



Univerza v Ljubljani



Consortium

University of Trento, Corvinus University Budapest, University of Regensburg and University of Ljubljana

“Joint European Master in Comparative Local Development”



R e g u l a t i o n

Adopted at the Academic Committee Meeting in Trento, 20/09/2006

As amended at the Academic Committee Meeting in Trento, 27/03/2008

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Agreement instituting the Consortium

between the Università degli Studi di Trento, University of Regensburg, Corvinus University Budapest and University of Ljubljana (signed in Trento the 24.04.2004, as amended in 2008)

N.B. Footnotes are only of explanatory character.

Preamble

This regulation is in accordance with the Bavarian , Hungarian, Italian and Slovenian legislations.

Article 1 – Scope of Application

The present regulation specifies and defines the Programme ‘*Joint European Master in Comparative Local Development (CoDe)*’, in particular:

- the purposes and the objectives of the Programme;
- its conformity with the characteristics of university second-level Master Courses and, in particular, with academic activities and credits, admission requirements and procedures, with attendance requirements, and with the procedure for the awarding of credits and the final qualification;
- its organizational structure, and in particular the nature of interdisciplinary cooperation among the University of Trento (and its three participating faculties: Economics, Law, Sociology), the Corvinus University Budapest, the University of Ljubljana (and its participating faculty: Faculty of Social Sciences), and the University of Regensburg (hereinafter “the Consortium” or “the Partners”);
- the assessment, conditions for participation, selection of candidates and Scholars, course schedule, language, and the award of the Joint Degree.

Article 2 – Legal base, Institution, Implementation, Duration

2.1 CoDe is instituted by the [Agreement establishing the consortium](#) between the *Università degli Studi di Trento*, the *Budapesti Corvinus Egyetem*, the *Univerza v Ljubljani* and the *Universität Regensburg*, signed in Trento the 24.04.2004 (hereinafter ‘the Agreement’; see Appendix), implementing and respecting the Italian [Ministerial Decree no. 509/99](#)¹ (defining the Italian university system), the Academic Regulation, enacted by [Rectoral Decree no. 852/01](#), as well as the [Statute of the “Università degli Studi di Trento”](#), enacted by [Rectoral Decree no. 316/2004](#), and Article 5 of the [Academic Regulation for the implementation of I and II Level Master Courses](#), issued by [Rectoral Decree no. 800/2004](#). This regulation is based on the aforementioned legal framework and to be interpreted in conformity with the requirements of the *Erasmus Mundus Programme* as determined by the contract between the Consortium and the EU Commission.²

¹ All highlighted parts (in blue) should become links to the respective documents.

² The **respective regulations of Partner Universities** have to be **in conformity with this one and are also recognized by all partners**; the present regulation is the one for operational use with participants.

2.2 From 2006 to 2011 each year a CoDe edition will start as determined by the Consortium contract with the EU (*Erasmus Mundus Programme*). The Programme is of 18 months duration as specified in the *Erasmus Mundus Programme*.

2.3 The institution and implementation of subsequent editions of CoDe is regulated by Article 24 of this Regulation.

2.4 The detailed structure of each edition will be determined in the Call for Application preceding the academic year of reference (see Attachment A).

Article 3 – Objectives

3.1 CoDe is committed to provide high quality post-graduate education and training on local development focussing on the needs of the areas of reference. It pursues the objective to develop participants’ abilities to acquire and apply knowledge regarding local development and to coordinate and manage the factors relevant to local development. The approach is comparative: participants are taught the most important European experiences in local development and cohabitation. Particular attention is given to EU integration. The purpose is to raise awareness for the existence of various possible solutions, and to teach how to assess the applicability of suitable solutions for/in other contexts.

3.2 Considering Article 1 of the above mentioned Agreement between the Partner Universities, the attention is focused on:

- Cross-sectoral development of the opportunities and promotion diffused on territory involving institutions, individual citizens, civil society, especially cultural, linguistic and ethnic groups;
- Social stability in absence of excessive disparities and of enduring backwardness and poverty;
- Administrative effectiveness aimed at strengthening the state apparatus and promoting an active and coordinated role of local governmental bodies;
- Inter-ethnic cohabitation, as supreme value in the democratic solution of diversities and as precondition for the attainment of all of the other goals;
- Inter-regional and infra-regional cooperation aimed at fostering and taking advantage of the economic potential of cooperation;

- European Integration, as a medium long term goal to favour the coordination of local and international efforts and as a parameter of progress assessment.

