

Joint Master's Programme in
International Humanitarian Action

Study and Examination Regulations

Version 1 September 2017

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Table of Contents

Article 1. Area of Validity	3
Article 2. Aim of the Programme	3
Article 3. Admission	4
Article 3.1 The language of instruction	4
Article 3.2 Admission criteria	4
Article 3.3 Language qualification requirements	4
Article 3.4 Joint Admissions Board	4
Article 3.5 Joint Application.....	5
Article 3.6 Admission Procedure	5
Article 4. Examination Board	6
Article 4.1 NOHA Master’s Board of Directors	6
Article 4.2 Local Examination Boards	6
Article 5. Period of study and student mobility	6
Article 5.1 Duration	6
Article 5.2 Workload.....	6
Article 5.3 Mobility	7
Article 6. Curriculum and modules	8
Article 6.1 Programme Learning Outcomes	8
Article 6.2 Curriculum.....	9
Article 6.3 Modules	10
Article 6.4 Practical exercises	11
Article 6.5 Other types of assessment.....	11
Article 7. Examinations, assessments and grading system	11
Article 7.1 Examinations.....	11
Article 7.2 Compulsory order of examinations	12
Article 7.3 Assessment methods and criteria.....	12
Article 7.4 Grading system	13
Article 7.5 Access to information on grading	13
Article 7.6 Resits and re-assessments	14
Article 7.7 Functional disorders and handicaps	14
Article 7.8 Late submission of work	14
Article 7.9 Unfair practice and fraud	14
Article 7.10 Anonymity and double grading.....	15
Article 7.11 External Examiners.....	15
Article 7.12 Exemptions.....	15
Article 8. Internship and work placement	15
Article 9. Master thesis	15
Article 10. Degree, certification and documents	16
Article 10.1 Degree	16
Article 10.2 Diploma and diploma supplement.....	16
Article 11. Publication and amendments	16
Article 12. Date of Commencement	17

Article 1. Area of Validity

These NOHA Study and Examination Regulations establish the admission criteria, the course contents and structure, and the conditions of successful completion of the joint Master's degree programme in International Humanitarian Action, hereinafter referred to as the '**degree programme**', as provided by the universities of the NOHA Consortium:

- Aix-Marseille Université, France (Jardin du Pharo – 58, Boulevard Charles Livon – 13284 Marseille Cedex 07, France),
 - University College Dublin, Ireland (Belfield, Dublin 4, Ireland),
 - Ruhr-Universität Bochum, Germany (Universitätsstraße 150, 44801 Bochum, Germany),
 - Universidad de Deusto, Spain (Avenida de las Universidades, 24, 48007 Bilbao, Spain),
 - Uppsala Universitet, Sweden (Box 256, SE-751 05 Uppsala, Sweden), and
 - Rijksuniversiteit Groningen, the Netherlands (P.O. Box 72, 9700 AB Groningen, the Netherlands),
 - University of Malta, Malta (Msida MSD 2080, Malta),
 - Uniwersytet Warszawski, Poland (Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland),
- hereinafter referred to as '**the universities**'.

These regulations are subject to the "Consortium Agreement for the Establishment of a Joint Master's Degree Programme in International Humanitarian Action", hereinafter referred to as '**the Consortium Agreement**'.

These regulations provide a minimum of regulations and can be further supplemented:

- by other instruments developed by the NOHA Consortium under the Consortium Agreement,
- by bilateral agreements between the universities, and
- by the study and examination regulations or their equivalent in existence at each of the universities,

provided these are not in contradiction with national legislation, the Consortium Agreement and these Study and Examination Regulations.

Following the above and specifically in agreement with the Consortium Agreement, universities conduct examinations and assessments in accordance with the policies and procedures locally in force, but without prejudice to those adopted by the NOHA Master's Board and stated in these Study and Examination Regulations, provided so possible in accordance with national law. Students shall be subject to the policies and procedures of the university concerned (including any disciplinary regulations) for elements of the course delivered by that university. It is recognised that variations in the general regulations of the universities are acceptable.

Article 2. Aim of the Programme

The aim of the degree programme is to impart an academic education to students in terms of specialized knowledge, skills and competence in the interdisciplinary field of international Humanitarian Action, such that they are able to perform successfully in specific humanitarian contexts in occupations for which specific academic knowledge and skills at Master's degree level are required or preferred. Its purpose is to provide students with the profile of a broad formation in the area of international humanitarian action, in which both critical thinking and research skills are emphasised while contextualised to humanitarian action in a specific region or organisational context. Goal is to deliver high level, very committed, interdisciplinary trained personnel who can function with enhanced professionalism and quality of services in the broad field of humanitarian relief, informed on their theoretical insights and humanitarian principles.

Article 3. Admission

Article 3.1 The language of instruction

The language of instruction in the degree programme shall be English. At the following universities the language of instruction can be different:

- Aix-Marseille Université: French;
- Universidad de Deusto: Spanish.

