



MAiSI

Sports Ethics and Integrity

Student Handbook

2022-2024



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DISCLAIMER

The Consortium has made all reasonable efforts to ensure that the information contained within this publication is accurate as at the date of publication. However, some changes, for example to programmes, modules, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons, or due to other circumstances outside the reasonable control of the partner Universities. The Consortium will endeavour at all times to keep any changes to a minimum and to keep students informed appropriately.

You are advised to contact the Programme coordinators in each partner directly if you require further information relating to that particular University or have any queries regarding any changes you may be notified of.

If you require any further information, please use the contacts listed at the end of this handbook to directly contact the relevant service.

Please note that this handbook has been drafted by the Consortium partners and the European Agency and Commission are not responsible for any use that may be made of the information it contains.

If you read anything, read this:

A student's guide to the most important information in this handbook:

- ✓ Talk to your module tutors, the MAiSI administrator, and the Programme Director if you have issues with the module, the administration, or the management of the programme, respectively.
- ✓ Check your emails daily in your University email account(s).
- ✓ Make sure you know your class and assessment/exam timetables – this is your responsibility.
- ✓ Turn up to all your timetabled classes and exams and make sure you submit your assignments on time. If you do not, you are likely to be withdrawn from your programme of study.
- ✓ Use your Student Representative to pass on any academic issues you have.
- ✓ Take advantage of the services offered by each of the consortium partner Universities, including student support and health and well-being support.
- ✓ Make yourself familiar with key information outlined in each University's information to you.

Welcome to MAiSI by the Programme Director

Welcome to the Erasmus Mundus Master of Arts programme in Sports Ethics and Integrity (MAiSI). This is an exciting programme that has been developed to establish sports ethics and integrity as a new and internationally recognized profession within the field of Sports Administration. We look forward to welcoming you at KU Leuven and hope you will find your postgraduate studies at each institution a rewarding and enjoyable experience.

In this handbook, you will find out how the Erasmus Mundus Masters in Sports Ethics and Integrity will work, and what you can expect from the programme. The handbook outlines the structure of the programme and modules to be undertaken, along with the assessment regulations for the programme. You'll also find procedures for dealing with any problems you may encounter.

Please read this handbook carefully as it is in your interest to familiarise yourself with the regulations and procedures that apply to this programme. In case you have any questions about the content of the handbook, do not hesitate to contact your Programme coordinator. All contact details can be found in Section 4. We hope that you will enjoy being a member of our Mundus family and that you will find your time at each university rewarding and enjoyable.

Best Wishes,



Professor Mike McNamee
MAiSI Programme Director

Chair of The Consortium Management Board, Erasmus Mundus Master's in Sports Ethics and Integrity (MAiSI).

1. About Erasmus Mundus

The MA in Sports Ethics and Integrity (MAiSI) is an Erasmus Mundus Joint Master's Degree (EMJMD) Programme. Erasmus Mundus is an EU cooperation and mobility programme that aims to enhance the quality of higher education and to promote dialogue and intercultural understanding through cooperation with third countries.

Erasmus Mundus Joint Master Degrees (EMJMDs) build on the success of Erasmus Mundus Masters Courses (EMMCs) and aim to:

- ✓ Foster excellence, innovation, and internationalisation in Higher Education Institutions;
- ✓ Boost the attractiveness of the European Higher Education Area (EHEA) and support the EU's external action in the field of higher education; and
- ✓ Improve the level of competences and skills of Master graduates, and their employability.

EMJMDs are highly integrated study programmes that are delivered by an international consortium of Higher Education Institutions. Where relevant, the consortium can also include other educational and non-educational partners with specific expertise in the field covered by the joint programme.

For more information on Erasmus Mundus see: https://eacea.ec.europa.eu/erasmus-plus_en and https://eacea.ec.europa.eu/erasmus-plus/library/scholarships-catalogue_en

2. Consortium Partners

The Erasmus Mundus Master's programme in Sports Ethics and Integrity has been designed by an international consortium of six leading European higher education and research institutions. All of the partners have a long-standing tradition in the fields of ethics, philosophy, sport and exercise science, sports management and law, etc., which combine highest standards in both research and teaching from the different national educational cultures. The consortium partners are as follows:

Coordinator	Name of Institution	City	Country	Abbr	Website
Coordinator	Katholieke Universiteit Leuven	Leuven	Belgium	KUL	http://www.kuleuven.be/english
Partner	Johannes Gutenberg Universitat Mainz	Mainz	Germany	JGU	http://www.uni-mainz.de/eng
Partner	Swansea University	Swansea	UK	SU	https://www.swansea.ac.uk/
Partner	University of Peloponnese	Tripolis	Greece	UoP	https://www.uop.gr/en/
Partner	Pompeu Fabra University	Barcelona	Spain	UPF	http://www.upf.edu/en/
Partner	Univerzita Karlova v Praze	Prague	Czech Rep.	CUNI	https://cuni.cz/UKEN-1.html

