



REGLEMENT ACADEMIQUE

Règles spécifiques d'application des IAM

ACADEMIC REGULATIONS

MAI specific rules of application



111 CA (04) 06 (13 December 2004)
137 CA (16) 08 (16 December 2016)
**Centre International de Hautes Études
Agronomiques Méditerranéennes**

IAM BARI	IAM CHANIA	IAM MONTPELLIER	IAM ZARAGOZA
I.3. CO-DELIVERED TITLES			
The “Master of the MAI” will be denominated “MASTER”			
II. CONDITIONS FOR ADMISSION TO THE POSTGRADUATE PROGRAMMES.			
1.ADMISSION TO THE MASTER OF SCIENCE PROGRAMMES			
<p>b) The working language of MAIB is English. The minimum level required for admission is: INTERMEDIATE (a certificate of English language is required: TOEFL or IELTS or Cambridge or ESOL).</p>	<p>b) All students are required to provide proof of competence in the English language for entry to the Master's programme run by the Institute. This can be done through the institutional paper-based TOEFL ITP and TWE. These exams can be taken only at MAI Chania in the first academic year of a student's enrolment. Students must attend preparatory courses held by the Institute for sitting the TOEFL ITP and TWE, and obtain a minimum score of 550 in the TOEFL ITP and 4 in the TWE (for the attainment of the MSc degree) or 500 in the TOEFL ITP and 4 in the TWE (for the Master of MAICh diploma) in the institutional paper-based TOEFL ITP, by December of the first academic year.</p> <p>Exemptions from attending the preparatory courses and sitting the institutional paper-based TOEFL ITP are only made when a student has a</p>	<p>b) The main working language of IAMM is French. The level required for Master Diploma and Postgraduate Specialisation Diploma is B1 - intermediate (<i>Common European Framework</i>).</p>	<p>b) The working languages of the Postgraduate Specialisation Courses are English, French and Spanish. Lecturers can teach in any of the three languages. Simultaneous translation into Spanish is provided when lecturers speak English or French. From the beginning of July to the end of September, an intensive course of Spanish is organised for those who require it. During the course, participants can answer the exams in any of the three languages.</p>

	<p>passing grade in one of the following examinations, which prove a level of C1 in English proficiency, according to the Common European Framework of Reference for Languages (CEFRL):</p>		
	<p>© The CAMBRIDGE or MICHIGAN Certificate of Proficiency in the English language (CPE)</p> <p>© A minimum score of 6.5 in IELTS</p> <p>© A minimum score of 213 (for the attainment of the MSc degree) or 173 (for the Master</p>		

<p>c) For the assignment of scholarships, priority is given to applicants from Mediterranean, Middle East - and Balkan countries.</p>	<p>of MAICH diploma) in the computer-based TOEFL</p> <p>© A minimum score of 79 (for the attainment of the MSc degree) or 61 (for the Master of MAICH diploma) in the internet-based TOEFL (iBT)</p> <p>© A passing grade in the examination for the Advanced Hellenic State Certificate of Foreign Languages</p> <p>© A Master or Bachelor degree from a university in the USA or UK (or another country where English is the official language).</p> <p>Should a student hold any of the above certificates, he/she is requested to show the original copy to the Administration on arrival at the Institute.</p> <p>No other language certificates or qualifications will be considered valid.</p>		
<p>2. REQUIREMENTS FOR ADVANCING TO THE SECOND PART OF THE MASTER OF SCIENCES</p>			
<p>a) At the end of the 1st part of the programme, the student must have obtained an overall</p>			

mark equal to or above 80.			
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III. ORGANISATION OF THE POSTGRADUATE PROGRAMMES.			
1. EDUCATIONAL ACTIVITIES			
c) Attendance and punctuality			
<ul style="list-style-type: none"> • If the student does not attend 80% of the activities organized in the framework of the sub-unit, without a valid reason, he/she is not admitted to the exam, with the consequent loss of corresponding credits. • If the student does not attend classes or he/she is unable to take the exam for valid reasons, he/she has to justify his absence and apply for permission to retake the exam. 	<p>The final grade(s) may be reduced by the Director and the Studies Coordinator when attendance does not meet a predetermined number of sessions and hours. The relative weight of the total grade can be reduced by 15% in proportion to the required attendance.</p>	<p>Any unjustified absence beyond four sessions per month will result in the cancellation of registration</p>	<p>The total time of absence for a justified cause throughout the academic year must not exceed 10% of the total duration of the programme. Should this limit be exceeded, the participant will be excluded from the programme and if applicable, his or her grant will be withdrawn. The previous rule is applicable per section; therefore, if the absences are concentrated in a single section, they must not exceed 10% of the duration of the section in question.</p>

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III. ORGANISATION OF THE POSTGRADUATE PROGRAMMES			
3. GRADING SYSTEM			
<p>Examinations are held at the end of each course sub-unit,</p> <p>Examinations are usually in the form of a written exam, but other forms are accepted (oral, assignment, etc).</p>	<p>Examinations are held when all courses of one unit are completed.</p>	<p>Examinations are held at the end of each course unit.</p>	
<p>If a student is found to “copy” in any way, this behavior will be penalized by deducting 15 points from the mark given by the professor</p>			