Article 3.2 Admission criteria

Admission may be granted to applicants who meet the following common minimum **eligibility criteria**:

- All applicants must follow the joint application procedure, in agreement with article 3.5.
- A completed application must have been received.
- Candidates must have obtained, as a minimum, a university first cycle degree (Bachelor, EQF level 6) in a discipline of relevance to humanitarian action.
- Candidates are required to have a recognised qualification in the language(s) of instruction of the universities they plan to attend, in agreement with article 3.3.

Candidates are chosen on the basis of the following **selection criteria**:

- type and level of academic qualifications,
- type and level of research experience,
- type and level of professional experience, such as practical experience in the area of humanitarian action in governmental, inter-governmental and/or non-governmental organisations and institutions,
- motivation and concern for humanitarian issues,
- multicultural sensitivity,
- level of linguistic abilities,
- recommendations,
- results of interviews (if applicable),
- nationality and gender balance.

Article 3.3 Language qualification requirements

For instruction in English, the candidate is required to have attained at minimum the following level:

- a TOEFL score of 93 or an IELTS score of 6.5 or a C1 certificate (subject to recognition by the relevant universities) according to the Common European Framework of Reference for Languages (CEFR).

For instruction in French, the candidate is required to have attained at minimum the following level:

- a C1 certificate according to the Common European Framework of Reference for Languages (CEFR).

For instruction in Spanish, the candidate is required to have attained at minimum the following level:

- a B2 certificate according to the Common European Framework of Reference for Languages (CEFR).

Article 3.4 Joint Admissions Board

1. Admission to the degree programme is at the discretion of the Joint Admissions Board with one representative from each university.
2. The chairperson of the Joint Admissions Board is the Joint Programme Coordinator. A secretary shall be nominated from among its members.
3. The Secretariat supports the Joint Admissions Board in its tasks.

4. The Joint Admissions Board convenes physically or through electronically mediated systems at least once after each application deadline and can hold additional meetings until a selection and admission procedure is completed.

Article 3.5 Joint Application

All applications must be made on-line via the NOHA Consortium website in accordance with its instructions and before the deadlines stated on the website. Applications must include the following documents:

- a copy of passport (only the main pages),
- a certified copy of Diploma (if this document is not in English, an official translation should be attached) and, if available, of the Diploma Supplement,
- certified copies of academic transcripts (if this document is not in English, an official translation should be attached),
- a Curriculum Vitae in English (Europass model:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>),
- official proof of language abilities, where applicable,
- two reference letters (in English).

Article 3.6 Admission Procedure

1. The Admission Procedure for candidates shall start each time upon the passing of the Joint Application deadline stated on the NOHA Consortium website.
2. Applications for admission to the degree programme must be submitted before the deadline as mentioned in the previous paragraph by means of an online application at nohanet.org.
3. At the discretion of the Joint Admissions Board and only if there are still places available, the Joint Admissions Board may consider an application submitted after the last deadline. There is no guarantee that applications shall be dealt with in time if they are submitted after the last deadline, however.
4. Admission shall be on the condition that the candidate has satisfied the requirements set out in article 3.2 and 3.3 of these regulations concerning knowledge, skills and competence by the starting date of the degree programme at the latest, supported by certificates from the degree programmes followed. Each university can reject students if the final check of the presence of the entire set of required diplomas and documents does not turn out satisfactorily.
5. The written admission decision shall include information for the student about the possibility of an appeal.
6. Bearing in mind the admission criteria for the degree programme within the meaning of article 3.2 and 3.3 of these regulations, the Joint Admissions Board shall assess the knowledge, skills and competence of the candidate. The Consortium Secretariat shall assess the application to check whether it is complete and meets the minimum set of requirements to make the candidate eligible. In addition to the certified written proofs of degree programme(s) already followed, the Joint Admissions Board may ask experts from within or outside the universities to test certain areas of knowledge, skills and competence.
7. Rejected candidates may appeal to the Joint Admissions Board. In the event of an appeal, the Joint Admissions Board may reconsider its decision on the basis of additional information.
8. Students who have not yet obtained their Bachelor degree at the time of the selection procedure but who would normally do so before the Master's degree programme begins, may be granted provisional admission. Students must submit a declaration from the relevant authorities that they have satisfied the requirements of a Bachelor degree before the start of the degree programme.

Article 4. Examination Board

Article 4.1 NOHA Master's Board of Directors

1. In agreement with the Consortium Agreement, the Examination Board of the degree programme is organised in a decentralised manner through a system of Local Examination Boards, or their equivalents, headed by the NOHA Master's Board of Directors. The NOHA Master's Board of Directors is responsible for the overall quality and standards of the degree programme and for agreeing upon the academic standards. It monitors the universities' compliance and is responsible for the degree programme being delivered to the highest academic standards.
2. The NOHA Master's Board of Directors shall consider complaints about academic judgments, and about matters to do with the student's course of study or research only if the candidate is not satisfied with the outcome reached at the first semester university, second semester university or third semester university.
3. The NOHA Master's Board of Directors does not deal with the effective organisation of the tests and examinations which are carried out by each university.
4. With regard to results of examinations, the Board may function as a Review Committee only if the student is not satisfied with the outcome reached at the university level. It is noted that conclusions of the review of cases by the Examination Board in regard to particular examination decisions may be considered as strictly advisory in relation to universities that cannot release the power to overrule examination decisions to a board external to that university.