Each of the partner institutions where you will be studying will provide you with a supplemental information that will give you practical advice on their specific institution, including:

- ✓ pre-arrival information such as visa advice and applying for accommodation; enrolment and induction information;
- ✓ information on the department/ College where you'll be studying such as information on College staff, any key office information such as opening hours or emergency contacts;
- ✓ General University information such as Health and Safety Regulations, Emergency information and Data Protection;
- ✓ Information on other University support for students such as Student Support Services, International Office, Disability office, any financial aid; English language support etc;
- ✓ Information on any local regulations that will apply while you are studying at that institution;
- ✓ Education and Examination regulations and Information on Academic Integrity and Academic Misconduct or Unfair practice regulations that apply in that institution;
- ✓ Information on when and how you can apply for an absence or extension due to extenuating circumstances;
- ✓ Information on how to appeal or complain;

Plus information on procedures for dealing with any problems that you may encounter.

Students who are uncertain about any of the information in this handbook should also ask their institutional course coordinator or contact any of the supporting departmental offices.

Academic Contact List

Programme Director Prof Mike McNamee mike.mcnamee@kuleuven.be / m.j.mcnamee@swansea.ac.uk

Each of the consortium partner has a dedicated Programme Academic point of contact:

Partner institution	Coordinator name	Email address
KU Leuven	Prof Mike McNamee	mike.mcnamee@kuleuven.be
Swansea	Dr Andy Harvey	a.n.harvey@swansea.ac.uk
UPF Barcelona	Dr Alberto Carrio	Alberto.carrio@upf.edu
Charles University Prague	Dr Irena Martinkova	Martinkova.ftvs@seznam.cz
JGU Mainz	Prof Holger Preuss	preuss@uni-mainz.de
University of Peloponnese (UoP at the IOA)	Prof Konstantinos Georgiadis	kgeorgia@uop.gr / maisi@uop.gr

3. About the Programme

The MA in Sports Ethics and Integrity is an integrated programme of two years of full-time study offered by a consortium of 6 European partners, leading to the award of a recognised joint degree. This is an arrangement under which two or more awarding bodies together provide a programme of study leading to a single award conferred jointly by some or all partners. A single certificate or document (signed by the appropriate authorities) attests to the successful completion of this jointly delivered programme, replacing the separate institutional or national qualifications.

3.1 Programme Kick-off

The Orientation Days are a special programme to help you settle in during the first few days in Leuven and learn more about our university. It takes place a week before the official start of the programme. We strongly advise you to participate, except for certain weekend activities and catering, in order to get a good start of your academic adventure in Leuven. Do not forget to sign up via <https://www.kuleuven.be/english/studentervices/pangaea/orientation-days> to get all the info, tips and tricks you need to start out your stay in Leuven with a bang and meet your fellow students.

3.2 Programme Structure

The MAiSI programme is taught over two years with 4 main mobility periods or semesters of +/-30 ECTS each. The programme commences with the foundation that is delivered in semester 1 at KU Leuven. This comprises a critical introduction to the fields of sports ethics and integrity domains, but also to the underpinning disciplinary basis of moral philosophy. In the context of applied ethics, students are presented with what is traditionally considered the most important ethical threat to sport integrity: doping. The focus of this semester is to introduce students to the program, the conceptual-theoretical frameworks and key issues in sports ethics and integrity.

Semester 2 is taught at CUNI and focuses on areas of disability, sport, athlete welfare and protection, discrimination of all forms the phenomenology of the sports experience, values in sport, theories of fair play and sport justice, and during the summer school (with contribution from all partners) on research methods.

Semester 3 focuses on the initial planning and design of the Master's thesis (6 ECTS) and modules driven by the expertise in law, governance and sport economics and management respectively.

Semester 4 is devoted to the second part of the Master Thesis (24 ECTS), which is seen as the most substantial and important academic output of the student's MAiSI programme. The thesis brings together relevant aspects of ethics, governance, history, law, management and science of sports ethics and integrity on, inter alia, the experience, participation, administration, management and organisation of sport across all levels, and around the globe. The programme is concluded with a summer school on Olympism and the Olympic Movement. During the summer school, the thesis defenses also take place with the year 1 students comprising the audience.

