



GENEVA SCHOOL OF DIPLOMACY
& INTERNATIONAL RELATIONS
UNIVERSITY INSTITUTE

Student Handbook

Academic Year: 2018/19

WELCOME
TO
THE GENEVA SCHOOL OF DIPLOMACY and INTERNATIONAL RELATIONS

Congratulations! You are now a member of the Geneva School of Diplomacy and International Relations University-Institute (GSD) student community. The Institute is at the very heart of international relations. There are no less than 23 international and governmental organisations in Geneva and some 170 non-governmental organizations with UN consultative status. The majority of all United Nations activities take place in Geneva with over 180 nationalities represented here. Many countries maintain embassies in the canton and close to 30,000 individuals are employed by various international organisations located here. Many Heads of State or similar officials visit Geneva every year. There is hardly a better place on the planet or a more beautiful location to study international relations!

This handbook contains important information that pertains to you, a new student here at the University-Institute. The aim of this Handbook is to provide you with an accurate, user-friendly guide, and to point you in the right direction of additional sources interest. It seeks to achieve this by providing guidance on specific matters of relevance: your rights and obligations as a student, the structure of the school, academic-related matters, and the facilities and services on offer.

You should refer to this Handbook for answers to various questions that may arise throughout your period of study at the University-Institute. It is not intended to be read then abandoned at the start of the programme; periodically you should re-familiarize yourself with its contents. Inevitably, some content details will change over time as the provision of services evolves. However, please note that the school reviews its policies and procedures throughout the year. You are responsible for understanding these policies and procedures as outlined in this booklet.

Each staff member here is committed to working with you to make your educational experience as engaging and rewarding as possible. We strive to be flexible which allows us to accommodate almost all reasonable individual needs. However, we will not assume responsibility for problems that arise from a student's lack of awareness of published policies, procedures, and deadlines.

Should you have any question(s) or need clarification, our staff will be happy to assist you. Your success and satisfaction are important to us.

Dr. Colum de Sales Murphy
President



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Introduction

The mission of the Geneva School of Diplomacy and International Relations is to produce university-level graduates with exceptional diplomatic skills and a strong humanitarian commitment. Moreover, GSD aims to deliver an educational experience that balances diplomatic, professional, and practical skill training as well as academic study within the framework of excellence.

By *diplomatic skills* we mean the host of abilities needed by professionals in various fields such as government administration, international law, and humanitarian work to effect change. Our aim is to make your academic journey toward graduation an unforgettable intellectual experience. We hope that you will engage in meaningful social encounters often both on and off campus as well.

GSD desires that its graduates contribute substantively to improving the state of world affairs as they build careers for themselves. To this end, we have employed faculty of the highest calibre which includes world leaders and renowned academics. A number of ambassadors serving their countries in Geneva are also part of our faculty.

It is our hope that as you prepare for a solid career through one of our programs, you will consider getting involved in addressing an international concern or helping the less fortunate. These activities will provide you with great opportunities to gain practical experience and to make the world a better place.

We, as a staff, hope to make you a believer in GSD's motto *serviendo guberno*—that is, to govern is to serve as you may one day play a critical role in advancement of peace and human rights.

Structure of the Institute

Executive Officers

- i. **Dr. Colum de Sales Murphy, GSD President** c.murphy@genevadiplomacy.com
- ii. **Ms. Shahenaz Barragan, Vice-President & Financial Director**
s.barragan@genevadiplomacy.com,
- iii. **Dr. Athar Sultan-Khan, GSD Honorary Dean**, the Special Advisor on Diplomatic Matters to the United Nations High Commissioner for Refugees (UNHCR). GSD is proud to have Dr. Sultan-Khan as an Honorary Dean since January 2017.

School Management & Administration

- iv. **Humanitarian Office (de Sales):**
 - b. **Ms. Siofra Sharpe, Head of Humanitarian Affairs & Student Support**
s.sharpe@genevadiplomacy.com
- v. **Academic Office (Château):**
 - c. **Dr. Anna Kondratyuk, Academic Director** academic-office@genevadiplomacy.com; a.kondratyuk@genevadiplomacy.com
 - d. **Mr. Adnan Beqiri, Academic Development Supervisor**
adnan.beqiri@genevadiplomacy.com; academic-office@genevadiplomacy.com
 - e. **Mr. Maksud Hamidov, Academic & Marketing Assistant**
maksud@genevadiplomacy.com; info@genevadiplomacy.com
- vi. **Administration Office (de Sales):**
 - f. **Ms. Salima Barragan, Financial Officer** accounts@genevadiplomacy.com
 - g. **Ms. Darlynnette Rüttimann, Administration & Admissions Officer**
admissions@genevadiplomacy.com
- vii. **Marketing Office (Château):**
 - c. **Ms. Fleur Goote, Head of Marketing and Communications**
f.goote@genevadiplomacy.com, marketing@genevadiplomacy.com;

Faculty

GSD is proud of its Faculty: among our senior lecturers are ambassadors, diplomats, founders of international organizations, and other highly experienced professionals, whose teaching schedules fluctuate based on their diplomatic or professional assignments.

Academic Office

Your inquiries on academic issues shall be addressed to the academic-office@genevadiplomacy.com.

All academic decisions are taken by the Academic Office only. No decisions with regards to e.g. students taking extra courses, or auditing the course, or withdrawal from the course, or class rescheduling/cancelling, etc. can be taken by the student individually without consulting the Academic Office.

Administrative Assistants

Some of our students work with us as administrative assistants on a part-time basis to facilitate communication between staff and the students. You can approach our assistants should you need any technical, *administrative* assistance or for copy requests at: assistants@genevadiplomacy.com

General Information

Obtaining a student permit

Every foreign (non-Swiss) student, even those from EU countries, has to hold a valid study permit (*permis d'étudiant*) during the period of his or her studies in Switzerland at the Geneva School of Diplomacy. You are therefore legally required to obtain and maintain a valid study permit from the appropriate authorities. The office that handles these concerns in Geneva is called the *Office Cantonal de la Population et des Migrations* (OCPM): www.geneve.ch/ocp/.

The department of the OCPM responsible for foreigners is the *Service des Etrangers et Confédérés* (SEC). The OCPM provides its forms to be completed and submitted on the following website: <http://www.geneve.ch/sec/>.

How to obtain your student permit:

You are required by law to present yourself within the first three months of your arrival in Geneva at the OCPM office with an attestation of enrolment provided by the school along with other documents (check the OCPM website: www.ge.ch/ocp/). You must also present your passport and two passport photographs. For other cantons, contact the local police station of the canton in question (*Gendarmerie*).

NOTA BENE: You will need to indicate a local address in the canton of Geneva on your immigration form. **The school address cannot serve as local address.** Should you live in a subletting situation, please make sure you include a copy of your housing contract or another type of written confirmation from your landlord indicating that you are living at the respective address and a copy of his/her ID.