Article 4.2 Local Examination Boards

1. Local Examination Boards at each of the universities or their equivalent authority (for instance in the form of a *jury*, a *Prüfungsausschuß*, an *examencommissie*, or certain ad hoc committees) have authority to make decisions in relation to the local implementation of assessment standards, study and examination regulations, the thesis and control of supervision quality, fraud and plagiarism cases, ex-matriculation, as well as other issues related to the aforementioned, but are bound by the Consortium Agreement, the Study and Examination Regulations and any other bilateral and multilateral agreements developed by the NOHA Consortium and its Partner Institutions under the Consortium Agreement, in so far as is legally possible according to national legislation. Concerning matters that have wider implications for the Consortium, the local Examination Board or its equivalent should at least consult or otherwise pass the matter on to the NOHA Master's Board of Directors.
2. In conformity with the Consortium Agreement, the local Examination Board supervises all examinations and assessments in accordance with the policies and procedures in force at the respective university without prejudice to the policies and procedures adopted by the NOHA Master's Board of Directors and stated in these Study and Examination Regulations.

Article 5. Period of study and student mobility

Article 5.1 Duration

1. The standard study period is two years. It consists of four semesters: three teaching semesters and a semester to conduct the Master thesis project. These semesters relate to the periods of study that students can rely on as jointly agreed by the NOHA Consortium and may have a different meaning from references to semesters at the different universities.
2. The degree programme is full time and starts in the month of September each year.

Article 5.2 Workload

1. Study load in the degree programme is expressed in credits of the European Credit Transfer and Accumulation System (ECTS).

2. The degree programme has a study load of 120 ECTS credits, whereby one credit is the equivalent of 25 to 30 hours of study. The exact number of hours of study depends on national legislation and the regulations in place at each of the universities.

Article 5.3 Mobility

1. Studies are organised according to the following general 'Mobility Plan'. The Joint Admissions Board determines the particular mobility plan for an individual student during the admission procedure for semester 1 and semester 2 in consultation between the universities involved, the Consortium Secretariat and the NOHA Master's Board of Directors. Upon application, the student can indicate the preferred mobility for the third semester, but a decision on this is taken by the NOHA Master's Board of Directors during the first year of the programme. The mobility plan can only be changed in well-motivated cases.

Mobility Plan (X: courses are provided, --: no courses)

	Semester 1	Semester 2	Semester 3	Semester 4
Uniwersytet Warszawski	X	X	X	X*
Ruhr-Universität Bochum	X	X	--	X
Rijksuniversiteit Groningen	X	X	--	--
University College Dublin	X	X	--	--
Uppsala Universitet	X	X	--	X*
Aix-Marseille Université	X	X	--	X*
University of Malta	X	X	--	--
Universidad de Deusto	X	X	--	--
Vilnius University** (Lithuania)	--	--	X	--
Tbilisi State University** (Georgia)	--	--	X	--
German Jordanian University** (Jordan)	--	--	X	--
Saint-Joseph University** (Lebanon)	--	--	X	--
Université d'Abomey Calavi** (Benin)	--	--	X	--
University of the Western Cape** (South Africa)	--	--	X	--
Tata Institute of Social Sciences** (India)	--	--	X	--
Chiang Mai University** (Thailand)	--	--	X	--
Univ. of Soc. Sciences and Humanities** (Vietnam)	--	--	X	--
International Islamic University Malaysia**	--	--	X	--
Universitas Gadjah Mada** (Indonesia)	--	--	X	--
International Christian University** (Japan)	--	--	X	--
Deakin University** (Australia)	--	--	X	--
Pontificia Universidad Javeriana** (Colombia)	--	--	X	--
Boston College** (United States)	--	--	X	--
Fordham University** (United States)	--	--	X	--

* = in case national regulations or internal administrative procedures and policies at one of the universities prevent recognition of the joint diploma issued by Ruhr-Universität Bochum on behalf of the universities involved, that university shall issue the joint diploma instead.

** = associate partners to the Consortium

2. The possible combinations of universities in the Mobility Plan are subject to the requirements that:

- the student must follow parts of the degree programme at at least two different joint degree awarding universities of the consortium (listed in article 1) and that
- at each of these joint degree awarding universities the student is required to complete 30 ECTS credits of the degree programme successfully following the applicable requirements and procedures at the university concerned and that
- irrespective of the mobility, the student must be enrolled in each semester at at least one of the joint degree awarding universities of the consortium (listed in article 1). In principle, the

first semester university takes care of enrolment in the third semester in case a student follows the third semester at one of the associate partners.