Programme Guide: https://onderwijsaanbod.kuleuven.be/opleidingen/e/SC_54023324.htm

3.3 Programme Specification

Year 1

Semester 1 (Location: Leuven)		
Module	Professor(s)	ECTS
Introduction to Sports Ethics and Integrity Discourses	Luke Cox (KUL) Mike McNamee (KUL/SU)	5
Integrity, Dis/abilities and Welfare in Sport: Multi-disciplinary Perspectives	Jan Tolleneer (KUL) Andreas De Block (KUL)	9
Ethical Theory, Sports Ethics and Integrity	John William Devine (SU)	15

Semester 2 (Location: Prague)		
Module	Professor(s)	ECTS
Sport Values, Fair Play and Integrity	Irena Martinkova (CUNI) Jim Parry (CUNI)	12
Integrity, Dis/abilities and Welfare in Sport: Multi-disciplinary Perspectives	Yves Vanlandewijck (KUL)	3
Anti-Doping and Sport Integrity: Ethics, Policy and Practice	Andrew Bloodworth (SU) Mike McNamee (KUL/SU)	10
Research Methods (Summer School)	Ethan Strigas (UoP)	6

Year 2

Semester 3 (Location: Barcelona)		
Module	Professor(s)	ECTS
Governance, Law and Sport Integrity	Alberto Carrio Sampedro (UPF) José Luis Pérez Triviño (UPF)	12
Sport Management and Integrity	Holger Preuss (JGU) Mathias Schubert (JGU)	12
Master's Thesis	Mike McNamee (KUL/SU)	6

Semester 4 (Location depending on thesis specialism)		
Module	Professor(s)	ECTS
Olympism and the Olympic Movement (Summer School)	Kostas Georgiadis (UoP)	6
Master's Thesis	ALL PARTNERS	24

Please note that this overview reflects the status of the programme in September 2022 and may be subject to change.

3.4 Campus Locations

<p>KUL</p>	<p>Faculty of Movement and Rehabilitation Sciences Building Gymnasium Tervuursevest 101 3001 Heverlee (Belgium) https://faber.kuleuven.be/eng/contact</p>	
<p>CUNI</p>	<p>Faculty of Physical Education and Sport Charles University José Martího 31 Prague 6, 162 52 Czech Republic https://ftvs.cuni.cz/FTVSEN-5.html</p>	
<p>JGU</p>	<p>Faculty of Sport Sciences Johannes Gutenberg-Universität Albert Schweitzer Straße 22 55128 Mainz https://sport.uni-mainz.de/kontakt/</p>	
<p>UPF</p>	<p>Faculty of Law (campus de la Ciutadella) Ramon Trias Fargas, 25-27 08005 Barcelona https://www.upf.edu/web/dret/contacte</p>	
<p>UoP</p>	<p>International Olympic Academy 52, Dimitrios Vikelas Avenue 152 33 Halandri, Athens 27 065, Ancient Olympia, Ilia https://ioa.org.gr/</p>	
<p>SU</p>	<p>Swansea University (Bay Campus) Fabian Way, Crymlyn Burrows Swansea SA1 8EN Wales, UK https://www.swansea.ac.uk/contact-us/</p>	

3.5 Programme Aims

The aim of the EMJMD in Sports Ethics and Integrity (MAiSI) is to develop sports administrators, sports policy personnel, and related professionals (who will be able to operate as Sports Ethics and Integrity Officers). The programme will give students a systemic and coherent view of the ethical potential of sport and the ethical dimensions of governance, in order to enable them develop the capacity to improve the practices of sports organisations and individuals operating in sporting environments. The integrated design and structure of this international programme, along with the joint approach to its delivery and management, represents a coherent interdisciplinary programme responding to the multidisciplinary nature of the problems manifest globally in sport governance. The objective of this EMJMD is to offer a high level integrated international study programme delivered by a Consortium of excellent higher education institutions that award full degree scholarships to Masters students under the Erasmus+ programme, contributing to the delivery and achievement of the objectives of the Europe 2020 Strategy. This integrated and joint approach will result in a programme that will train young professionals to work on an international basis to protect the integrity of sports, sports organisations, and sportspersons.

3.6 Modules

Definition

A module is a discrete educational component of a programme, which has specific aims, a syllabus, a reading list, a teaching and learning pattern, a method of assessment, and specific learning outcomes. All modules are assigned a unique reference number. Each module has a specific credit weighting and is timetabled for a certain semester based on staff commitments. All MAiSI modules are core modules, which means that students are required to pass all modules.

Module Assessment

You are strongly advised to ensure you are aware of how each module is assessed, how each assessed piece of work contributes to the modular grade, and what you should do in the case of failing an assessment or module.

Timetable

You can access your timetable on the link or document provided by the partner university. For your first semester of year one, you can find the schedule on https://onderwijsaanbod.kuleuven.be/opleidingen/e/SC_54023324.htm (click on schedule). Any timetable clashes should be reported to your module leader(s) and maisi@kuleuven.be as a matter of urgency, who will then take appropriate action to resolve the issue.

All sessions typically take place from Mondays to Fridays from 9 am to 6 pm. Occasionally, a class or activity may be scheduled outside these hours, such as symposiums, field trips and other events.