How to get to the OCPM:

The OCPM is located at Route de Chancy 88, 1213 Onex, Geneva. The telephone number is +41 (022) 546 4646 which you can call Monday to Friday 8:30 am – 12:30 pm. The office working hours are Monday to Friday 7:30 am – 15.30 pm. The best way to get there is to take Tram 14, Bus K or L (direction “Onex”) near the train station and get off at stop “Bandol”.

The application process at the OCPM

Once your application is approved, you will be notified by post at your address in Geneva (which should be indicated on your form) that your study permit request has been approved. In the same letter, you will be asked to pay an administrative fee which will vary (depending on the country of origin) between 60 and 160 Swiss Francs. You can pay this amount at any post office in cash and you should always keep the receipt. Once the amount has been paid, the OCPM will automatically send your study permit to your local address.

NOTA BENE: Students who had to apply for an entry visa before coming to Switzerland have to pay the administrative fee directly at the counter of the OCPM. These students receive their study permit immediately.

Working with your student permit

Any additional activity other than your studies in the canton of Geneva has to be approved by GSD AND has to be authorized by the OCPM by submitting the correct form to the Swiss authorities (together with a copy of a work contract) before accepting work. With the student permit, EU nationals are allowed to work up to 15 hours per week outside of class, possibly full-time during vacation periods from the beginning of their studies until completion. Non-EU nationals, as of September 1, 2012 cannot undertake any additional activity and will not be authorized by the authorities (pre-existing authorizations exempted from this law which means that students who have been granted work authorization before this date can continue to work).

Other important information:

Loss of your permit should be reported immediately to the OCPM.

A financial charge in Swiss Francs is made by the OCPM at the time the student permit (*permis de séjour*) is issued and for each subsequent renewal. The authorities can only issue a study permit for a maximum period of one year at a time. You will therefore have to renew your permit up to two months before the expiration date indicated on your permit.

The Geneva School of Diplomacy is unable to provide any documents for either the initial application or renewal of a student permit to any student whose financial school obligations have not been met or for students who are not currently enrolled. All students must be enrolled in courses for the full period for which the student permit has been granted. Failure to comply with these regulations could result in the withdrawal of permission to remain in Switzerland by the authorities.

Insurances in Switzerland

According to the Health Insurance Act, all people living in Switzerland are obliged to carry basic health insurance.

Everyone who will reside in Switzerland is required to obtain health insurance within the first three months of his or her arrival. If you are employed in Switzerland for more than 3 months and cannot submit proof of insurance from your home country, you will need to purchase a Swiss insurance policy. You will need to provide proof of health insurance upon demand at least twice a year so make sure you comply with this regulation. You can find further information (French only) on the following website: <http://www.ge.ch/sam/>

In some cases, you may be exempt from obtaining health insurance in Switzerland. You do not need to purchase a Swiss health plan if you fall in one of the following categories:

- You carry an obligatory health insurance plan from your home country that covers the same medical cost as the basic Swiss health plan during your stay in Switzerland.
- You are in Switzerland due to an exchange program or other international program. In this case, your institution or employer has to guarantee that all your medical costs during your stay in Switzerland will be reimbursed and has to pay all expenses not covered by an insurance plan.
- You have been sent to Switzerland for a short period of time by a foreign organization.
- You are a diplomat or you are employed by an international organization.

Address, Telephone Number, E-Mail

By law, all students are required to inform the school and the OCPM immediately of any change to their address. You are responsible for any problems that may arise through your failure to do so.

You should provide the school with the telephone number at your current and permanent addresses and an e-mail address. Both forms of contact are very important to have on file as the school may need to contact you urgently.

Student Identification Cards

The Geneva School of Diplomacy provides every student with a free initial student identification card. There is a 10.00 CHF charge for all duplicates.

Cancellation and Re-Scheduling of Classes by the School

At times, for unavoidable reasons, a class may have to be cancelled or re-scheduled on short notice. All make-up sessions are always arranged by the school and the staff will make every effort to inform you of class changes beforehand. Therefore, it is important that you keep your telephone number and e-mail address on file updated.

In case of severe weather conditions, students are asked to call the school to check whether classes have been suspended.

Library Facilities

All GSD students have access to excellent resources reference material for class work and thesis/dissertation research at the United Nations (UN) Library just down the hill from the school.

The UN Library is ideal for research on International Relations and International Law. At the start of your study period, you will participate in a library registration process at the UN to receive a UN Library card.

Please be sure to fill out the appropriate application form and have your attestation from the school with you on the day you are scheduled to go through processing at the UN. Once you have the card, you are allowed to use a modest number of services including dining at one of the reasonably priced UN Cafeterias.

If you have questions related to this topic, we strongly recommend that you to consult the UN Library website at <http://www.unog.ch/library>.

GSD also has subscriptions to some of the best online libraries with vast number of resources, such as JSTOR, CIAO and Max Planck Encyclopaedia of International Law. To access these resources, please see instructions on the GSD CRM page <http://crm.crm-genevadiplomacy.com/content/resources>

GSD also houses a small library in the Château de Penthes.

Student's rights and responsibilities

Every student has the right to express themselves freely as long as the verbal expression is orderly and conducted in a lawful manner. Other student rights include the right to participate in GSD governance as prescribed by the Administration, the right to fair and impartial evaluation, and the right to confidentiality.

Students are expected to cooperate with and respect our neighbours on campus at the Museum Foundation and Restaurant.

The following examples are unacceptable forms of behaviour and subject to disciplinary action:

- All forms of academic dishonesty, including cheating, plagiarism, and misuse of GSD computer systems;
- All forms of disruptive behaviour including excessive noise and disorderly conduct.
- All activities that endanger the safety of others;
- Theft, unauthorised use of school property, vandalism of or damage to GSD or private property on campus;
- Unauthorised entry of or use of school's facilities;
- Failure to comply with the directive of a GSD official and the refusal to obey building and ground policies which include smoking, parking, speeding and fire safety regulations;
- Intentionally providing false information to the school, forgery, or alteration of GSD documents;
- Misappropriation of student activity funds;
- Consumption of alcohol in the public areas of the school campus unless it is associated with a school sponsored event;
- Attending classes while intoxicated or clearly under the influence of an illegal substance;
- Possession, sale, or distribution of controlled substances, e.g. narcotics or drugs, except as expressly permitted by law;
- Possession or use of firearms, weapons, or explosives, including firecrackers;
- Using an internet connection for private purposes during class hours;
- All forms of conduct, on or off campus that are inconsistent with the ethical standards and goals of GSD;

Students are responsible for observing all the Geneva School of Diplomacy rules and regulations.

Academic Calendar

Each academic year is composed of 2 semesters of 14 weeks each¹. Academic calendar for the Academic year 2018/2019 can be viewed [here](#).

During some academic years, a study trip of one week will take place during which classes are suspended.²

Courses on the BA and MIR level are held from Monday to Friday, **between 9.00 am – 5.00 pm**. Each session on the Bachelor and Master level is of **2 hours** (*120 minutes with a 10 minute break*). **Schedules** can be viewed [here](#).