- Mobility from the First Semester University to the Second Semester University is mandatory. Mobility to a Third Semester University not being the student's First Semester University or Second Semester University is mandatory for Erasmus Mundus students.

Article 6. Curriculum and modules

Article 6.1 Programme Learning Outcomes

Graduates of the degree programme are expected to have achieved at graduation at least the following programme learning outcomes, in conformity with the norms defined by level 7 of the Humanitarian Action Qualifications Framework, level 7 of the European Qualifications Framework for Lifelong Learning and the second cycle in the Framework for Qualifications of the European Higher Education Area, as well as their equivalents at national level of the countries of the degree-awarding universities:

Academic research	
<i>Knowledge</i>	Has specialised knowledge and a critical methodological understanding of appropriate research methods and research design for the humanitarian field and for original research in humanitarian studies.
<i>Skills</i>	Has justified and applied methodology and scientific methods correctly in an original piece of humanitarian research.
<i>Responsibility & autonomy</i>	Has studied a research topic in depth, and conducted and completed a medium-length research project largely self-directed.
Humanitarian commitment	
<i>Knowledge</i>	Has a critical understanding of the humanitarian principles and standards and the problematic nature of the dilemmas involved.
<i>Skills</i>	Has demonstrated the ability to formulate adequate and ethically sound recommendations for humanitarian action grounded in the humanitarian principles and values, translating these in innovative, practical terms to policies, strategies and programme management.
<i>Responsibility & autonomy</i>	Takes responsibility for specifying clear ethical standards informed by the humanitarian principles, values and professional codes of conduct. Applies innovatively and strategically correct the humanitarian principles and standards to dilemmas in complex and insecure contexts.
Context analysis & reflection	
<i>Knowledge</i>	Has highly specialised knowledge and a critical understanding of humanitarian concepts and theories. Has innovative expertise on a particular current theme in humanitarian action with an interdisciplinary understanding in terms of its political, legal, anthropological, public health and management aspects.
<i>Skills</i>	Has specialised skills to conceptualise, interpret and critically analyse complex humanitarian crises and interventions on the basis of a variety of sources, generating new interdisciplinary expertise to help solve complex humanitarian problems.
<i>Responsibility & autonomy</i>	Has demonstrated the ability to position one's own research findings in the broader context of humanitarian action. Has developed an open attitude towards acquiring new knowledge and understanding about professional and academic developments in humanitarian action.
Coping & safety	
<i>Knowledge</i>	Has a thorough understanding of personal security risks in humanitarian fieldwork and possible techniques and strategies to reduce the impact of external stressors.
<i>Skills</i>	Has specialised problem-solving skills to promote the best and safest response in humanitarian emergency contexts in terms of personal and social implications and foreseeable harm by humanitarian interventions.
<i>Responsibility & autonomy</i>	Acts firmly and appropriately in insecure situations according to the security rules, taking into account advice from security sources and other stakeholders.

Leadership	
<i>Knowledge</i>	Has a critical understanding of opportunities and threats of current trends in the humanitarian sector.
<i>Skills</i>	Has demonstrated a range of coaching and management skills to carefully assess the relevant factors for decision making in terms of operative context, possible effects and risks and the best way for successful implementation of strategic decisions.
<i>Responsibility & autonomy</i>	Has demonstrated the ability to act on decisions made. Has adopted a reflective practice analysing personal learning goals and ways to achieve them. Stimulates the involvement and development of team members and partners to achieve a successful humanitarian project.
Collaborative relationships	
<i>Knowledge</i>	Has highly specialised knowledge of the diversity of actors and stakeholders, their interaction and competition, and a thorough understanding of the importance of coordination between different levels in the humanitarian system.
<i>Skills</i>	Has demonstrated the ability to listen to beneficiaries and stakeholders and taking into account their considerations, to communicate humanitarian expertise and research findings in a structured, intelligible way to specialists and non-specialists in a multi-cultural humanitarian setting. Has the ability to cultivate relations of sensitive respect in terms of cultural and gender diversity and to cooperate in a quest for mutual benefit or compromise.
<i>Responsibility & autonomy</i>	Involves partners and team members in different levels of decision-making and acts responsible and accountable concerning own decisions. Actively contributes to team building, a balanced distribution of work, and fostering a good atmosphere and cohesion in group projects in an effort to achieve the common goal.
Service to crisis-affected people	
<i>Knowledge</i>	Has highly specialised knowledge and critical understanding of the impact of various humanitarian action interventions on the needs and rights of crisis-affected people and their interaction with interests of relevant actors in a certain professional regional context.
<i>Skills</i>	Specialised problem-solving skills combining interdisciplinary knowledge and understanding of the range of needs and capabilities of crisis-affected people in a certain regional context toward relevant, evidence-based solutions for effective response.
<i>Responsibility & autonomy</i>	Learns from past experiences, identifies opportunities to overcome humanitarian dilemmas and proposes new work methods for increased efficiency, effectiveness and stakeholder accountability in complex and unpredictable humanitarian environments.