Please note that the schedule is subject to change and that alterations may occur at any time within the framework of the regular class hours. Therefore, it is important to check the schedule regularly.

4. Teaching, Assessment and Feedback

The following passages summarise important information. Legally binding are the official releases of the partner institutions. Please note that the contract is the legally binding instrument, affirming where appropriate partner regulations.

4.1 Teaching and learning methods

Teaching and learning methods vary from institution to institution to reflect the differing local and national practices. More information will be given to you by the academic teams in each partner institution.

Assessment, Submission of Work, and Schedule: You should expect to experience a variety of assessment methods across your modules, for example: coursework essays, presentations, projects and examinations, where you will have the opportunity to demonstrate and further develop a range of skills.

Summative Assessment: This is a formal type of assessment that will contribute to your final degree classification.

Formative Assessment: This is an informal type of assessment that provides you with the opportunity to practice for, or reflect on, your formal assessment by receiving feedback.

Submission of Assessment: Submitted electronically via an online system which is accessed via the Toledo pages for each of your respective modules. Feedback is returned via Toledo.

4.2 Assessment Regulations

4.2.1 *General Principles*

4.2.1.1 Institutions will inform students which modules are assessed and the method and manner of reassessment for redeeming a failure through handbooks and module literature.

4.2.1.2 All written examinations attempted at the Partner Institutions will, so far as national practice allows it, be marked in the anonymous state. This means that Students in such examinations will be identified only by their student number until such time as both first and second marking and any moderation process have been completed.

4.2.1.3 Partner Institutions will so far as possible, and in accordance with national practice, mark other forms of assessment in the anonymous state. It is, however, recognised that feedback from certain elements of assessment form an integral part of the learning experience and that, for practical reasons, it might not be possible to follow the policy in relation to anonymity at all times. Methods of assessment, which involve observation, interaction and oral/aural elements will not be subject to anonymity.

4.2.1.4 Each Partner Institution will be responsible for the academic standards of any module delivered in its name and hence, decisions relating to the award of marks, grades and degrees will be taken by the

appropriate Examination Board within the Partner Institution. Marks cannot be altered by the Consortium's Academic Board of Studies.

4.2.1.5 A student's progress will be assessed at the end of each Semester by the Partner Institution. The Partner Institution will be responsible for agreeing and confirming module results, awarding supplementary assessments or second attempts to students who have not passed modules and confirming the results of any such supplementary assessments. Module results confirmed through the assessment procedures of the Partner Institution may not be subsequently altered.

4.2.1.6 Students who have failed a module will be offered one opportunity to redeem the failures through supplementary assessment. Supplementary assessment or second attempts will be set by the Partner Institution at the earliest possible date.

4.2.1.7 The Consortium has established its own Examination Board (Academic Board of Studies) that will review the results of students over the course of each year, including supplementary assessment results. The Academic Board of Studies will make recommendations on those students who have completed the semester by passing each module and can progress to the next year of study, those who have not passed and those who have qualified for the award. These Boards will act in an advisory capacity and make recommendations to Institutional Examination Boards, unless authority is delegated to act on behalf of the Partner Institutions.

4.2.1.8 Modules will be marked according to local marking practices in accordance with these general assessment rules agreed by all partners. The following indicative grade conversion has been agreed by the Consortium to convert marks from one system to another:

Conversion from SU, UPF, JGU, UoP, CUNI to KUL

KUL	UPF	UoP	CUNI	JGU	SU
20 Highest Excellent	10	10	1	1	83 - 100
19 Highest Excellent	-	-	1	1.3	-
18 Excellent	9.5	9.5	1	1.3	78 - 82
17 Excellent	-	-	1	1.3	-
16 Lower Excellent	9	9	1	1.3	74 - 77
15 Lower Excellent	8.5	-	1	1.3	-
14 Lowest Excellent	8	8.5	1	1.3	70 - 73

13 Higher Good	7 - 7.5	7.5 - 8.0	2	1.7 - 2.0	65 - 69
12 Lower Good	6.5	6.5 - 7.0	2	2.3	60 - 64
11 Higher Satisfactory	6	5.5 - 6.0	3	2.7 - 3.3	55 - 59
10 Lower Satisfactory	5 - 5.5	5	3	3.7 - 4.0	50 - 54
<10 Fail	Fail	4.9	4	5.0	<50

This table will be reviewed by the Consortium partners annually and any changes agreed by the Academic Board of Studies (and the partner institutions through their appropriate quality processes) and made available to students through the student handbook. Confirmed module results will be disclosed to students by the Partner Institution. A full profile of results will be made available to students on an annual basis by the Coordinating Institution via electronic means.