Article 4 – Call for Application

4.1 CoDe issues a call for application every year on a date decided by the Academic Committee and prepared in cooperation with all Universities of the Consortium, according to the above mentioned Agreement. The detailed content of the call for application is annually determined by the Academic Committee.

4.2 The call for application will be published on the web site of all participating Universities of the Consortium and as Attachment A of this Regulation. Other channels of publication may also be used, including the information of the Embassies or the Consulates in the respective target Countries.

4.3 The call for application indicates and specifies:

- the programme;
- tuition and fees;
- number of participants;
- admission requirements;
- criteria for selection;
- modalities for application;
- scholarships (types and numbers at disposal for each country).

Article 5 - Admission Requirements

5.1 A second-level university qualification is required for admission to the Master Course. A substantial period of work experience related to the issue of local development, following the award of a first-level university qualification may be recognized as equivalent. Admission requirements are in particular:

- University degree in Economics, Law, Political Science, Sociology or an equivalent qualification, i.e. related to fields relevant for local development issues, corresponding to at least 210 ECT, or 4 years for students from countries where ECTS is not in place. Candidates can integrate the missing number of ECT (i.e. between 180 and 210)

participating successfully in teaching activities offered by the Partner Universities according to a decision by the Academic Committee.

- Fluent English³ and computer literacy;
- High ability and motivation related to the fields of study in the program. These are proven by:
 - a detailed letter of application and motivation, including a detailed description of the CV, the academic as well as professional preparation, congruence of experience and motives with the nature of the Master CoDe;
 - the quality of the project work proposal presented and its congruence with the nature and the objectives of the Master CoDe;
 - two letters of reference.

An evaluation of these criteria is carried out in the selection procedure.

5.2 Further requirements may be included and specified in the call for application, in full respect of Paragraph 4 of the Agreement and Article 5 of the Joint European Master Regulation and in accordance with the precise requests of the *Erasmus Mundus Programme*.

Article 6 – Selection Procedure

6.1 The Academic Committee sets up a Joint Selection Committee for the selection of participants among those candidates who send in a complete and correct application, as defined in the call for application. The members of the Joint Selection Committee sit together no later than mid February. Parts of the selection process can be done via e-mail or video-conference.

6.2 The selection process is based on the following criteria and their relative weights (in%):

- **Higher education and language knowledge (20%)**, i.e. the type of the degree, further qualifications (degrees, PhD), whether degrees are national or international, the knowledge of further languages in addition to English;
- **Post graduate courses and activities (25%)**, i.e. duration of courses and their relevance for issues related to local development, whether courses attended are national or international, work experience related to fields concerning local development, present employment, position;

³ Alternative: English language certificate (TOEFL, IELTS, CPE etc.)

- **Motivation (10%)**, i.e. detailed and elaborated, focused on issue of local development or rather generic;
- **Project Work proposal (30%)**, i.e. relevance for local development; innovative topic; consequent and clear presentation of the idea/hypothesis/topic, not merely descriptive; structure (overview, main parts, etc.); methodology; feasibility;
- **Reference Letters (15%)**, i.e. qualification and position of referee, his or her relation to the candidate, his or her judgment regarding the candidate's capacities.

6.3 After the evaluation of each candidate according to the criteria indicated in the call for application,⁴ the Joint Selection Committee sets up a classification table of merit which is the basis for the decision regarding the admission of candidates to the programme.

6.4 With due respect for the privacy laws, applicants will receive an official and individual communication of the selection results and the list of admitted candidates will be published on the CoDe website.⁵

Article 7 – Scholarships

7.1 Scholarships are assigned by the Joint Selection Committee to candidates of an age of under 40 years on the basis of the classification table of merit, according to the criteria indicated by donors, which might include the citizenship of candidates in order to ensure a broad geographical representation among the participants.⁶

In case of equally qualified candidates, according to Paragraph 4 of the Agreement, in the assignment of scholarships priority will be given to candidates with knowledge of Italian, German, Hungarian or Slovenian language.

7.2 In case of vacant places or some scholarships not assigned (because the respective requirements are not satisfied) the Joint Selection Committee may assign these scholarships to the next candidates

⁴ According to the standard ‘Evaluation Form’ used by all Partners.

⁵ For the protection of privacy the names of candidates will not be published. Instead, the numbers of Protocol assigned to each individual complete application by CoDe and communicated to the candidates will be used for this purpose.