Article 6.2 Curriculum

The joint curriculum has a modular structure and comprises four components spread over four semesters:

- A. Foundation Period
 - Period: first two weeks of September in the first semester
 - Location: NOHA IP coordinating university (Uniwersytet Warszawski)
 - Period: mid-September to end of January in the first semester
 - Location: at the student's First Semester University
- B. Specialisation Period
 - Period: February to June in the second semester
 - Location: at the student's Second Semester University
- C. Contextualisation Period
 - Period: June to January in the third semester
 - Location: at the student's Third Semester University and a humanitarian action related organisation
- D. Research Period
 - Period: February to August in the fourth semester
 - Location: at the joint degree award issuing university.

Article 6.3 Modules

The following modules are mandatory in the degree programme:

No.	Semester 1 – Foundation Period	Study load ¹
1	Intensive Programme NOHA	5 ECTS
2	World Politics and Humanitarian Action	5 ECTS
3	Legal Dimensions of Humanitarian Action	5 ECTS
4	Management in Humanitarian Action	5 ECTS
5	Public Health in the Humanitarian Action Context	5 ECTS
6	Anthropology and Intercultural Aspects of Humanitarian Action	5 ECTS
Semester 2 – Specialisation Period		
7	Advanced Management in Humanitarian Action	5 ECTS
8	Methodology and Research Methods in Humanitarian Studies	5 ECTS
9	The student follows one of the following thematic specialisations: <ul style="list-style-type: none"> • Law and Leadership in Humanitarian Action (Ruhr-Universität Bochum) • Protection in Humanitarian Action (Universidad de Deusto) • Societies in Transition (University College Dublin) • Humanitarian Analysis and Intervention Design (H-AID) (Rijksuniversiteit Groningen) • Forced Migration and Human Security (University of Malta) • Conflict, Peace-Building and Religion (Uppsala Universitet) • Armed Conflicts and Humanitarian Action (Uniwersytet Warszawski) • Legal and Geopolitical Approach of Humanitarian Action (Aix-Marseille Université) 	20 ECTS
Semester 3 Contextualisation Period – Regional Training²		
10	The student follows one of the following regional training programmes: <ul style="list-style-type: none"> • Eastern Europe (Uniwersytet Warszawski, Warsaw) • Post-Soviet States (Vilnius University, Vilnius) • Caucasus region (Tbilisi State University, Tbilisi) • Middle East (German Jordanian University, Amman) • Middle East (Saint-Joseph University, Beirut) • West Africa (Université d'Abomey Calavi, Abomey Calavi) • Southern Africa (University of the Western Cape, Cape Town) • South Asia (Tata Institute of Social Sciences, Mumbai) • Mainland Southeast Asia (Chiang Mai University, Chiang Mai) • Mainland Southeast Asia (Univ. of Soc. Sciences and Humanities, Hanoi) • Maritime Southeast Asia (Int. Islamic Univ. Malaysia, Kuala Lumpur) • Maritime Southeast Asia (Universitas Gadjah Mada, Yogyakarta) • East Asia (International Christian University, Tokyo) • Asia & Pacific (Deakin University, Melbourne) • Latin America (Pontificia Universidad Javeriana, Bogotá) • North America (Boston College School of Social Work, Boston) • North America (Fordham University, New York) 	20 ECTS
11	Internship ³	10 ECTS
Semester 3 Contextualisation Period – Work Placement²		
12	Career Development Training ⁴	10 ECTS
13	Placement	20 ECTS
Semester 4 – Research Period		
14	Master thesis	30 ECTS

¹ = the exact number of ECTS credits per module may vary slightly at the universities due to national regulations, provided that the achievement of the common module learning outcomes is guaranteed and that the total ECTS credits per semester amounts to 30 ECTS credits.

² = the student either completes the Regional Training (30 ECTS) or the Work Placement (30 ECTS) in the third semester.

³ = depending on the agreement with the third semester university, this module can also form an integrated part of the aforementioned regional training programme amounting to 30 ects in total.

⁴ = depending on the agreement with the associate humanitarian agency partner, this module can also form an integrated part of the Placement amounting to 30 ects in total.

Article 6.4 Practical exercises

1. Modules may contain one or more practical exercises as part of the teaching and learning mode. These exercises are assessed by an oral or written assignment, according to the practices and rules applied by the university involved. Teaching methods in the modules can include lectures, tutorials, seminars, exercises, portfolios assignments, project proposals, practical courses, simulations, excursions, field trips, colloquia, secondments, placements, research projects and other forms, provided they are in agreement with the intended learning outcomes for the respective module and described in the course manual of the module.
2. The examination for a module may not be taken before the relevant practical exercises have been successfully followed.
3. Where applicable, successful participation in the practical exercises and finishing all required assignments successfully according to the assessment criteria, rules and practices applied by the university involved is considered to mean passing the relevant examination.