4.2.1.9 To ensure consistency of marking within the Consortium a sample selection of examinations and course work will be double/second marked. This must be undertaken in accordance with Appendix 7, clause 5 of the Memorandum of Agreement. This work may be undertaken by a member of staff from another Institution within the Consortium or the Programme Director provided this individual is eligible to do so, in accordance with the regulations of the Partner Institutions.

4.2.1.10 The Consortium will be subject to KU Leuven Quality Assurance practices who will liaise with the Academic Board of Studies and the Partner Institutions, on any instances of best practice and or alterations necessary to ensure the overall quality of the degree.

4.2.1.11 Any changes to these Assessment rules must be agreed by all Partner Institutions and approved by the Consortium Management Board. Any such changes will be made available to students through the student handbook.

4.2.2 General Assessment Regulations:

4.2.2.1 The Pass mark for modules will be set at 50% (or an equivalent grade used at a Partner Institution). Credits will be awarded to students who pass a module. All modules will be designated as “core” modules (i.e. must be passed before a student can qualify for an award).

4.2.2.2 Students who accumulate 120 ECTS credits in total and successfully defend a Master’s thesis, qualify for the award of the degree. The defense will generally take place in the Summer School in Greece and will be conducted under the rules of the coordinating institution (module code: B-KUL L00M8a).

4.2.2.3 Requests from students for the consideration of extenuating circumstances affecting assessment will be considered and processed by the relevant institution in accordance with that institution’s policy.

The Academic Board of Studies will monitor such decisions and make recommendations as appropriate to the Partner Institutions in order to ensure consistency.

4.2.2.4 Students who have been unsuccessful in any module may be permitted one additional attempt to redeem their failure in each such module, provided that this can be achieved within the time limit for the degree (i.e. a maximum period of candidature of 36 months from the initial enrolment date). In applying this rule, due consideration will be given to extenuating circumstances of students, as in clause 15 above.

4.2.2.5 In permitting a student the opportunity to redeem a failure, the Host Institution, in accordance with the local regulations, has the discretion to allow a student to:

- be re-examined in the module as a whole through one assessment (module mark capped at 50% , final attempt); or be re-examined in those parts of the module which he/she has failed where more than one piece of work contributes towards the final module mark (module mark capped at 50%, final attempt) or
- be re-examined without any restriction on mark.

4.2.2.6 Students who fail to achieve a pass mark in a failed module(s) at the second attempt will be withdrawn from the programme. Such Students will have no further opportunity to complete their programme of study, and will only be eligible to be considered for an exit qualification, where relevant (in accordance with Appendix 7, clause 21 of the Memorandum of Agreement).

4.2.2.7 Students who do not attempt to redeem the failed module(s) by the given deadline will normally be awarded a mark of 0% in such modules and will not be given a further opportunity to redeem the failure.

4.2.2.8 A Student who is to be re-examined in set projects or other forms of course assessment will not normally, be permitted to re-submit modified versions of his/her original work, but will be required to submit for assessment new work on different topics from those which originally failed to satisfy the examiners.

4.2.2.9 Students will not be allowed to repeat any module which has been passed in order to improve their performance.

4.2.2.10 A student who is admitted to a programme but is subsequently unable or is not permitted to progress to completion may be eligible for an exit award, provided that the candidate has studied the modules or an agreed portion of the module(s), and been awarded the credits by that University.

4.2.3 Examination of the Master's Thesis/Dissertation

4.2.3.1 Students who fail to submit their Master's thesis/dissertation by the deadline may be required to withdraw from the programme and may be eligible for an exit award (in accordance with Appendix 7, clause 22 of the Memorandum of Agreement). No resubmission will be given.

4.2.3.2 Students who submit their Master's thesis/dissertation by the deadline and who fail to obtain a pass mark may be permitted to resubmit within three months of the official publication of results or, if local legislation requires, are permitted to repeat the thesis with a new topic.

4.2.3.3 Students who are unable to meet their submission deadline may apply for an extension to their submission deadline in accordance with the procedures of the host institution.

4.2.3.4 The Host University reserves the right to charge a re-examination fee in respect of the re-submission.

4.2.3.5 To qualify for the Master's degree, a student will have to pass each module and obtain 120 ECTS. The degrees awarded to successful candidates, will be classified into three categories, namely a pass with Distinction, a pass with Merit and a Pass.

4.2.3.6 In order to gain a Master's Degree with Merit, a candidate will achieve an overall average mark of not less than 60% for the whole programme. In order to gain a Master's Degree with Distinction, a candidate will achieve an overall mark of not less than 70% for the whole.