We expect all students to be strictly on time for their classes. Ideally, students shall arrive 15-20 minutes before the start of the class.

Final submission deadlines for students

Submission deadlines for final papers and final exams *should not be scheduled after the last Friday of the Semester*, or an earlier date communicated by the Academic Office.

Students' papers and essays

All students' papers and essays have to be submitted in **hard copy**.

Anti-plagiarism software

For all students' papers/essays, the use of anti-plagiarism software [Turnitin](#) is mandatory.

The students have to attach the hard copy of the [Turnitin](#) receipt with similarity percentage to the hard copies of their papers, upon submission.

The similarity percentage shall not exceed 15%.

¹ The actual duration may be up to 17 weeks, so that the professors are able to reschedule their lectures if the public holiday coincides with the day of their lectures, or in cases of professional travels. However the number of teaching weeks is always 14 (or 7/6 in case of 2 ECTS courses).

² Exact dates to be defined.

Attendance and Late Arrival

The Geneva School of Diplomacy regularly submits information to the local authorities when the school is presented with a query regarding an attendance record. We are therefore obliged to inform the authorities should a student miss classes repeatedly without valid reasons.

Attendance in all classes is obligatory. Student absences from GSD for any reason, including sickness and doctor appointments, must be approved before and after absence. Personal matters are examples of absences that must be pre-excused. Sickness is an example of absences that must be excused after the sickness with a valid medical certificate attached.

GSD reserves the right to ask for a medical certificate stating that a student is 100% fit to engage in academic studies.

These absences will be added to any other absences the student has accumulated during the semester. Students/parents/guardians must understand that if a student is absent more than x3 sessions of the instructional time in any class/module during any semester, the student will not receive credit or a passing grade for that class/module.

One or two unexcused absences **will** lower your grade for class participation-- more than 3 unexcused absences **will** result in a Failure (F). A student who is regularly absent from class may be suspended or dismissed from the Institute. The Lecturers are obliged to keep an attendance record and will communicate the name of students who have missed more than two weeks consecutively to the Academic Office.

Students who must miss class for valid reasons must complete a **'Student Absence Request'** available on CRM. The purpose of this document is to inform the administration. The student must have the signature of the concerned lecturer and the Academic Manager. It is the student's responsibility to gather the classroom assignments they will be missing.

Medical and other certificates must be provided to the Academic Office. The school will then decide on the validity of the excuse and inform the lecturers should you have a valid excuse.

Students who are late without having informed the lecturer in advance may be excluded from class and is considered absent without a valid excuse. In this case, the student may attend the remainder of the class, but only at the discretion of the instructor. The student will not receive credit for attendance that day.

GSD will report students who are repeatedly absent from class who hold a student permit (*permis de séjour*) to the *Office Cantonal de la Population et des Migrations* (OCP). Frequent absences without a valid reason can result in loss of one's permit.

Auditing and visiting students

In some cases, current students or visiting candidates may be attending class as Auditors. In this case, it will be noted on the attendance sheet "AUDIT" marked by the Administration as final grade. Auditors will not receive credits for the class, neither are they expected to fulfil the required assignments (e.g. oral presentation, exam, paper, etc.). For the current rates, please refer to the website under "Fees and other costs".

Probationary Admission

During the first year of studies, the Academic Standing Committee closely monitors the academic progress of students who have been granted probationary admission into the Geneva School of Diplomacy. Students whose performance is found severely lacking may be dismissed anytime during the year.

Academic Probation/Dismissal

The Geneva School of Diplomacy requires that students maintain satisfactory academic progress. Students are making satisfactory academic progress when their cumulative GPA is at least 2.0 (BA-IR, MIR, EMIR, DIR). Undergraduates whose cumulative GPA is below 2.0 will be notified that they are on academic probation for the subsequent two semesters.

Dismissed students may be considered for re-admission after one academic year if they can demonstrate readiness to do university-level work. The review of the application for re-admission takes into consideration the reasons for academic dismissal. The application does not guarantee re-admission.

Re-admission

Degree-seeking students whose enrolment has been interrupted for one calendar year or longer must apply for re-admission prior to resuming studies at the Geneva School of Diplomacy. Readmitted students follow the academic policies and degree requirements of the current catalogue. Re-admission should be requested through the Admissions Office. Each student must submit a non-refundable re-admission fee of CHF 200.- and official transcripts of any academic work completed since the interruption of studies at the Geneva School of Diplomacy. Students must pay any outstanding balance before re-admission may be granted.

Course work load

Students are required to read all the required reading material and to spend at least 8,7 hours per week and per 6 ECTS course on the preparation. A course is completed when the student has shown **satisfactory participation** and *successfully* passed the **evaluations**.

Assigned courses on the CRM

Geneva School of Diplomacy uses Intranet for the academic records (e.g. grades), files exchange (syllabi, course materials) and communication (announcements, calendar, forums, messages) purposes. Each student has a profile on the GSD Intranet and is assigned to his/her respective courses.

The courses assigned to the students on the CRM are mandatory for attendance and cannot be withdrawn from. In the opposite case, an F will be recorded in the grade transcript with no possibility to retake the course.

Withdrawal from a course

Students cannot opt out of individual classes of their compulsory coursework. Should, in very exceptional cases, a student have to withdraw from a course, he/she has to immediately inform the Academic Office about this situation and arrange a meeting with one of the Academic Office staff members. The Academic Office will then assess the validity of the reason brought forward and will notify the student about the decision.

The request to withdraw from a course has to be done **in writing not later than at the end of the first week of the course**. A withdrawal request after this date may lead to the non-refund of the fees for this class. This applies as well to the registration for extra classes.

Academic records and confidentiality

The Geneva School of Diplomacy may not release or disclose any academic or contact information to any individual (including parents, spouse, or other students) or organization except as follows:

- ❖ Disclosure is authorized in writing by the student. When the Geneva School of Diplomacy releases or discloses information to third parties pursuant to a student's written authorization, it is done on the condition that the third party to whom the information or record is released or disclosed will not, in turn, release or disclose it to anyone else without the express written consent of the student.
- ❖ Disclosure is to Geneva School of Diplomacy officers or employees who need to know so as to accomplish legitimate purposes related to their functions.
- ❖ Disclosure is to officials of other schools in which a student intends to enroll.
- ❖ Disclosure is to specified representatives of governmental agencies, educational organizations or other entities as required by law.
- ❖ Disclosure is in connection with a student's application for, or receipt of, financial aid.
- ❖ Disclosure is in compliance with a conduct order or subpoena. The staff member receiving such order, shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena.

Information from Geneva School of Diplomacy records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

End of Term Course evaluations

Upon completion of the course, students are asked to fill out an online evaluation form which can be found on the page of the respective course on CRM. **The final grade for the course cannot be viewed unless you fill the evaluation form.** The evaluation forms are completed on a strictly confidential and anonymous basis. Based on these evaluations, a computer tabulated summary for each course is established, reviewed, discussed, evaluated and used as a means of improving the quality of classroom experience.