Article 6.5 Other types of assessment

If a type of assessment is not listed for a module in these regulations, perhaps because the module concerns a subject taught outside this degree programme, then the relevant Study and Examination Regulations for that module or their equivalent shall apply.

Article 7. Examinations, assessments and grading system

Article 7.1 Examinations

1. Examinations, both interim and final, provide students with the information they need to assess whether they have achieved or will achieve the required learning outcomes. This will help them with their further participation in the degree programme in question.
2. Students must follow the regulations for registering for examinations of the university concerned.
3. Examinations passed at one of the universities as part of the degree programme are fully and automatically recognised by the other universities the student studies at. Repeat examinations and exemptions as provided for by national institutions shall be adhered to. To obtain the degree a student needs to pass all components as described in article 6.2.
4. Examinations passed at one of the associate partners as part of the degree programme are fully and automatically recognised by the universities the student studies at, unless regulated differently in the Memorandum of Understanding between the associate partner and the NOHA network representing the universities.
5. In case of disagreement with a grade, the student may challenge it if possible at the university concerned. An appeal against the grading of assessments and examinations shall be in agreement with the regulations established at the university concerned without prejudice to article 4.1 paragraph 4.

Article 7.2 Compulsory order of examinations

1. The student can only pass second semester modules of the degree programme after having passed successfully a total load of 20 ECTS credits of the first semester modules of the degree programme.
2. The student can only pass third semester modules of the degree programme after having passed successfully 25 ECTS credits of the first semester modules of the degree programme and 20 ECTS-credits of second semester modules of the degree programme.
3. The student can only commence with fourth semester modules of the degree programme after having passed successfully all first semester modules of the degree programme, 25 ECTS credits of the second semester modules of the degree programme and 20 ECTS-credits of third semester modules of the degree programme.
4. In case a student has not been able to succeed in obtaining the full 30 ECTS credits of a semester, the university involved shall offer an individual repair track following the regulations for registering for examinations of the university concerned.
5. Exemption from the prescribed compulsory order of examinations shall only be given in exceptional cases, for instance when the student has health problems or very serious direct family related matters. In such cases, the student should address a request in writing to the university where the student was not able to obtain the full 30 ECTS credits of a semester and to the university where the student intends to study the next part of the degree programme. Approval for exemption needs to be given by both universities following the customary procedures at the universities involved.

Article 7.3 Assessment methods and criteria

NOHA teaching staff at the universities shall make every effort to ensure fairness, consistency and equity in their assessment procedures. Within limits, assessment methods and criteria can vary per module and per university. Those limits are as follows:

A. Foundation Period	Intensive Programme: project of 2000 words. For other modules: written forms of examination or other tangible outputs, which may include written examination and projects, must form at least 60% of the assessment for this component. 40% may consist of other forms of examination with due evidence of process and outcome.
B. Specialisation Period	Written forms of examination or other tangible outputs, which may include written examination and projects, must form at least 60% of the assessment for this component. 40% may consist of other forms of examination with due evidence of process and outcome.
C. Contextualisation Period	Written forms of examination or other tangible outputs, which may include written examination and projects, must form at least 60% of the assessment for this component. 40% may consist of other forms of examination with due evidence of process and outcome. Internship /Placement: students agree with their supervisors on the contents of their internship/placement, taking into consideration prior experience and future career plans. In order to ensure that the internship/placement does indeed provide students with the intended knowledge, skills and competence, all internships and placements have to be assessed and approved by the internship/placement supervisor. The NOHA internship/placement supervisor shall

	determine whether the proposed internship/placement meets the established learning outcomes in accordance with article 8. For more information, refer to the Internship/Placement course manuals available on NOHA Blackboard.
D. Research Period	Master Thesis: The requirements and assessment for the Master Thesis and the possible field research involved is explained in the joint Master Thesis Guide, which is available on NOHA Blackboard.

Article 7.4 Grading system

The results of examinations and assessments are given as a local grade (pertaining to the national grading culture of the university where the module takes place). Where applicable and if appropriate, the joint degree award issuing university and the joint degree awarding universities can convert the grades of a student to their local/national grade system making use of the following conversion table:

ECTS	Fail	E-D	D-C	B	A
Aix-Marseille Université	0.0-9.9	10.0-11.9	12.0-13.9	14.0-15.9	16.0-20.0
University College Dublin	E/F/G/NG 0.00-1.60 Fail 0%-39%	D 2.00-2.40 Third (III) 40%-49%	C 2.60-3.00 Lower 2 nd (II.2) 50%-59%	B 3.20-3.60 Upper 2 nd (II.1) 60%-69%	A 3.80-4.20 First (I) 70%-100%
Ruhr-Universität Bochum	5.0	4.0-3.7	3.3-2.7	2.3-1.7	1.3-1.0
Universidad de Deusto	0.0-4.9	5.0-6.4	6.5-8.4	8.5-9.4	9.5-10.0
Uppsala University	U	G	G	VG	VG
Rijksuniversiteit Groningen*	1.0-5.4	5.5-6.4	6.5-7.4	7.5-8.4	8.5-10.0
Uniwersytet Warszawski	2.0	3.0	3.5-4.0	4.5	5.0
University of Malta**	F 0%-44%	E-D 45%-54%	C 55%-69%	B 70%-79%	A 80%-100%

* = In case of the Master thesis, the passing grade is 6.0 or higher in Groningen.