4.3 Academic Appeals

Academic appeals will be considered in accordance with the procedures agreed by the Consortium partner institutions and articulated in the Student Handbook. They will be based on the principles that:

- ✓ An appeal will be considered by the University(ies) which agreed the decision against which the student is appealing;
- ✓ The student will have right of access to the national ombudsman, if relevant;
- ✓ The student will have access to local support during the process of the appeal;

Details will be published in the supplemental information provided by each institution. Please note that for KU Leuven the appeal process may be found at:

<https://www.kuleuven.be/english/education/student/appeal>

4.4 Suspension of Studies

Students will be entitled to apply for suspension of studies on the grounds of exceptional personal circumstances, such as health, which render it impossible for the student to engage with the program. Suspensions represent a period of 4 weeks or more and would normally mean that the student will not be able to continue with the cohort and would instead resume studies the following year, resulting normally in the student's end of candidature being extended by one year. Requests should be made to the MAiSI Coordinator in the first instance who will deal with the requests in accordance with the principles agreed by the Consortium Management Board and outlined in the Student Handbook. The Chair of the Consortium Management Board (ie the Programme Director) will have the power to approve or reject suspension requests provided that the request has been processed in a manner that respects national regulations and data protection legislation.

4.5 Module and Assessment Schedule

All partner institutions will provide information to students on the means by which modules will be assessed and the method of reassessment for redeeming a failure.

Students are strongly advised to take note of the various methods, which each institution/ department has decided to adopt for the assessment of students and to raise any queries that you may have with your lecturers early in the session. You should also know in advance whether an essay/ practical report would contribute to the overall mark for the module. Please also note any deadlines set by your Institution for the submission of work and the consequences of failing to meet them. Students are also advised that they are required to complete all elements of a module's assessment pattern.

4.6 Grade Conversion

Modules will be marked according to local marking practices in accordance with the general assessment rules and grade conversion table agreed by all partners in 4.2.1.8. above. A final score on /20 will be provided to the lead partner and this will be the grade recorded in KU Leuven University Student Records Systems. The exact conversion of your grade will be ratified by the Academic Board of Studies.

4.7 Dissemination of Results

Results will be disseminated by the module leader. Please check with your module leader how and when you will receive the results for that module.

4.8 Extensions to Deadlines

The assessment deadlines for each module will be given to you by module leader at the start of the course. There should be no reason therefore for missing these deadlines. In exceptional circumstances due to ill health or exceptional personal reasons you may find that you are unable to meet a deadline. In this case you should follow the appropriate procedures that apply in host institution and inform the programme director. In general, you should state your case in writing and provide appropriate documentary evidence (e.g., medical certificate) to support you. Extenuating circumstances submitted beyond the deadlines provided by each institution will not normally be accepted.

You should be aware that the time limit for assessments and the time limit for the final completion of the degree, may be extended in exceptional cases only. In this case you should contact the relevant professor/tutor or administrator as soon as you become aware that there is an issue. A reasoned application, supported by appropriate independent evidence, must be submitted to the Academic Board of Studies and the appropriate academic committees within the institution.

4.9 Late Submission of Work

The host institution can determine in its regulations that if the deadline for assignments is not respected, the assignment will be considered 'not submitted' and the students will obtain a zero or a 'not taken' for this assignment. If this penalty is included in the regulations, it also applies when a new deadline is not respected. If students anticipate that they will not be able to meet the deadline for valid

reasons, they have to report this before the deadline, according to the appropriate procedures at the institution that they are studying (see also 4.8. Extensions to deadlines).

4.10 Students with Extenuating Circumstances

Extenuating Circumstances are defined as serious and acute problems or events which are beyond a student's control or ability to foresee which may have affected a student's performance and/or may have impeded a student's ability to attend a compulsory course, to complete or submit an assessment on time or to participate in the examinations.

If you feel that your studies and/or examinations have been affected by such circumstances, you must report this as soon as possible, following the procedure set by the institution where you are studying. In general, students should justify an absence for instance with a medical certificate, provided that the certificate has been written by a physician no later than the day of the absence and provided that the student presents the medical certificate to the faculty student administration as soon as possible and preferably within three working days. The certificate states that the student concerned was unable to participate in class (for continuous assessment) or in the examination. Please note that an incomplete or inconsistent certificate; a certificate based solely on the patient's declaration; and/or a post factum certificate (a certificate issued posterior to the illness or after the medical consequences of an accident can no longer be identified) will not be accepted.

4.11 Re-assessment

In the event of a module fail, you will need to consult the module/course information that has been made available to you at the beginning of the semester / course, as the exact re-assessment policy may vary for each university and the stage of your studies. If in doubt, please contact your study adviser and check the guidelines at the University where you are studying.

4.12 Dissertation/ Thesis

General Principles

4.12.1 Each student will be appointed a promoter responsible for ensuring that their thesis is conducted and submitted to the appropriate standard. All theses will be examined by both the promoter and an external criticus from beyond the supervising partner university.

4.12.2 Dissertations submitted for examination will normally be openly available and subject to no security classification or restriction of access. However, partner institutions may place a bar on photocopying of and/or access to a dissertation for a specified period of up to five years. It will be the responsibility of the student's promoter to make an application to the Academic Board of Studies and any appropriate body in the partner institutions as soon as possible and before the result is known.