The Academic Office takes students' feedback into serious consideration and uses its results for the purposes of the academic planning.

Credits Transfer Policy

*See [policy document](#) on the [GSD CRM](#).

Undergraduate Programme

BA-IR: Bachelor of Arts in International Relations Programme

The [BA-IR Programme at the Geneva School of Diplomacy](#) is a programme of three years. Students normally attend 5-7 courses (2 hours each) per week (6 or 4 credits each) during 14 weeks. Some courses (*diplomatic skills workshops*) are delivered on a bi-weekly basis and bear 2 ECTS each. There are 2 semesters per Academic year. After three years, students graduating from the Bachelor of Arts in International Relations [BA-IR] have earned **180 credits** and achieved a GPA of at least 2.0

Bachelors, 2018/2019

Year I

Autumn Semester	ECTS	Spring Semester	ECTS	Total
Core, International Economics	6	Core, An Introduction to Political Thought: Key Concepts and Thinkers / Political Philosophy	6	
Core, World History from 1500 to Modern Times	6	Core, Diplomacy: Theory and Practice / Diplomatic Negotiations Techniques / Multilateral Diplomacy	6	
Core, Dilemmas in Foreign Policy	4	Core, Contemporary International Relations: Framework and Issues	6	
Workshop (bi-weekly), Essential skills for future diplomats: Diplomatic	2	Core, International Law for Diplomats I	6	
Core, Academic Writing and Critical Thinking: Core Principles	4	<i>Seminar Series, Emerging Issues and Persistent Challenges</i>	2	
Core, International Law for Diplomats II	6	Specialized, Diplomatic Neighbourhood: Intergovernmental Organizations	4	
Specialized, Sustainable Development Diplomacy	4	Workshop (bi-weekly), Essential Skills for Future Diplomats: Leadership - Unleashing the Power of Influence / Political Analysis of Current International Affairs	2	
<i>Seminar Series, Emerging Issues and Persistent Challenges</i>	2			
	28		32	60

Year II

Autumn Semester	ECTS	Spring Semester	ECTS	Total
Core, International Law for Diplomats II	6	Specialized, International Migration: Current Challenges and Policy Responses	4	
Core, Dilemmas in Foreign Policy	4	Specialized, Contemporary Armed Conflicts: Political Analysis / Leaders of the 21st century	4	
Workshop (bi-weekly), Essential	2	Core, Applied Macroeconomics	6	

skills for future diplomats: Diplomatic Communications				
Specialized, Global Health and International Relations / Paradigm Shifts in Geopolitics	4	Specialized, Human Rights Jurisprudence	4	
Specialized, Global Environmental	4	Specialized, International Trade: 21st Century Issues	4	
Specialized, Political Economy of International Energy and Energy Diplomacy	4	<i>Seminar Series, Emerging Issues and Persistent Challenges</i>	2	
Specialized, Regional Challenges, Threats, and Opportunities: Middle East / Asia	4	Workshop (bi-weekly), Essential Skills for Future Diplomats: Leadership - Unleashing the Power of Influence / Political Analysis of Current International Affairs	2	
<i>Seminar Series, Emerging Issues and Persistent Challenges</i>	2			
	30		26	56

Year III

Autumn Semester	ECTS	Spring Semester	ECTS	Total
Specialized, Global Health and International Relations / Paradigm Shifts in Geopolitics	4	<i>Final Research Paper (Thesis)</i>	20	
Specialized, Case Studies in International Humanitarian Law / International Criminal Justice: Institutions, Procedure, Practice / International Migration: Current Challenges and Policy Responses	4	Internship	8	
Specialized, Global Environmental Governance	4	Workshop (bi-weekly), Colloquium: Religions, Ethics, and International Politics	2	
Specialized, Political Economy of International Energy and Energy Diplomacy	4	Specialized, International Migration: Current Challenges and Policy Responses	4	
Specialized, Regional Challenges, Threats, and Opportunities: Middle East / Asia	4	Specialized, Contemporary Armed Conflicts: Political Analysis / Leaders of the 21st century	4	
<i>Seminar Series, Emerging Issues and Persistent Challenges</i>	2			
Core, Research Methods	4			
	26		40	66
				182

**Modifications are possible.*

Graduate Programme

MIR: Master of International Relations

Normally students have 14 months comprising 12 months of study to complete the programme. Students graduating with a [Master of International Relations](#) degree have earned **90 credits** and reached a GPA of at least 2.67. Master's level students are to accomplish a dissertation of approximately 80 pages, worth additional 30 credits.

Masters, 2018/2019

Autumn Semester	ECTS	Spring Semester	ECTS	Cross-term	ECTS	Total
Core, World Politics: Trends and Transformations / New Paradigms of International Relations	6	Core, Foreign Policy Scenarios / Paradigm Shifts in Global Security	6	Thesis	30	
Core, Diplomatic Negotiations: Policy, Practice, Procedures	6	Core, International Managerial Economics	6	Internship	6	
Specialized, Emerging Trends in International Trade / New Dynamics in Global Migration	4	Core, Core Concepts of International Law	6			
<i>Workshop (bi-weekly), Essential skills for future diplomats: Strategic Communications / Leadership Communication and Public Speaking</i>	2	Core, Research Design and Methodology	4			
<i>Seminar (bi-weekly), Emerging Issues and Persistent Challenges</i>	2	<i>Workshop (bi-weekly), Essential skills for future diplomats: Communication, Collaboration and Creativity / Influence, Persuasion, and Impact - A Leader's Toolkit</i>	2			
Selective, New Challenges for International Humanitarian Law	4	<i>Seminar (bi-weekly), Emerging Issues and Persistent Challenges</i>	2			
Selective, Humanitarian Diplomacy: Strategy, Policy, Implementation	4	Selective, Digital Diplomacy and Internet Governance / Global Environmental Acceptability	4			
		Selective, Blue Diplomacy: International Ocean and Marine Governance	4			
	24		30		36	90

**Modifications are possible.*

Post-Graduate Programme

For more details see the [GSD Doctorate Programme Information and Handbook](#).

Executive Master Programme

For more details see the [GSD EMIR Programme Information](#).

Seminar Series: Emerging Issues and Persistent Challenges

The Geneva School of Diplomacy & International Relations is committed to bridging the gap between theory and practice in the field of International Relations. In addition to GSD's renowned faculty, serving Ambassadors and other members of the diplomatic neighbourhood, representatives from the International Organisations as well as high-level experts on cutting edge issues are regularly invited to share their invaluable knowledge and experience with the students.

To provide a forum for meeting such experts, a [*Seminar Series: Emerging Issues and Persistent Challenges*](#) is organized by GSD on a bi-weekly basis. Such Seminar Series is mandatory part of the curriculum for the BA and MIR students and has credit value 2 ECTS (includes active class participation and final research paper). EMIR and DIR students, as well as alumni, are invited to attend the Seminar Series.