** = In case of the Master thesis, the passing grade is D/50% or higher in Malta.

Grades and credits obtained at associate partners not listed above, are in principle converted in agreement with the stipulations of the Memorandum of Understanding between the NOHA network and that associate partner.

Beside at the university where students obtain them, grades and credits shall be registered and compiled at the student's degree award issuing university (c.q. the Joint Examination Office) in accordance with the consortium agreement, as well as at the universities that require a full academic record of the student to award the joint degree according to their legislation.

Article 7.5 Access to information on grading

1. The university where the student follows parts of his/her degree programme shall be responsible for registering the individual results of the student obtained at that university and for supplying transcripts of records mentioning those results to the Joint Examination Office, if applicable the joint degree award issuing university and if required, any other university on behalf of which the student will be obtaining the joint degree from.
2. The local coordinator of the university shall on request provide a student with an overview of the results achieved and/or registered at the university.
3. Students have the right to know the assessment methods and criteria that will be used by the lecturer, and are entitled to an objective assessment under them in all summative assessments performed on the subject. The assessment methods and criteria are documented in the course

manual of the module, which is made available to the participating students before or at the beginning of the module.

4. In order to effectively guarantee the right of students to the objective assessment of their academic performance and, if necessary, to challenge the qualifications they deem unjustified, a student has the right to obtain adequate information on the lecturers' application of assessment methods and criteria in the student's grading. In principle and unless the university concerned has established another method, the lecturer announces a date, time and venue after the grading where interested students can receive comprehensive information about the applied grading.
5. Unless the university concerned has issued other rules, the normal maximum time permitted for grading is ten working days after the day of the examination or the day a paper is handed in. In the event of joint supervision by two universities, this maximum time of each of the two universities is applied consecutively.

Article 7.6 Resits and re-assessments

1. If an assessment or examination results in an insufficient grade or the student does not show up on a fixed date or withdraws, the assessment or examination has to be repeated in a reassessment or resit.
2. In principle, resits and reassessments of insufficient grades can occur only once during one academic year. Unless the university concerned has issued other rules, the student has to submit a written request explaining the reasons of his/her petition for re-assessment and a decision shall be adopted taking into account the reasons presented by the student.
3. Resits take place according to the regulations and procedures of the university involved.

Article 7.7 Functional disorders and handicaps

Students with a functional disorder (including physical and mental disorders) shall be given the opportunity to take examinations in a form that will compensate as far as possible for their individual handicap. If necessary, the local Examination Board shall seek expert advice on this matter.

Article 7.8 Late submission of work

Late submission of assignment is only accepted under special circumstances, e.g. illness. Unless the university concerned has issued other rules, the student should inform the lecturer before the deadline of the assignment and should present medical proof on request. If not, the lecturer can decide to sanction the student in terms of grading or to refuse the late work. Late submission of an assignment is usually graded with a fail.

Article 7.9 Unfair practice and fraud

1. Cheating, plagiarism, fabrication or falsification of results are acts or omissions by the student designed to partly or wholly hinder the forming of a correct assessment of his or her knowledge, skills and competence. These are unanimously considered as serious misconduct and each university has its own disciplinary measures that go from a warning to the exclusion of the student from the university. While taking into account different definitions in use among the universities concerned, cheating and plagiarism include but are not limited to:
 - the use of the ideas and phrases of others without reference to the source,
 - the inclusion of a translation or paraphrase of someone else's work without reference to the source,
 - the submission of papers which are not substantially new compared to papers or assignments submitted for modules taken earlier in the programme.
2. In the event of cheating during an examination or during a practical exercise, local regulations of the university or universities involved shall apply.
3. A ban means that a fail shall be awarded for the examination or practical exercise in question in accordance with the local regulations of the university or universities involved.
4. The Director(s) involved shall inform the degree-awarding universities involved.

Article 7.10 Anonymity and double grading

Anonymity and double grading depend on the lecturers of a module and on the number of lecturers involved in a course or module. Anonymity is not practised at all universities, but can be offered if needed. In principle, the lecturers responsible for the module are also the examiners of the module. In case the examiners are uncertain of a grade, they shall consult the NOHA Director(s) involved to verify the assessment.

Article 7.11 External Examiners

Unless the university concerned has issued other rules, external examiners can be invited to co-assess project presentations, internship reports and Master theses. In case of assessment by several individuals, the final grade shall be reached either by average calculus or by consensus, depending on the type of work and on the number of people involved.

Article 7.12 Exemptions

At the student's written request, the local Examination Board or its equivalent, having discussed the matter with the examiner in question, may grant exemption from attending lectures on condition that the student:

- has completed part of a university or higher vocational degree that is equivalent in content and level;
- can demonstrate by work experience that he or she has sufficient knowledge and skills with respect to the module in question.