4.12.3 A student is at liberty to publish the whole or part of the work produced during his/her period of enrolment at the institution, prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.

4.12.4 Retention and disposal of a dissertation will be in accordance with the policy of the institution where the dissertation is supervised.

Examination of the dissertation/thesis

4.12.5 The thesis will be marked by the promoter, a criticus (= one other faculty member from a different consortium partner), and a chairperson (normally the Programme Director) who is independent from the supervision of the thesis. Where the student is supervised by the Programme Director, a surrogate from another Consortium Partner will be appointed.

4.13 Referencing

The coordinating institution will provide you with clear notes of guidance on how to reference correctly and their preferred method of referencing, in an effort to prevent accidental plagiarism. These will be provided to you by each institution where you study.

4.14 Academic Integrity and Academic misconduct

4.14.1 Academic Integrity

Academic Integrity is based on 'how you learn' being as important as 'what you learn', and is based on a number of core principles:

- Taking responsibility for your studies
- Respecting others' opinions, even if you do not agree with them
- Respecting the rights of others to study
- Acknowledging the work of others which has contributed to your own studies, research, or publications
- Honestly representing contributions to group work
- Following professional standards and ethical requirements related to your programme
- Avoiding actions which give you an unfair advantage
- Complying with assessment requirements
- Honestly representing results from research or experimental data

4.14.2 Academic Misconduct

Each of the partner institutions will provide you with its university policy on academic misconduct. For KU Leuven you can find the *Irregularities of the KU Leuven regulations on education and examination on <https://www.kuleuven.be/education/regulations/2020/>* (section 11).

4.14.3 Collection of Evidence

If the Consortium suspects that you have engaged in academic misconduct they will be authorised to use appropriate means to gain evidence on the allegations, such as using plagiarism detection software or examining you orally. However, knowledge of available resources, observation of changes in writing styles and the use of 'google' or similar search engines may prove just as effective in identifying potential cases of academic misconduct. You will have the opportunity to respond to allegations of

academic misconduct and support and advice will be available from the Students Union Advice Centre. Some institutions may allow you to access this software as a learning tool.

It is also acceptable to conduct an oral examination or viva on any piece of work, if a College suspects a candidate of academic misconduct. Similarly, Colleges may require you to provide copies of notes/earlier drafts of assessments, as proof that the final submission was your own.

The risks associated with academic misconduct are potentially significant, and you should recognise that the penalties incurred when an allegation of academic misconduct is upheld can be enough to close off a career pathway.

The Consortium recognises that your study and preparation for assessment may on occasion be affected by a range of factors, including extenuating circumstances. You are reminded to keep your colleges informed of any extenuating circumstances in accordance with the Policy on Extenuating Circumstances, as it may be possible to request an extension or deferral of your assessment.

5. Attendance

The Consortium Partners require you to be available to attend all scheduled learning sessions in all weeks within term time (including Assessment, Feedback, and Employability Weeks). They expect you to attend all scheduled learning sessions which are part of your selected modules or programme of research. Scheduled learning sessions include (but are not limited to):

- ✓ Lectures
- ✓ Seminars
- ✓ Practical activities
- ✓ Example Classes, Tutorials, Examinations, Supervisory Meetings, Field Trips

For taught students attendance is monitored by the host consortium partner by means of class attendance and where indicated and appropriate face-to-face meetings, academic and personal tutorials/supervisory meetings. This ensures that any absence is noted in case students are experiencing any difficulties and require support. If attendance is deemed unsatisfactory, your host consortium partner coordinator will contact you to ensure that you are not experiencing any difficulties. Please ensure that you are familiar with the host University's Attendance Monitoring Policy for Taught Students and any local requirements. Please note that you are obliged to always inform the MAISI programme coordinator and maisi@kuleuven.be accordingly in case of absence.

All students are required to notify the academic point of contact of their host partner of any planned temporary absence which exceeds five working days and make a "temporary request for leave from study". This is not usually granted to students on taught programmes during term-time, although you may request a temporary leave of study, which the Programme Director will consider based on the reason that it is being requested, the length of the absence, and the impact the absence will have on your studies. If your studies will be heavily affected, it is usually advised that you suspend your studies instead. Please note that host institution rules may apply here.

Failure to attend/unsatisfactory attendance may result in you being withdrawn from your programme. It is therefore very important for you to familiarise yourself with the aforementioned Policy.

6. Data Protection

KU Leuven as the lead partner complies with the General Data Protection Regulation (GDPR). All personal data of students is processed in accordance with that Regulation.

The University is legally required to send certain information to the Government.

Under the Regulation, you have the right to a copy of all data held about you by the University. Please refer to the [University Data Protection web pages](#) for more information on this.