<p>The final average of all examinations marks (formal instruction) is a pondered average obtained as the sum of all the marks multiplied by the corresponding credits, divided by the sum of credits. The overall grade is calculated taking into account that: the average mark obtained to exams (formal instruction) accounts for 60% of the total; the mark obtained at the project accounts for 15% of the total; the mark obtained at the final oral exam accounts for 25% of the total</p>		<p><u>Master :</u></p> <p>Grading is based on the French system from academic year 2015/2016 onwards (in accordance with IAMM recent accreditation to deliver national diplomas of Master): 20-point grading system, meaning that marks are given on a scale ranging from 0 to 20.</p> <p>Distinctions: Between 14 and 16/20 : <i>Cum Laude</i> Equal or above 17/20: <i>Cum Maxima Laude</i>.</p>	
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Final comprehensive oral examination		In addition to the written examinations that follow every course unit, every student must undertake training (or a fieldwork) to write a personal research report (“mémoire”) and present it to an academic committee for a comprehensive oral examination.	
In addition to the written examinations, a comprehensive oral examination conducted by an Examination Board will be held at the end of the academic year. The relative weight to the total grade is 25%. There is no retake of the oral examination.			
		Scientific English examination	
		Students must attend a 20 hour course in Scientific English upon the completion of which they are given a grade out of 20. This course corresponds to 2 ECTS.	
Examination for incomplete courses			
The opportunity to take the exam is given to students having a justified absence only twice during the academic year.		The opportunity to take the exam is given to students having a justified absence, and only twice during the academic year.	

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Retaking exam policy			
<p>Students who have obtained a D grade (numerical score 40-49) have the option of retaking the exam up to 8 ECTS credits.</p> <p>If the retake is passed, the final mark of the exam is 50.</p>	<p>Introduction of a procedure for changing an awarded Grade: Once grades have been submitted to the Studies Coordinator and have been announced on the intranet, no changes are awarded, unless an instructor can provide a written explanation that a legitimate error has been made in the calculation of a student's grade.</p> <p>Introduction of a procedure for Appeal against an awarded Grade: In the case where a student believes that the grade received is different from what was expected, the student may appeal against the grade by filing a petition with the Administration Office. For a petition to be reviewed, a student must appeal within 15 days from the date the results are announced on the intranet. The Administration Office will inform the Studies Coordinator of the petition and will exhaust all possibilities to resolve it individually with the student</p>	<p>Students whose grades are below 10/20 can retake exams in not more than two units. The final grade is the one obtained in the retake examination.</p>	<p>Participants that have failed an exam or that have obtained less than 70/100 (minimum result required for admission to the second year) can retake it. The highest numerical score that a participant can obtain for a retake is 70/100. The grade obtained in the retake is definitive, even if it is lower than the result obtained in the first sit.</p>

and the instructor in question, and will reach a decision. Changes of grades resulting from an appeal require the endorsement of the Director.

Examination for incomplete courses

If the student did not attend classes or was unable to take an exam he has to justify his absence and apply to the MAI Director for permission to be examined.

Retaking exam policy

a. to be graded for incomplete courses.

b. to improve a D grade (numerical score 49-0). The final grade will be the highest grade attained between the first examination and the retake.

c. to improve a grade which is greater than 50. The final grade will be calculated from the retake examination which will be weighted 50%, and the first grade which will also be weighted 50%.

There is no retake examination period for the last unit.

The Institute is the final judge of what constitutes an incomplete course.

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IV.1. CONDITIONS FOR ISSUING THE MASTER OF SCIENCE DEGREE (120 ECTS)			
<p>To obtain the Master of Science degree Students have to present the progress of their research work before a <u>Supervising Team</u> twice during the academic year. The two steps are:</p> <p>1st Seminar: bibliographic search; project proposal (objectives, materials and methods) and related written draft;</p> <p>2nd Seminar: presentation and scientific value of the research work (laboratory or field activity) and related written draft. The overall mark at the end of the programme is calculated taking into account the whole work carried out by the student during the year, according to appendix 1</p>	<p>The threshold for admission to the MSc program would be determined by calculating the final average grade of all participants-in the respective program. The candidates who have achieved a grade equal or above the final average of the respective program would be admitted to the Master of Science program (120 ECTS). For programmes co-organized with Higher Education Institutions, passing marks to the second part of the Master of Science programme will take into account the academic regulations of the partner institutions.</p>	<p>To obtain the Master Diploma, students must have totalized 60 credits with a grade of 10/20 in each unit AND 10/20 in the presentation of their research report.</p>	

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V. CONDITION FOR ISSUING THE POSTGRADUATE SPECIALIZATION DIPLOMA AND THE “MASTER OF MAI”			
<p>The “Master of MAIB” is issued upon the successful completion of one of the MAI-Bari specialisation programmes (first year of the Master of Science Programme).</p> <p>It represents the acquisition of a total of 60 ECTS. To obtain the Master of MAIB the student must:</p> <ul style="list-style-type: none"> a) satisfy all the requirements of the syllabus; b) submit a final project/supervised work at the end of the programme; c) sit a final oral examination; d) obtain an average mark equal to or above 50, no unit graded below 50. 		<ul style="list-style-type: none"> c) A personal research project has to be presented to an academic committee and obtain a minimum numerical score of 10/20. 	

APPENDIX 1

	VALUE (%)	ECTS	PERIOD
Formal instruction	25	14	
Individual Evaluation	15	10	
Oral Examination/ Thesis discussion	60	36	
OVERALL GRADE	100	60	