Article 8. Internship and work placement

1. In case a student conducts an internship, the student shall submit an internship plan comprising a list of the characteristics of the internship and a plan of activities before the internship commences. This plan must be approved by the supervisor of the internship providing organisation and the internship supervisor of the degree programme. The final assessment of the internship shall be done by the supervisor from the degree programme after taking into account the assessment by the supervisor from the internship providing institution and the self-evaluation report by the student and having checked whether the learning outcomes have been achieved.
2. In case a student conducts a work placement, the work placement will have to be conducted in accordance with its course manual and the stipulations in the Memorandum of Understanding between the NOHA Consortium and the associate humanitarian agency partner. In the absence or partial absence of such stipulations, the rules set for internships shall apply, *mutatis mutandis*.

Article 9. Master thesis

1. The Master thesis must be assessed by at least two examiners appointed by the joint degree award issuing university on behalf of the degree awarding universities involved. In principle, the examiners should be a member of the first semester university and the second semester university concerned. Supervision and assessment shall be conducted in line with the 'Master Thesis Guide' compiled by the Consortium.
2. If the research protocol requires the involvement of human participants (e.g. the interviewing of beneficiaries, observation of communities or use of data sets of third parties) or is funded by third parties, the thesis proposal needs to be given ethical clearance by the local Examination Board or equivalent ethics committee.

Article 10. Degree, certification and documents

Article 10.1 Degree

1. Students who have satisfied all the requirements of the degree programme shall be awarded the Master degree by the universities signatory to the Consortium Agreement at which the student has been awarded at least 30 ECTS. The official titles of the Master degree awarded shall be in accordance with the national accreditations of the degree programme of the universities involved:
 - Aix-Marseille Université: “Master 2 Droit International - Action humanitaire”
 - University College Dublin: “Master of Science in International Humanitarian Action”
 - Ruhr-Universität Bochum: “Master of Arts in International Humanitarian Action”
 - Universidad de Deusto: “Máster Universitario Conjunto en Acción Internacional Humanitaria- International Humanitarian Action”
 - Uppsala Universitet: “Master of Arts in Theology: International humanitarian action”
 - Rijksuniversiteit Groningen: “Master of Arts in International Relations: International Humanitarian Action (NOHA)”
 - University of Malta: “Master in International Humanitarian Action”
 - Uniwersytet Warszawski: “Magister in Humanitarian Action”
2. Students who have passed all the examinations for the degree programme, or have satisfied the requirements for all parts of the programme approved by the Examination Board, must meet the requirements of the joint degree award issuing university and the joint degree awarding universities signatory to the Consortium Agreement at which the student has been awarded at least 30 ECTS for:
 - a. registering the thesis,
 - b. uploading or submitting the thesis, and/or
 - c. applying for the diploma where necessary.
3. Students who have not satisfied all the requirements of the degree programme within the duration of the programme as specified by article 5 shall be required to re-register and pay local extension fees which apply at the universities involved. This may imply extension fees at each of the universities involved that are signatory to the Consortium Agreement and at which the student is expected to be awarded at least 30 ECTS.

Article 10.2 Diploma and diploma supplement

1. The joint degree awarded shall be testified by a joint Master diploma and joint diploma supplement produced and issued by the degree award issuing university on behalf of the student’s degree awarding universities in accordance with the consortium agreement.
2. The diploma supplement shall follow the template developed by the European Commission, the Council of Europe and UNESCO/CEPES and shall be adapted to any further specifications in national legislation where applicable. This includes the overall classifications of the student's qualification (i.e. the *Gesamtnote*, *Judicium*, *Class of Honours*, or other distinctions awarded) in accordance with the regulations and practices of the degree awarding universities involved.
3. The joint degree award shall be issued in the form of a Joint Diploma on behalf of the universities signatory to the Consortium Agreement at which the student has been awarded at least 30 ECTS and provided that the national legislations involved permit a successful implementation of the joint degree and joint diploma.
4. In addition to the above, the NOHA Network shall issue a NOHA certificate to each graduate upon completing the joint degree programme of the NOHA Network.

Article 11. Publication and amendments

1. The NOHA Consortium shall duly publish these Study and Examination Regulations and any amendments on the NOHA Blackboard.

2. Any amendments to these regulations shall, after due consultation with the universities, be confirmed by the NOHA Master's Board of Directors in a separate decree.
3. An amendment to these Study and Examination Regulations shall not apply to the current academic cohort, unless it may reasonably be assumed that the amendment will not harm the interests of students.
4. In addition, amendments may not influence the following to the detriment of students:
 - the degree programme defined in article 6.3
 - any other decision taken within the meaning of these regulations concerning a student.

Article 12. Date of Commencement

These regulations shall take effect on 1 September 2017 as decreed by the representatives of the universities on the NOHA Master's Board of Directors of the NOHA Consortium.