Apart from that, GSD regularly organizes special events and guest lectures of *distinguished guest speakers, politicians, statesmen/women and other worldwide acknowledged figures*.

Assessment:

- 30% class participation (discussions, questions, background reading on the topics, etc.)*
- 70% research paper on one of the topics of the Seminar Series

****Including participation at all Special Guest lectures and at any other GSD event.***

Deadline for submission:

No later than **the last day of the Semester**. A [Turnitin](#) report has to be attached to the hard copy of the final paper. The paper has to be submitted to the Academic Office.

European Credit Transfer System (ECTS)

The Geneva School of Diplomacy has adopted a credit model which is in line with the Bologna Declaration and the European Credit Transfer System (ECTS). The courses in the GSD are normally 6 ECTS (some are 4 or 2 ECTS). This means that for a 2 hour class/6 ECTS (BA, MIR) a student must invest at least 8.7 hours of individual work per week. The lecturers are therefore required to assign approximately 8.7 hours of individual preparation each week (reading, preparation of presentation and papers, etc.) and to **verify that the students fulfil this requirement**.

1 course = 6 ECTS credits
1 ECTS = 25 hours of work
6 ECTS = 150 hours of work

For example, to complete 6 ECTS per course and per semester:

6 ECTS x 25 = 150 hours of work (both in class and individually)
150 hours: 14 weeks = 10,7 hours per week (both in class and at home)
14 weeks x 2 course hours = 28 hours of work per semester (in class)
150 hours total – 28 class hours = 122 hours of individual work
122 hours of individual work : 14 weeks = 8,7 hours per week of individual work

	Course credit value (ECTS)	Total workload (1 ECTS = 25h)	Total contact hours	Non-contact hours	Weekly workload (hours)	
					In class	Out of class
Course I	6	150	28	122	2	8.71
Course II	4	100	28	72	2	5.14
Course III (bi-weekly)	2	50	12	38	2	6.33
Course IV (bi-weekly)	2	50	14	36	2	6.00

Insufficient credits upon termination of period of studies.

1. The student will take extra courses and pay 1500 CHF per course.
2. If 4 courses have to be taken, a full semester fee will be charged.

The GSD marking scheme

[GSD's marking scheme](#), documented below, adheres both to ECTS recommendations and the Swiss University Level Grading System. The linked policy documents and fact sheets provide extensive clarifications and should answer most questions about the scheme's scope, aims, and implementation.

Swiss Grade (CRUS)	English distinctions (CRUS)	Letter equivalent (ECTS)	Ideal distribution of pass grades (ECTS)	Percentage equivalent (GSD)	Latin for dissertations (CRUS/GSD)	US/GPA equivalent (WES)
6	Excellent	A	top 10%	90-100%	summa cum laude	A (4.0)
5 1/2	Very good	B	next 25%	80-89%	insigni cum laude	B+ (3.3)
5	Good	C	next 30%	70-79%	magna cum laude	B (3.0)
4 1/2	Satisfactory	D	next 25%	60-69%	cum laude	C+ (2.3)
4	Pass	E	lowest 10%	50-59%	Rite	C (2.0)
3 1/2	Fail, some more work required	FX	[best fail grades]	40-49%		F
3 and below	Fail, much further work required	F	[remaining fail grades]	0-39%		F

The **English Distinctions**, supported by **Swiss Grades** and/or the **ECTS Letter Equivalents**, are used for ordinary assignments, and the **Latin Distinctions** are used for BA or MA dissertations. The US/GPA Equivalents serve as comparison only. No other grades, or grade qualifiers, may be assigned.

For more details and requirements per each grade (with distinction between paper, presentation and class participation components) see [GSD Marking Scheme & Guidance](#) and [GSD Speech and Presentation Grading Rubric](#).

Marking Criteria

The marking criteria for each assessment shall comply with certain conditions:

- a) Lecturers shall give clear instructions to students regarding requirements per assignment;
- b) Marking criteria must be linked to the relevant course learning objectives;
- c) Marking criteria for BA-IR and MIR Programmes must follow academic guidelines;
- d) Each question to be marked out of 100 points.

General requirements on assessment

Professors disseminate the assessment components equally during the Semester to encourage the students to work regularly on the course and not to leave main workload for the end-term assessment.

- ❖ Professors **shall not plan both written mid-term and final exams.**
- ❖ The duration of the mid-term exam *shall not exceed 1 hour (60 minutes).*
- ❖ GSD policies **do not allow typing** exam answers on the computer; all answers have to be hand written on the official GSD exam sheets.
- ❖ GSD **does not practice open book exams** (neither mid-term nor final exams).
- ❖ No laptops or phones are allowed in the classroom during the exam.
- ❖ **No component may count more than 50% for the end grade. For the Bachelor students, the homework component should be a minimum of 20%.**

Attendance and class participation is mandatory, more than 3 unexcused absences will lead to a failure “F” of the entire course.

*Pass/Fail courses (“Essential Skills for Future Diplomats” Series): Class attendance is mandatory. 1-2 unexcused absences will require the completion of an additional written assignment. 3 or more unexcused absences will result in Failure (F).

All grades (both for components and the final grade) are given in percentage out of 100%.

No modification of the grades can be done upon final submission of the grades to the Academic Office.

GSD Policies do not allow students to improve their grades given by the teacher, unless the student initiates the [Grade Appeal Procedure](#) through Academic Office.

Professors shall provide students with **feedback** on their performance upon their request.

Students’ papers/essays/exams/assignments are available for consultation in the Academic Office.

Components of the end grade

The end grade for each course should be based on at least three of the following components:

- (1) *at least* 1 written component (comprehensive exam or term paper of 10 – 15 pages)
- (2) validation of weekly individual preparation (summaries of readings, brief oral presentations based on the prepared outline, basic research and writing short analytical essays, etc.)
- (3) oral presentation based on the term paper
- (4) mid-term exam
- (5) informed class participation (exercises, role games, simulations, round table discussions, etc.)

Coursework (Paper, Essay) Requirement Guidelines

Unless otherwise specified, all essay work within the School must comply with the following requirements:

- a. Be word-processed on one side of white A4 paper only;
- b. Use Times Roman font size 12;
- c. Have a 3cm margin on the left;
- d. Have 1.5 spacing between lines;
- e. Include page numbers in the bottom right corner;
- f. Be no more than the required specified word-count;
- g. Show evidence of research following the MLA referencing system;
- h. Be written in clear English and free from spelling and grammatical errors;
- i. Have a front sheet giving: programme, class, unit, name of lecturer, title of work, word count, due date of work, name or pseudonym of student;
- j. Be stapled at the top left-hand corner;

Additional criteria may be specified at the programme and unit level.

Students must strictly respect the deadline for the submission of their written assignments. **The assignment (together with hard copy of Turnitin receipt) must be submitted in hardcopy** to the lecturer or in the lecturer's box during office hours (9 a.m. – 12 and 2 – 5 p.m.).

Paper/Essay Instructions

The purpose of the term paper/essay is to evaluate your competence in applying theoretical constructs and approaches in the study of global issues to the critical analysis of issues, processes, and events in the international system.

General Structure of the Paper/Essay

- a. **Introduction.** The introduction lays out the specific research questions, the context of the paper, and provides a brief overview of the paper/essay. In general, it is a good idea to write the introduction at the end after you have finished the research and spelled out your findings and conclusions. This way, if the paper has a central theme, it is useful to point it out at the outset.
- b. **Theory.** This section lays out the theoretical framework that guides your study. It discusses the relevant theoretical literature and derives from it a set of hypotheses that are researched in the next sections. *Note: A hypothesis is a statement that entails an expectation of a relationship between two or more factors that needs to be proved or refuted by an empirical analysis.*
- c. **Narrative.** A brief description of the facts and the historical processes you are studying. Be sure to discuss the actors, the problems, and the facts that are relevant to your analysis, and not provide unnecessary information.
- d. **Analysis.** This section applies to concepts, approaches, ideas, and methods entailed in the theory you are using in your paper/essay. Be sure to relate the analysis of the case to specific hypotheses that you had specified in the theory section. The key question here is whether and how the facts of the case support

or contradict the hypothesis. Also, it is useful to say something about if and how the theory helps explain seemingly inexplicable aspects of your topic under discussion.

- e. **Conclusion.** This section summarizes your findings and whatever other conclusions you derived from the research. You can also point out shortcomings or advantages in the theory on the basis of your study. If there are policy implications, please mention them.
- f. **Bibliography.** List all of the sources you cited or relied upon in your paper/essay, and only those sources that are referenced in your paper. If you used additional sources that were not explicitly referenced in your paper/essay, do not list them in the bibliography.

Style

Spend some time thinking on how to organize your paper, how to present your arguments, how to support them, and how to conclude. A well written paper makes for a better grade than a poorly written one.

Questions

GSD encourages creativity in writing, but to be on the safe side, check with your lecturer any ideas that you think are not of a standard form that you want to put in your paper. Feel free to discuss your paper with your lecturer as you engage in research and writing of your paper/essay.

Rules of citation

- a. **Citing sources in the paper/essay.** The general rule for citing or referring to sources in the paper is to use the author's (or authors') name/s, the date of publication and the page numbers in parentheses next to the argument that refers to a particular source. Note the use of commas in the parentheses. There are two ways of doing that, spelled out in the following examples.
 - i) **Example 1:** Organski and Kugler (1980, 121-123) argue that the challenger's dissatisfaction with the status quo affects its propensity to initiate war against the leading power.
 - ii) **Example 2:** The paradox of power and conflict outcomes suggests that there are quite a few cases in which strong states lose wars to considerably weaker adversaries (Ray, 1996, 230).
- b. **References to authors** who have more than one publication (that you are using in your paper) during the same year would be listed by (author, years, pp.) and (author, year, pp) etc. For example, if you are using two articles published by, say, John Smith in the year 2003, then when you refer to the first one cite it as (Smith, 2003a) and when you refer to the second one cite it as (Smith, 2003b).
- c. **Footnotes (or endnotes).** The primary function of a footnote or endnote is to inform the reader of the specific place within a work where a writer has cited text or extracted ideas from an outside source. This allows a person to read a paper without having to go to the end of the paper to locate the bibliographic citations for the materials the author refers to on the page. Endnotes, on the other hand, are put together at the end of the paper before the bibliography. The footnote/endnote is designed with a number, inserted within the text after the punctuation, which corresponds to a number at the bottom of the page or at the end of the paper. The footnote/endnote is indented five spaces and includes the entire bibliographic citation of sources with page numbers. The

footnote/endnote is single-spaced, but double-spaced between citations. Footnotes / endnote material should reflect issues that are not essential parts of the argument in the text: They may consist of both parenthetical comments or of useful but not essential references.

Consider the following examples of basic citation formats for footnotes/endnotes:

i. **Book**

Author's First and Last Name, Title of the Book, (Place of Publication: Publisher, Date of Publication) Page Number(s).

ii. **Journal**

Author's First and Last Name, "Title of Article," Title of Journal Volume (Year): Page Number(s).

iii. **Newspaper**

Author's First and Last Name, "Title of Newspaper Article," Title of Newspaper, Date, Edition: Page Number(s).

Example

But Peter Scotto has offered another view. ¹ Frye defined the alazon as a "self-deceiving or self-deceived character in fiction."²

¹Peter Scotto, "Censorship, Reading, and Interpretation: A Case Study from the Soviet Union," PMLA 109 (1994): 61.

²Nicholai Frye, Anatomy of Criticism: Four Essays (Princeton: Princeton University Press, 1957) 32.

³Frye, 35.*

***Note:** When a source is referenced more than once an abbreviated footnote can be used for after the first reference. If there is more than one title by the same author, include the first word of title between the author and page number. (ex. ³Frye, Anatomy of Criticism, 35.)

Bibliography. The bibliography should list all the sources referenced in your paper in alphabetical order. The MLA rules for citing in the bibliography are the following.

Books. Last-name, First-name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Example. Goldstein, Joshua S., and Jon C. *International Relations* (7th Edition). New York: Pearson Longman, 1999. Prin.

Articles from journals. Author's last, first MI, year of publication, title of article, title of journal (in italics or underlined), volume no., issue no., pages of the article in journal.

Example. Micheal Watkins 1999. "Negotiating in a Complex World." *Negotiations Journal*, 15 (3): 229-244.

- iv. **Articles from edited books.** Author Surname, First Name. "Title of Chapter." Book Title: Subtitle. Ed. Editor First Name Surname, Place of Publication: Publisher, Year. Page Range of Chapter. Medium.

Example. Bordo, Susan. "The moral Content of Nabokov's *Lolita*." *Aesthetic Subjects*. Ed. Pamela R. Matthews and David McWhirter. Minneapolis: U of Minnesota P, 2003. 125-52. Print.

- v. **Internet sources.** Use only sparsely and make sure that the sources are credible ones. Provide source author (if available), year of publication (if available) and URL. Make sure the URL is clickable and that a click will bring up the source.

Example: Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008. <<http://classics.mit.edu/>>.

Cornell University Library. "Introduction to Research." *Cornell University Library*. Cornell University, 2009. Web. 19 June 2009 <<http://www.library.cornell.edu/resrch/intro>>.

Additional criteria may be specified at the programme and unit (module, course) level.

Requirements for Theses

The average length of a **Bachelor's (BA) Final Research Project** and **Executive Master (EMIR) dissertation** is approximately 40 pages or 10.000 words (double spacing), a **Master's (MIR) dissertation** is approximately 80 pages or 20.000 words (double spacing), while a **Doctoral thesis (DIR)** is approximately 250-300 pages or 80.000 – 100.00 words (double spacing).

For more details on theses/dissertations requirements consult the following documents:

- ❖ [BA-IR Dissertation Handbook](#)
- ❖ [MIR Dissertation Handbook](#)
- ❖ [EMIR Dissertation / Thesis Handbook](#)
- ❖ [DIR Dissertation / Thesis Handbook](#)

Upon submission of the thesis to the Academic Office, the adviser proceeds with **evaluation** the dissertation/thesis. The dissertation/thesis evaluation is done in accordance with the "[Evaluation form](#)" available on the [GSD CRM Platform](#). Apart from brief assessment of the originality, methodology, structure, analysis of the dissertation/thesis, the adviser shall give the candidate a **grade** based on the [GSD Marking Scheme](#).

No defense required for BA, MIR and EMIR theses.

The Role of Adviser

The role of the Dissertation/Thesis adviser is to guide students in terms of advice on structure, methodology, presentation and so forth. The Dissertation/Thesis adviser will have experience of 'delivering' pieces of research themselves and will be aware of the efforts required to undertake the task - nonetheless the emphasis and work must still be undertaken by the student.

Dissertation/Thesis Advisers are, consequently, available to:

- ❖ discuss topics and outlines with individual students;
- ❖ agree Dissertation/Thesis proposals;
- ❖ advise on and discuss aspects of the student's Dissertation/Thesis;
- ❖ maintain regular contact with their tutees and propose times and dates of on-going tutorial sessions;
- ❖ act as internal assessors and second markers, in accordance with the marking criteria and timetables for completion;
- ❖ provide feedback to students about their performance.

Meetings with the Supervised Student

It is expected that regular and mutually convenient appointments should be made to discuss the progress of the Dissertation/Thesis. In this context, it is important to stick to the approximate time allocation that has been communicated also to the student.

If students are unable to attend a meeting they are expected to inform their Dissertation/Thesis adviser as early as possible, either by e-mail or by using the telephone. Similarly, if Dissertation/Thesis advisers are unable to attend a meeting, it is expected that they will inform each of their tutees, individually, as soon as possible and re-arrange the meeting. It may be convenient for Dissertation/Thesis advisers to hold a list of e-mail addresses and/or telephone numbers where students may be contacted in this eventuality.

Dissertation/Thesis Logbook

Students will be issued with a 'Dissertation/Thesis Logbook'. This is a record, not only of the student's individual progress in the compilation and completion of the Dissertation/Thesis, but is also a valuable record of the meetings between the student and their adviser.

The 'Logbook' is based on the concept of the 'learning contract', which enables the student and the adviser:

- to negotiate what is to be done during the period of the 'contract' (usually from one meeting to the next),
- to specify what the 'end product' is likely to be (i.e. what the result of the 'contract' may be),
- to discuss the resource requirements (and restrictions) of such a plan (i.e. the ease of the tasks to be undertaken, the ease of availability of the resources or the academic or social calendar of the student).

It can consequently be used as an agreement as to what will be undertaken prior to the next meeting between the student and adviser and provide a method of assessing whether the required targets have been attained. This, in turn, will help the student to assess their own progress and make adjustments as necessary.

It is the **student's responsibility** to bring the 'Dissertation/Thesis Logbook' to all arranged meetings between student and adviser and to keep it up to date. Advisers will need to sign each 'contract' to signify their agreement to the terms laid out and the time scales given. Students will need to **ensure that the logbook is signed at each meeting** or as soon as possible after the meeting. You should not sign blank pages or pages for several previous meetings at which the logbook was not available.

The 'Dissertation/Thesis Logbook' may be referred to by the adviser and external examiners so as to provide an insight as to how the student has approached, undertaken and completed the Dissertation/Thesis. The student must submit the Logbook with the Dissertation/Thesis. As a minimum it must include the signed proposal form and details of the meetings the student had with the adviser.

Deadlines for Paper/Theses/Research Proposals Submission

Papers submission deadlines shall be scheduled individually by the course lecturer, but no later than the last day of the Semester where the course is given. Such deadline shall be communicated to the students via syllabus.

Theses submission deadlines:

BA-IR: 31 May (September intake) or 31 December (February intake);*

MIR & EMIR: 31 August (September intake) or 31 March (February intake).

** The actual date of submission of physical copy should be the first working day after 31 December. The deadline for the soft copy submission remains 31 December.*

Theses research proposals submission deadlines:

BA-IR: 1 December (September intake) or 1 May (February intake).

MIR & EMIR: 1 May (September intake) and 1 December (February intake).

Late Submission of Assignments/Papers/Theses

Late Submission

Failure to submit an assignment/paper/essay/thesis by the required deadline leads to two possibilities:

- i. If submitted after the deadline but within 1 week, the maximum grade that can be awarded is the minimum passmark of 50%;
- ii. If submitted after the 1-week allowance, a zero will be recorded (Fail).

Late submission of research proposals

- i. In case of late submission of a Research Proposal within one week after the deadline, 10% of the final grade for the thesis will be deducted.
- ii. Should a student submit his/her Research Proposal two weeks after the submission deadline, 20% of the final grade for the thesis will be deducted.
- iii. No Research Proposal will be accepted after the two week allowance, and the student's deadline for dissertation submission will be reported to the next semester.

Early Exams, Exams Resits and Resubmission of Papers/Theses

Sitting exams before the scheduled date due to mitigating circumstances (early exams)

Students may sit the exam before the scheduled date if the request is made at least three weeks in advance.

This policy is not applicable to the re-sit period.

Resits

Only Core courses are subject to resit.

- Due to a failure or unexcused absence, the student is required to re-sit an exam or test which can only earn a **maximum passmark of 50%** (2nd attempt).
- For those students who were not present during the actual exam due to mitigating circumstances, the resit is considered as 1st attempt and no limitation of the mark shall be applicable.
- Should a student fail a course due to unexcused absences, resit is allowed only in case the number of missed sessions does not exceed five.

Resits can only be agreed by the Academic Office, and are usually scheduled in mid-July.

Re-submission of papers/theses

Re-submissions can only be approved by the Academic Office.

- i. In case of a Fail, the candidate must resubmit a paper/essay which can only earn a maximum passmark of 50% (2nd attempt).
- ii. In case of non-submission of a paper/essay, excused by a valid medical certificate, the number of days stipulated on the medical certificate shall be added to the initial date of submission. No limitation of the mark shall be applicable.

The same policy is applicable to *dissertations/theses and to Internship Reports*. NOTE: For dissertations/theses, a period of one month is given to students for resubmission.

Academic Honesty

Teaching and Learning - based Suggestions for Dealing with Plagiarism

GSD's plagiarism guidelines aim to combine academic and assessment policy decisions in a systematic, fair and coherent way in the belief that its policy would be the most effective way of avoiding plagiarism.