⁶ A number of scholarships are offered to participants from countries outside the European Union according to the indications and criteria established by the Erasmus Mundus Programme. In addition, under Action 3 of Erasmus Mundus, partial scholarships are provided for EU citizens. – A certain number of additional scholarships might be eligible for citizens of certain countries only, in relation to requirements and conditions requested by donors for the allocation of scholarships (Italian Ministry of Foreign Affairs, Unidea, etc.).

on the classification table of merit, considering also their origin in order to ensure a broad geographical representation among the participants.

Article 8 – General structure of the Master Programme

8.1 The Programme consists of the following activities:

- **Preparatory reading phase** on relevant fundamental concepts of the single disciplines;
- **Introductory seminar** (with introductory lectures in all disciplines and information on organisational matters)
- **Pre-programme** (online teaching and access to on-line forum for each programme discipline. Organisation of seminars, language courses, group works, methodological seminars. Participants, assisted by tutors, will be required to study fundamental topics in the three main disciplines);
- **Classes** organized in 10 courses addressing theoretical and applied issues of local economic and social development and peaceful cohabitation;
- **Laboratories and workshops** for the analysis of best practice of local development and cohabitation, from an interdisciplinary and intercultural perspective;
- **Guided study of concrete cases and practice**, mainly during the internships in relevant organizations;
- **Language courses**;
- **Self study and on line teaching** (used in the pre-programme as well as during the intervals between the terms for further analysis of the topics treated during the lectures);
- **Discussion groups** (in order to stimulate active participation, participants are required to present and discuss the work done in the Master’s Programme);
- **Internship** (300 hours)⁷ in an organisation, public or private, dealing with local development issues; the internship must be done within the EU.
- **Project work as master thesis** (analysis, research and experience aimed at the individual elaboration by each participants of an original and innovative project for local development in areas in transformation).

⁷ The internship is not considered a full-time activity; time shall be left for study and elaboration of the Project work.

8.2 As indicated in the respective Call for Application, the Master Programme is divided into three terms during which participants are required to be present at the University of Trento or at the Partner Universities.

In addition, there are periods of guided studies or forms of interactive learning as well as internships.

8.3 Due to the focus on local development and the objectives of the Programme as well as organisational requirements, most of the internships and other activities will take place in organisations located in the Countries of Partners Universities.

Article 9 - Assessment of the Quality of the Master Programme

9.1 The overall results and the quality of teaching and training are subject to periodic assessment by the Scientific Committee as well as by the participants.

9.2 On conclusion of each course and before the final assessment, participants will be asked to evaluate the work of the lecturers or tutors by means of an anonymous questionnaire. The same assessment will be made of the Programme as a whole, with a questionnaire designed also to gather suggestions to improve the programme. Former participants and their organizations will be regularly contacted in order to gather suggestions, appraisals and proposals with regard to the characteristics of the Master Programme.

Article 10 – Language of the Programme and Language Courses

10.1 Lectures and other forms of instruction will generally be delivered in English, except for the internships for which the knowledge of a different language may be required.

10.2 During their stay at the University of Trento participants are required to take an Italian language course organised at the CIAL (*Centro Interfacoltà per l'apprendimento linguistico*). During their stay at the second Partner University (rotation), participants are required to take a German language course. The Corvinus University Budapest and the University of Ljubljana may offer, on demand of participants, courses in Hungarian or Slovenian language, respectively.

Article 11 – Attendance

11.1 Attendance is compulsory for students with scholarships. All absences must be justified. Attendance of at least 80 per cent of CoDe programme is required for graduation. All students with scholarships are required to stay in Trento or in the Countries of the Partner Universities, unless explicitly authorised by the AC for internship or Project Work related fieldwork.

11.2 Absences amounting to more than 10 per cent of the total number of hours scheduled for course activities carrying compulsory attendance (lectures, seminars, language course, internship) may entail the full or partial withdrawal of the scholarship, according to the decision taken by the Academic Committee.

11.3 Upon request, a dispensation from the attendance requirement can be granted for a minor part of the Programme, according to modalities and criteria specified in Article 7 of Attachment B.