7. Student Representation

Student reps are there to act as a bridge between yourselves and the Consortium staff and to represent the Student Voice at all levels in the Consortium.

The student rep system helps you to take active ownership of your learning experience, provide constructive feedback and to make a difference to how your courses and the consortium supports MAiSI. There are student representatives in each year of MAiSI.

Student Representatives will forward any academic issues that you have to MAiSI staff members at certain meetings throughout the year. All students should be aware of who their representative is; if you are unaware please ask the MAiSI Programme Support.

Representatives should be available to the students they represent to help with any issues. Before meetings, notices are emailed to all students to ask for feedback; however, it is not necessary to wait until this time, and any issues which you would like to be addressed can be forwarded to the representative, who may be able to offer guidance or address the problem outside of meetings.

8. Communication

An increasing amount of official University information, is only sent by e-mail. Such official electronic communication from the University will be sent to your University email account, given to all students when they first enroll. You should check your University email account on a daily basis, to ensure that you do not miss any important information.

In order to assist the University in maintaining successful communication with you, it is your responsibility to ensure that your student record is accurate and up-to-date at all times.

9. MAiSI Learning Platform: Toledo

Toledo is the common virtual learning environment for the Association KU Leuven which is used by all MAiSI staff to provide students with information concerning the programme, courses or services. At the beginning of each course, you will receive detailed information about the content, prerequisites, assignments and reading material of that course. All course material will be provided on this platform. Once registered for the programme, you will receive a personal login and password in order to access the platform. It is important to check Toledo on a regular basis because the MAiSI staff will communicate any urgent messages, changes to the programme and other relevant information through this channel.

More information on Toledo can be found on <https://toledo.kuleuven.be/english/index.php> (such as introduction videos, helpdesk, manuals, FAQ, etc..)

Please note Toledo closes modules on a **yearly basis** (in September), so please make sure to copy the desired materials on your personal computer/harddisk in due time.

10. Ombuds & Study Advice Services

As already mentioned, each of the partner institutions where you will be studying will provide you with a supplemental information that will give you practical advice on their specific institution including Ombuds & Study Advice Services.

KU Leuven offers a wide range of study guidance. An overview of available workshops and info sessions can be found on <https://www.kuleuven.be/english/student-services/calendar>. Any specific questions can be asked via the FABER helpdesk (<https://help.faber.kuleuven.be/helpdesk>).

The KU Leuven Ombuds (also "ombudsman" or "ombudsperson") is a designated neutral or impartial conflict resolution practitioner who provides confidential and informal assistance to students on a variety of issues and concerns. The Ombuds office operates independently and has no formal decision-making authority or disciplinary responsibilities. Ombuds do not act as advocates for any one position in a dispute; rather they strive for fairness of process and healthy campus conflict resolution. An Ombuds is someone who helps people to informally resolve conflict by facilitating communication to help all parties reach mutually satisfactory solutions. Ombuds may also provide coaching and education to help their students effectively manage conflict over time. Please contact the KU Leuven ombuds via the [FABER helpdesk](#).

11. MAiSI Administrative / Student Support Contacts

Each of the consortium partner Universities will have their own support functions and dedicated MAiSI administrators. The consortium partners will provide you with their local team details prior to arrival in the University hosting the MAiSI programme mobility. Below you can already find the most relevant support functions.

Partner institution	Services	Email address
KU Leuven	international mobility	studentimmigration@kuleuven.be
	MAiSI support	maisi@kuleuven.be
	admissions	admissions@kuleuven.be
Charles University Prague	student support	Martinkova.ftvs@seznam.cz
University of Peloponnese (UoP at the IOA)	MAiSI administration	maisi@uop.gr
JGU Mainz	international mobility	service@international.uni-mainz.de
	MAiSI administration	kutzinge@uni-mainz.de
UPF Barcelona	MAiSI administration	antonia.llull@upf.edu
	international mobility	regina.arquimbau@upf.edu
Swansea University	MAiSI administration	j.e.bowen@Swansea.ac.uk
	international mobility	International.CampusLife@swansea.ac.uk

KU Leuven: Please refer to <https://www.kuleuven.be/english/life-at-ku-leuven> for all administrative and student support contacts.

Declaration of Cooperation

Please read carefully through the MAiSI student handbook 2022 - 2024 before the start of the programme.

I hereby declare that I have read and agree to abide by the policies and regulations as stipulated in the MAiSI Student Handbook 2022 – 2024.

During the programme, several pictures and video footage will be taken during seminars, events, etc.

Do you grant the School permission to use your pictures and/or video footage for promotional materials such as programme brochures, posters, website, etc?

The school guarantees that your images will not be used in an abusive way.

Yes

No

Date:

Name:

Programme: MAiSI 2022 - 2024

Signature: