or higher education . Dean informs applicants who are admitted conditionally of the specific conditions of their admission.

4 Admission to a consecutive Master's program is direct and unconditional for holders of a Bachelor's degree delivered by a Swiss university in one of the study fields corresponding to the pursued Master, according to the classification established by swissuniversities.

5 The consecutive Master's programs governed by the free access regime according to the study field (see paragraph 4 above) are listed in Article 2.2 of these Study rules and regulations.

Students are admitted to the specialized Master's programs based on an analysis of their application and required documents, in accordance with the program's specific admission criteria. These criteria are set out in the directives governing Master's programs at the School.

6 If the Applicant does not hold a Bachelor's degree delivered by a Swiss university in one of the study fields corresponding to the pursued Master's program (paragraph 4), paragraphs 9 and 10 below may apply. In this case, admission is determined on the basis of an evaluation of the application file.

7 Admission to a specialized Master's program is determined on the basis of an application file. The evaluation of the application file is founded on the elements required therein and their analysis, according to the admission criteria specific to each Master's programme as defined in the Directives on the master's programmes of the School.

8 Admission to a specialized Master's degree may be conditional to previous acquisition of specific knowledge or skills, detailed in the Directives on the master's programmes of the School.

9 Admission to a master's degree of an applicant whose knowledge is deemed insufficient (for consecutive and specialized Master's

programmes) the scientific committee or whose Bachelor's degree does not belong to the corresponding study branch(es) for said programme, in accordance with paragraph 4 above (for consecutive Master's programmes), may be:

a) subject to prior successful completion of a complementary program (pre-requisites principle), in keeping with the provisions of paragraph 10 below. The complementary program may not exceed 60 credits in any case. The applicant who does not complete the complementary program within the set deadline is not admissible to the corresponding Master's program anymore;

b) conditional to the successful completion of co-requisite courses within the two semesters following admission to the Master's program. The conditions for successful completion of the co-requisites are communicated to the applicant upon admission. In any event, co-requisite courses may not exceed 30 credits. Co-requisite courses may include Bachelor-level courses, practical work and seminars. The grades and credits of the co-requisite courses cannot count towards the Master's program. The student who does not successfully complete the co-requisite within the deadline is eliminated in conformity with art. 22.1.d or 22.2.a below.

10 The complementary program (pre-requisite) is successfully completed if the applicant obtains the credits for all the courses in the complementary program at the latest in the additional exam session, i.e., at the end of the second semester following admission to the complementary program. If the student's grades are below 4.00 but equal to or above 3.00, they can request to keep those grades for up to:

- 6 credits, if the total number of credits of the applicant's complementary program equals or exceeds 45 credits;
- 3 credits, if the total number of credits of the applicant's complementary program exceeds 24 credits and is below 45 credits, provided that the program includes courses that award only 3 credits. Courses worth more than 3 credits cannot be taken into account, as they are deemed to be core courses for the program;

- 0 credits, if the total number of credits of the applicant's complementary program is equal to or inferior to 24 credits.

ARTICLE 7 CREDIT RECOGNITION AND EXEMPTIONS

1 Previously acquired credits may be recognized by the Dean upon recommendation of the Scientific committee defined in Article 9 of these study rules and regulations.

2 A student who has undertaken prior university studies and wishes to be exempted from certain courses must submit a written request, together with the supporting documents, within the deadlines set out in the School's official calendar. Recognized previously acquired credits relate to specific teachings and may not exceed 30 credits.

3 The grades obtained by a student during their prior studies are not included in the School's grade transcript.

ARTICLE 7 BIS RULES OF BEHAVIOR

1 Students must comply with the University's rules and practices during their studies and activities within the University of Geneva and when using the services and resources supplied by the University.

2 Failing this, in accordance with Article 18 of the University's Statutes, the School's Dean may refer the matter to the University of Geneva's Disciplinary Board, if the Dean considers that a disciplinary procedure may be necessary.

3 Before referring the matter to the Disciplinary Board, the Dean's office must allow the student in question to plead their case.