Article 12 – Assessment and Evaluation of Participants’ Activities

12.1 The assessment of participants is based on the following elements:

- **Active participation⁸ and Distance learning;**
- **Interim assessments** (at the end of each term);
- **Examinations;**
- **Papers and Critical summaries** (i.e. papers referring back to topics taught in class);
- Research and elaboration of an **original Project Work** on local development (as final thesis; see Attachment C);
- **Internship evaluation.**

12.2 The detailed regulation of these elements and their respective evaluation are set out in Attachments B and C. The final evaluation takes account of student’s proficiency in all activities.

Article 13 – Credits

13.1 The Master Programme includes classes in economics, law, sociology and political sciences, project cycle management as well as workshops, skills training, internships, language courses, distance learning, individual preparation and study for a total amount of 95 ECT.

⁸ “Active participation” is defined in Attachment B (Rules on Exams).

13.2 The general schedule of the single components of the programme, the distribution in seven modules and their quantification in credits and hours of formal instruction are set out in the following table:

Activity	Evaluation	ECTS
M01 – Introductory module <ul style="list-style-type: none"> – Introductory seminars and lectures – Pre-programme (seminars and on-line activities. 3 courses) 	1 exam, 3 papers	9
M02 – Foundations of local development (4 courses) <ul style="list-style-type: none"> – Classes – Laboratories 	1 paper, 1 exam	18
M03 – Language training (Italian and German)	Regular attendance	10
M04 – Local development: context and problems (3 courses) <ul style="list-style-type: none"> – Classes – laboratories 	1 paper, 1 exam	14
M05 – Local development: specific issues (3 courses) <ul style="list-style-type: none"> – Classes – laboratories 	1 paper (optional), 1 exam	14
M06 – Research <ul style="list-style-type: none"> – Research presentations, seminars and discussion groups – Elaboration of a Project Work (master thesis) 	Project Work	20
M07 – Internship (300 hours)		10
TOTAL		95

13.3 The awarding of the credits corresponding to the various components of the course programme is conditional on success in periodic interim assessments.

13.4 Upon prior permission by the Academic Director, credits may be awarded, with a corresponding reduction of the academic workload, for attendance of specialist courses or other activities, outside of the scheduled activities, but consistent with CoDe’s academic objectives and contents.

Article 14 - Award of the Joint Degree

14.1 At the end of CoDe participants are awarded a Joint Degree. The Joint Diploma will be signed by the Rectors of all the Partner Universities (their seals will be represented on the diploma pursuant to the Article 8 of the Agreement for the Joint European Master). In addition to the diploma, participants will receive a certificate with detailed information regarding their evaluation.⁹

⁹ This certificate will contain a list of all courses and the internships. It will also include the marks of all exams and papers as well as title and mark of the project work, certificates about the success in the language courses and the final total mark. By contrast, the diploma only confers the degree and indicates the final, total mark.

14.2 The awarding of the Master degree is conditional on successful completion of one or more final examinations, considering also the internship, and acceptance of the project work. Participants who do not meet these requirements will receive a certificate of attendance.

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Article 15 – Organisational Structure

15.1 The organs of CoDe are: the Academic Director, the Executive Director, the Academic Committee, the Area and Course Coordinators. According to the Agreement between the partners, the Universities may appoint a Scientific Council.

15.2 The organizational and academic coordination is established at one of the Partner Universities. According to the Agreement, the Coordinator is the University of Trento, which also provides the administrative coordination and is the main seat of the Master.

Article 16 – Academic Director

16.1 The Academic Director is the institutional representative of CoDe and responsible for its management and functioning.

16.2 The Academic Director is proposed and appointed by the Coordinator University upon approval by the Academic Committee representing the Partner Universities, for a period corresponding to the period of validity of the Agreement among the Partners; re-appointment is possible (in accordance with Article 6 of Rectoral Decree no. 800/2004, and Articles 2 and 3 of the Agreement).

16.3 The Academic Director has to refer to the Academic Committee. Annually or at the end of the Programme the Director presents a report on the activities, comprehensive of the self-evaluation of the Course, to the Academic Committee, the Scientific Council and to the Academic Senates.

Article 17 – Executive Director

The Executive Director who is appointed by the Academic Director cares for all administrative and organizational matters within the general directive and the control of the Academic Director, also in order to coordinate the partners Universities.

Article 18 – Academic Committee

18.1 The Academic Committee is composed by the Academic Director, the Executive Director, the representatives of partners Universities and the Area Coordinators. Each University has to be represented by at least one representative.

18.2 The Academic Committee has the following tasks:

- to create the conditions necessary for implementation of the agreement and this regulation;
- to function as or set up the Joint Selection Committee in order to select among the applications from participants and scholars;
- to decide upon changes which regard the study plan and the teaching of the Joint Master and to elaborate and decide the annual Call for Application;
- to control the procedures of the programme of studies and proceed to the yearly self-evaluation of the Master Programme based on a proposal submitted by the Academic Director;
- to assure the orderly and disciplined implementation of the programme, being disciplinary decisions demanded to the Academic Director;
- to define the grading system used to evaluate the student's work.

18.3 The Academic Committee meets at least once a year. Voting procedures are regulated by Article 3 of the Agreement on the principle that each Partner University expresses one vote. Respecting this principle, decisions can also be taken in video-conferences or via e-mail.

Article 19 – Area Coordinators

19.1 The Area Coordinators are lecturers of the Coordinator University who plan, coordinate and supervise the activities and contents in their respective disciplinary area of competence (economics, law, sociology and political science), thus assisting and supporting the Academic Director.

19.2 The Area Coordinators are responsible for the definition and the general supervision of the specific course programme and other academic activities, project works, and the final assessment of participants. It is their task to ensure that these activities are consistent with the objectives of CoDe, including the general characteristics of courses, contents, priorities, teaching methods, support materials.

Article 20 – Course Coordinators

The course coordinators are a limited group of core teachers (usually two for each course, from different Partner Universities, carrying out their activity jointly) who are responsible for the content and coordination of single courses and for the selection of teachers for their respective course. A course coordinator can be responsible for more than one course.

Article 21 – Tutors

The Area Coordinators are assisted by Tutors — one for each disciplinary area— in the fulfilment of their responsibilities and individualized support for participants in their work and for the distance learning programme. They are present during classes.

Article 22 – Scientific Council

22.1 The Scientific Council, appointed by all Partners Universities, is composed of professors on any matter in the areas of work undertaken by CoDe. Its main role is to assist the Academic Committee, the Academic Director and the Executive Director, providing scientific advice and delivering professional opinion on any scientific matter in the areas of work undertaken by the Programme.

22.2 The Scientific Council has the following tasks:

- To deliver an opinion on the annual work and teaching programmes;
- To periodically assess the overall results and the quality of teaching and training;
- To give an opinion to the Executive Director for the purposes of recruitment of CoDe scientific staff / teaching staff / visiting Scholars;
- To provide advice and/or opinion on any scientific matter concerning CoDe’s activity, which the Academic Director or the Executive Director may submit to it.

22.3 The Scientific Council meets on a regular basis, at least once a year. The meetings are usually held at the main seat of CoDe, in Trento.

Article 23 – Visiting Scholars

According to paragraph 5 of the Agreement, the consortium can invite professors and researchers from third Countries in order to teach some courses or to carry out research in fields connected to topics relevant for the Programme. The Academic Committee decides upon the invitation.

Article 24 - Proposals for further editions of CoDe

24.1 Considering the duration of the Agreement between the Partner Universities (indicated in the paragraph 10 of the Agreement), the institution and implementation of subsequent further editions of CoDe as proposed by the Academic Committee are annually approved by the Academic Senates or by the Didactical Body responsible of this sector/field indicated by each University, after consultation of the Faculties concerned, and then submitted for approval to the respective Administrative Councils (pursuant to the Article 4 comma 2 of the Regulation for the implementation of I and II Level Masters and the rules of the Agreement between Partners Universities).

24.2 For the duration of the *Erasmus Mundus Agreement* between the Consortium and the EU Commission, the details of the single editions are determined in the respective Calls for Application in accordance with art. 4 of this Regulation and in conformity with the requirements as established by *Erasmus Mundus* (art. 8); the respective Call for Application is communicated to the Academic Senates or other competent academic institutions of each Partner University.

Article 25 – Amendments to this Regulation

The Academic Committee submits proposals for amendments to this Regulation, upon prior favourable opinion of the Scientific Committee, or other competent academic institutions of each Partner University for approval.

Article 26 – Amendments to the Attachments

Representing all Partner Universities, the Academic Committee unanimously approves amendments to the attachments (including the annual definition of the Call for Application), on the basis of the provisions of this Regulation and in line with its principles and objectives. It submits the revised version to the Academic Senates or other competent academic institutions of each Partner University for their information.¹⁰

¹⁰ This simplified amendment procedure for the attachments guarantees a flexible adaptation of more detailed provisions for implementation (in part. Call for Application), on the basis of the principles set out in this regulation.