III. PROGRAM STRUCTURE

ARTICLE 8 CURRICULUM

1 The curriculum for each Master's program includes compulsory courses, core electives and/or other electives, and a thesis and/or an internship.

2 Each student draws up their own individual study plan by signing up each semester for the curriculum courses that they intend to take that semester. Directives may specify how each curriculum is organized and implemented.

3 Teaching methods include lectures, seminars, practical work, workshops, supervised independent coursework, the thesis and the internship.

4 The number of credits obtained for each course, as well as for the thesis and the internship, is provided in the curriculum adopted by the Participatory Council upon recommendation of the School's College of Professors.

5 Master's programs jointly run by several schools, institutes or universities are the object of an agreement setting out the partnership terms and conditions and the responsibilities of each of the institutions involved, especially in terms of the administrative management of the Master's program; the competent bodies of each of the institutions involved approve this agreement. These joint Master's programs are governed by joint ad hoc study rules and regulations and a joint ad hoc curriculum that must be approved by the competent bodies of the institutions involved.

6 For any modification of a curriculum, rules for transitioning from the old to the new curriculum are put in place. The School's College of Professors and Participatory Council must approve these rules.

ARTICLE 9 SCIENTIFIC COMMITTEE

1 There is a scientific committee for each Master's program; the members are nominated by the College of Professors and appointed by the School's Participatory Council for a renewable term of two years. The scientific committee comprises at least four members, including an academic advisor designated by the Dean's office and three teachers, including at least one professor. At least two of those teachers are chosen amongst teaching staff whose term is unlimitedly renewable and are teaching in the Master's program in question.

2 The scientific committee can also include a member of the teaching and research body whose mandates are limited in time, and a student, if those two bodies wish to be represented. Those representatives must be taking or have taken the Master's program concerned. The members of those two bodies who belong to the Program in question submit their proposal to the School's Dean.

3 The scientific committee selects one member to be the Program director, who is responsible for coordinating the Master's program and chairing the scientific committee. The Program director must be a professor, typically a full professor, and is generally appointed for a renewable two-year term.

4 The scientific committee draws up the curriculum and submits it to the College of Professors and then the School's Participatory Council, coordinates the courses, and issues recommendations on program applicants and on the recognition of previously acquired credits. Any other attributions of the scientific committee are set out in the School's Organizational Rules.

ARTICLE 10 LENGTH OF STUDIES AND ECTS CREDITS

1 As a general rule, each semester of study represents 30 ECTS credits.

2 The total length of study to obtain a Master's degree worth 90 ECTS credits is at least three semesters and no more than five semesters, subject to the provisions set out in any interuniversity agreement.

3 The total length of study to obtain a Master's degree worth 120 ECTS credits is at least four semesters and no more than six semesters, subject to the provisions set out in any interuniversity agreement.

4 Exceptions to paragraphs 2 and 3 above may be granted by the Dean, who assesses the reasons invoked by the student in a written request.

5 Upon duly motivated written request, the Dean may grant a

possibly renewable one- or two-semester leave. The total length of cumulated leaves can only exceed two semesters in exceptional circumstances. Leave semesters do not count towards the total length of study set out in paragraphs 2 and 3 above. No credits can be acquired while on leave.

ARTICLE 11 COURSE REGISTRATION

1 Courses last one semester.

2 Students must sign up for courses within the deadlines stated in the School's official academic calendar. Students may withdraw from courses within those same deadlines. Withdrawing from a course, automatically results in withdrawing from the ordinary and additional exam sessions for that course.

3 Once the official deadline has passed, registration becomes final and students can no longer sign up for or withdraw from courses.

4 Registration to a course results in automatic registration to the exam session that immediately follows the end of the course.

5 A student who does not obtain the credits for the course in the ordinary exam session (first attempt) is automatically signed up to take the exam in the following additional exam session (second attempt).

6 Upon submission of the evaluation of the Master's thesis or internship thesis, the student is automatically signed up for the subsequent exam session.

A student who does not obtain the corresponding credits for the thesis or internship on their first attempt is automatically signed up to the exam session that immediately follows the submission of the new internship thesis or Master's thesis, as set out in the curriculum or directives for the Master's program and in Article 19 of these Study rules and regulations.

IV. KNOWLEDGE ASSESSMENT

A. GENERAL PROVISIONS

ARTICLE 12 EXAM SESSIONS

- 1** There is an exam session at the end of each semester.
- 2** An additional session is held in August/September for students who failed assessments or were absent during the ordinary sessions. The grade obtained during the additional exam session replaces the grade obtained during the ordinary session.

ARTICLE 13 ASSESSMENT TERMS AND CONDITIONS

- 1** There is an assessment for each course, including the internship and the thesis. The assessment may take the form of an oral or written exam, an ongoing assessment, an essay or an oral presentation.
- 2** If the type of assessment is not specified in the curriculum or the course description, it is chosen by the teacher, who must inform the students in writing at the start of the course. The teacher must also specify the scope of the exam, the authorized material and documents and, when more than one type of assessment is used, the grading breakdown between the types of assessment.

ARTICLE 14 GRADING SYSTEM, SIMPLE PASSES AND FAILS, AND AWARDING CREDITS

- 1** Courses are assessed with grades that range from zero (null) to six (very good). Courses assessed with simple pass or fail are graded either "yes" or "no". The thesis and internship are assessed with grades that range from zero (null) to six (very good). For courses where a grade is awarded, the grades obtained count towards the student's grade average. Where a simple pass or fail is awarded, a "pass" allows the student to obtain the credits for the course but does not count towards the student's grade average. Grading is by quarter point.
- 2** The grade awarded for the course may be just the exam grade. However, it may also include other aspects such as practical work, a research project or other continuous assessments, as specified in writing (at least on the website or in the teaching material distributed to students) at the start of the course.

3 Grades of 4.00 or above or simple pass secure the credits for that course.

4 Students receive a grade transcript at the end of each exam session. The transcript lists the obtained results and number of credits. The grade average weighted by the number of credits is provided on the final grade transcript at the end of the Master's program.

ARTICLE 15 ABSENCES

1 A student's absence to an exam is recorded as such in the grade transcript and results in the student failing the exam, with a grade of zero.

2 The student who does not attend an exam because of a force majeure must immediately inform the Dean in writing and provide proof of the force majeure. In the event of an illness or accident, the student must provide the relevant medical certificate within three days. If the grounds for the absence are accepted, the absence is recorded as justified, and the Dean determines the terms under which the Master's program can be continued.

ARTICLE 16 CHEATING AND PLAGIARISM

1 A student caught cheating or attempting to cheat, including through plagiarism or suspected plagiarism, must be reported by the teacher concerned to the Dean, who will immediately suspend the student's grade transcript and open an inquiry.

2 Based on the report submitted at the end of the inquiry, the Dean decides on the measures to be taken. He can hand down the following sanctions:

a) a failed assessment, with the grade of 0.00 or "No" indicated on the grade transcript, with the possibility of retaking the exam or redoing the project in question, provided that this option is permitted by the Study rules and regulations and applicable to the specific case;

a) a definitively failed assessment, with the grade of 0.00 or "No"

indicated on the grade transcript, without the possibility of retaking the exam or redoing the project in question;

c) a failed assessment for all the courses taken during the session in which the attempted fraud took place, with the grade of 0.00 or "No" indicated on the grade transcript for all of session's courses.

3 The Dean's office will refer the case to the University 's Disciplinary Board:

a) if it deems that a disciplinary procedure is necessary;

b) always in case of a definitively failed assessment that leads to the student's expulsion from the School.

The Dean's office must have allowed the student to plead their case beforehand, and the latter has the right to consult their file.

B. SPECIAL PROVISIONS

ARTICLE 17 EXAM ORGANIZATION AND REGISTRATION

1 Exam sessions are organized in accordance with the provisions of Articles 12 and 13 of these Study rules and regulations.

2 The grade transcript lists the results and the number of credits awarded. The grade average is provided only in the final grade transcript for the Master's program.

ARTICLE 18 CONDITIONS OF SUCCESSFUL COMPLETION

1 A student with grades below 4.00 but at or above 3.00 can request to keep those grades for a total of up to 12 credits for Master's programs worth 90 and up to 18 credits for Master's programs worth 120 credits. A grade thus kept becomes the final grade and the corresponding credits are awarded; the exam cannot be retaken.

2 A student who fails an assessment during the ordinary session with either a grade below 4.00 or a simple fail can retake the exam during the additional exam session, subject to Article 22.1(a) below concerning expulsions and the provisions set out in the curriculum

for the Master's program in question.

3 A failure during the additional exam session is definitive, subject to paragraphs 1 and 4 of this Article. A student who fails a compulsory course during the additional exam session cannot sign up for that course again and is expelled from the Master's program, in keeping with Article 22.1(e) below concerning expulsions and subject to Article 15.2 above concerning absences.

4 A student who fails an elective course during the ordinary exam session can sign up for the course a second and final time or for another course within the same category, provided that there are courses that they have not already taken, subject to Article 10 above concerning the length of studies and ECTS credits. In this case, the student is subject to the provisions set out in paragraphs 1 and 2 above.

5 The failure of an additional course is indicated on the grade transcript but does not impact the successful completion of the Master's program in question.

6 To obtain the Master's degree, the student must have acquired 90, respectively 120 credits in total from passed courses, recognized previously acquired credits, and kept grades, in accordance with the Master's curriculum. Moreover, the weighted average of awarded and kept grades must be at least 4.00.

ARTICLE 19 THESIS AND INTERNSHIP

1 Directives on how the internship and thesis are conducted and assessed are drawn up for each Master's program.

2 The internship and thesis are assessed based on the quality of the work carried out by the student, their written assignment and, in some cases, an oral defense; it carries a single grade of between zero (null) and six (very good). The credits for the internship and the thesis are awarded only if the grade obtained is 4.00 or above. In case of failure, the student may submit a new version of their written assignment, subject to the deadline for obtaining the Master's degree. A second failure is eliminatory. Article 18.1 of these Study

rules and regulations does not apply to the thesis and the internship.

ARTICLE 20 EXCHANGES

1 Students can take courses at another university through an exchange program once they have successfully completed one semester, and in keeping with the provisions set out in the Master's program curriculum.

2 Exchange programs must first be approved by the Dean, on the basis of a learning agreement. Exchanges cannot exceed one semester, and the student cannot acquire more than 30 credits at the host university.

3 In accordance with the learning agreement, only the credits that the student from the School obtains as part of the exchange program are recognized by the Dean and included in the student's grade transcript. The names of the courses taken and the grades obtained during an exchange program cannot be included in the student's grade transcript. They may lead to an exemption from equivalent courses contained in the curriculum, in accordance with the learning agreement.

ARTICLE 21 CERTIFICATES

1 A student enrolled in a Master's program may also sign up for a Certificate, in accordance with the conditions set out in the Certificate's Regulations.

2 The failure of or expulsion from a Certificate program has no impact on current or future Master's studies. Article 6.3 of these Study rules and regulations does therefore not apply in this case.

ARTICLE 22 ELIMINATION

1 A student fails definitively and is eliminated from the Master's program if:

a) after the first semester of the first year, they have not obtained at least 12 credits in the ordinary exam session, including the credits obtained for co-requisite courses (pursuant to Article 6.7(b) of these

Study rules and regulations);

b) after the additional exam session at the end of the first year, they have not obtained at least 30 credits, including the credits obtained for co-requisite courses (pursuant to Article 6.9(b) of these Study rules and regulations);

c) they were admitted conditionally and did not fulfill the required conditions within the set deadline;

d) they have not successfully completed the co-requisite courses required in accordance with Article 6.9(b) of these Study rules and regulations in the two semesters following admission to the Master's program;

e) they have definitively failed a compulsory course, as described in Article 18.3 of these Study rules and regulations;

f) they have definitively failed an assessment, as described in Article 16 of these Study rules and regulations;

g) they have not complied with the deadline for submitting the internship thesis or Master's thesis, as set out in the program's Curriculum and/or directives;

h) they have not obtained the 90, respectively 120, credits of the Master's program within the study deadlines set out in Article 10 of these Study rules and regulations.

2 A student fails definitively and is expelled from the School if:

a) they are expelled, in accordance with paragraph 1 above, from the Master's program they were enrolled in and had previously failed or left another university program;

b) they are expelled from the Master's program they were enrolled in pursuant to Article 16 of these Study regulations.

3 The School's Dean pronounces the expulsion of a student from a Master's program or from the School.

V. COURSE CANCELLATIONS AND ONE-OFF COURSES

ARTICLE 23 COURSE CANCELLATIONS

1 The Dean's office may decide, with the agreement of the Scientific committee, to cancel a course no later than five days before the course registration deadline set out in the School's official academic calendar. A cancelled course will, as a general rule, be offered the following academic year.

2 If a course is cancelled, all registrations for the course will also be cancelled and one or several replacement courses are proposed to students who are in their final year.

3 Students registered in a cancelled course will have the possibility of either taking one of the proposed courses or signing up for the same course in the next academic year.

ARTICLE 24 ONE-OFF COURSES

1 Upon the recommendation of the scientific committee, the Dean's office may authorize a one-off course no later than two weeks before the start of the semester.

2 One-off courses will, as a general rule, be offered only for one academic year and will therefore not be offered the following academic year.

3 A one-off course may be either a compulsory or an elective course.

4 The student who signs up for an elective one-off course and definitively fails that course may take another course within the same category of elective courses, in keeping with the conditions set out in Article 18.4 of these Study rules and regulations.

5 Elective one-off courses can be taken as additional courses.

VI. SPECIFIC PROVISIONS FOR PART-TIME STUDIES

ARTICLE 25 ENROLLMENT, LENGTH OF STUDIES AND EXPULSION

1 Part-time enrollment for the entire Master's program requires the Dean's agreement, based on a duly motivated, written request. If the Dean approves the request, the student is, in principle, required to complete all of their studies on a part-time basis.

2 Part-time students can sign up for a maximum load of 21 credits per semester, with the exception of the thesis. Upon written, duly motivated request, and with the Scientific Committee's agreement, the Dean may authorize the student to sign up for courses exceeding the limit of 21 credits per semester.

3 For part-time studies, the provisions of Articles 10.1, 10.2 and 10.3 of these Study rules and regulations are amended as follows:

a) As a general rule, each semester of study represents 15 ECTS credits.

b) The total length of study for obtaining a 90 ECTS credits Master's degree part-time is at least five semesters and no more than six semesters, subject to the provisions set out in any interuniversity agreement.

c) The total length of study for obtaining a 120 ECTS credits Master's degree part-time is at least six semesters and no more than eight semesters, subject to the provisions set out in any interuniversity agreement.

4 For part-time studies, the provisions of Article 22.1(a), (b), (d) and (h) of these Study rules and regulations are amended as follows:

A part-time student fails definitively and is expelled from the Master's program if:

a) after the first semester of the first year, they have not obtained at least six credits in the ordinary exam session, including the credits obtained for co-requisite courses (pursuant to Article 6.9(b) of these Study rules and regulations);

b) after the additional exam session at the end of the first year, they have not obtained at least 15 credits, including the credits obtained

for co-requisite courses (pursuant to Article 6.9(b) of these Study rules and regulations);

c) they have not successfully completed the co-requisite courses, in accordance with Article 6.9(b) of these Study rules and regulations, in the two semesters following admission to the part-time Master's program;

d) they have not obtained 90, respectively 120, credits for the Master's program within the study deadline set out in paragraph 3 above.

VII. FINAL PROVISIONS

ARTICLE 26 ENTRY INTO FORCE, SCOPE AND TRANSITIONAL PROVISIONS

1 The present Study rules and regulations took effect on 14 September 2020. They revoke and replace the Study rules and regulations of 16 September 2019, subject to paragraph 3 below.

2 They apply to all new students beginning their studies as of their entry into force.

3 Students who are already following a course of studies when these Study rules and regulations took effect remain subject to the Study rules and regulations governing their program.