This balanced approach combines rethinking the design of both credit and non-credit units, whilst at the same time consider how best to inform students about regulations and teaching them skills of academic discourse and introducing electronic detection tools; to reinforce 'good practice' in terms of citation and referencing etc and to assist in the detection of potential academic offences. By reconsidering what lecturers are seeking to assess can make tasks more relevant to future employment needs and reduce the opportunities they offer for plagiarism.

Integrating different elements of assessments can enhance students learning while providing an opportunity to support student's good practice.

Consequences of plagiarism

Plagiarism means taking someone else's ideas or writings and presenting them as your own. Like cheating in an examination, plagiarism is a serious matter. Where there is evidence to suggest plagiarism a formal process of enquiry may begin. If it is found that plagiarism has taken place a student may:

- a) be awarded a reduced grade or a zero;**
- b) be suspended from the School; or**
- c) both ((a) and (b) above).**

The same principles apply to 'duplication of work'.

Where plagiarism is suspected, decisions on assessed work will be made only when the facts have been established. All serious cases may be considered by the Board of Examiners for the Programmes, and reported to the Disciplinary Committee of the School. Plagiarism is a very serious academic offence and will result in the severest academic penalty, up to and including outright failure.

Preventing Plagiarism

Lecturers are encouraged to focus on preventing plagiarism, as well as detecting plagiarism.

Ensure that, e.g.

1. students fully understand the nature of plagiarism, how to avoid it, and the consequences of non-compliance;
2. all assessments are sufficiently different from term to term, or have to reflect very recent developments;
3. the library has sufficient resources covering the area being investigated.

The Way Forward

The implementation of balanced institutional guidelines, which combines appropriate use of Internet Technologies, such as 'Moodle' and 'Turnitin' with a range of enhanced learning, teaching, and assessment strategies, within a framework of fair and effective disciplinary procedures. This response aim to include:

- ways to design out opportunities for plagiarism
- teaching students what is plagiarism
- teaching students the skills to avoid plagiarism
- ways to create a climate that discourages plagiarism
- the judicious use of electronic aids
- a clear separation between the assessment and disciplinary procedures
- a clear, fair and consistent disciplinary procedure
- informing students about GSD's policies and procedures to avoid plagiarism
- an overall policy setting out the responsibilities of all staff in relation to each point above.

GSD's Experience in Plagiarism, Detection and Policy Application

The suggestions offered for implementing a balanced and coherent approach to tackling plagiarism arise from a range of sources. Some are modifications of more practical approaches to teaching and learning; others are gleaned from the experiences of colleagues or more experienced practitioners and institutions. Where appropriate, sources are cited.

*We are happy to inform all students and lecturers that the Geneva School of Diplomacy & International Relations now offers free access to [Turnitin](#). By doing so, GSD takes a proactive stance on suspected cases of plagiarism and is therefore using **TURNITIN software** at all levels to detect such cases.*

Turnitin is a software tool for educators, students and institutions as it encourages original student writing and discourages plagiarism. Ultimately, the benefits are the following:

- **Students** become better writers and researchers. They create work with more original content and learn appropriate ways to use and cite source material.
- **Instructors** save time as they can concentrate on providing quality feedback to their students.
- **Institutions** improve their overall levels of learning and helps ensure the integrity of an institution, its educational mission, and the degrees it grants.

Multiple submissions

Multiple submissions to the Turnitin are allowed for the BA students, while single submission only is allowed for MIR students.

Managing Plagiarism

- Step 1 – ensure there is sufficient evidence of plagiarism

Work with a colleague / academic office to double check. Try and find original sources or other copied sources.

- Step 2 – interview the student

Do this with a colleague who has been briefed. Perhaps one should interview whilst the other remains an observer. The student should be allowed to have a witness present.

- Step 3 – assess the level of plagiarism (see: [The Types and Severity of Plagiarism Violations](#))

After the interview discuss the evidences with the colleague and decide for one of the following outcomes:

- 1) Award the full grade for the work (if suspicion appears unfounded);
- 2) Award the full grade for the work with a warning (if a small degree of suspicion remains but cannot be proven);
- 3) Award a passmark for the work (if plagiarism is considered unintentional or mild);
- 4) Award a “0” for the work (if plagiarism is considered deliberate);
- 5) Ask the student to re-submit the/an alternative piece of work resulting in one of the 4 outcomes above;

- 6) Refer to the disciplinary board if plagiarism is considered more serious requiring a heavier penalty. The Board can then assess the case and depending upon the severity:
 - a) Choose option 1-5 above;
 - b) Give the student a “0” for the component;
 - c) Give the student a “0” for the unit; In case a paper/essay for the core course is plagiarised, the course will have to be retaken. A fee of 1500.- CHF will have to be paid for the retaken course.
 - d) Expel the student with or without the option to re-enrol on a later term.

More on the use of Turnitin is [here](#).

Contractual Cheating: Buying Papers/Essays/Dissertations

Detection of contractual cheating

Contractual cheating: buying papers/essays/dissertations from an “essay mill” (an organisation or individual, usually with a web presence, that contracts with students to complete an assignment or assignments for a student for a fee) and presenting them as originally written by the student, who ordered them, is one of the most serious forms of academic dishonesty.

GSD academic staff, Faculty and student community shall be vigilant and shall immediately report on any suspicious case to the Academic Office. The crucial element shall be familiarity with a student's normal output (their writing style and standard of work, for example).

Faculty shall pay close attention to such signals as:

- unexpected and unexplained discrepancies between a student's performance in different assessments
- a student with poor attendance or low participation in discussions submits suspiciously high-quality work
- a failure to recognise, or a tendency to ignore, themes and topics discussed during lectures
- different sections of the paper may be written in an obviously different style or voice
- unfamiliar terms, unusual spelling and formatting³

Prevention of contractual cheating

To prevent buying of papers/essays/dissertations, the Faculty are encouraged to use a wide diversity of assessment methods, primarily various face-to-face forms, for example, oral or video presentations with Q&A (even based on the written work), assignments with very specifically formulated parameters, field work, group work, debates, simulations, role games, case studies, written in-class exam/assignment/case study, etc.

³ For more details, please refer to: *Contracting to Cheat in Higher Education - How to Address Contract Cheating, the Use of Third-Party Services and Essay Mills*, by UK QAA, https://www.qaa.ac.uk/docs/qaa/quality-code/contracting-to-cheat-in-higher-education.pdf?sfvrsn=f66af681_8

Procedure to follow once contractual cheating is detected

To adjudicate on allegations of academic misconduct, GSD organizes a face-to-face interview and a viva voce examination with the student in question managed by the Panel on Academic Misconduct.

Composition of the Panel on Academic Misconduct:

- Chair
- Examiner
- Adviser/Teacher of the course in question

A Student Representative and a GSD Academic Office Representative may be part of the interview as well.

For the reasons of collecting evidence, the interview and viva voce examination may be recorded.

The questions from the Panel may cover both the matters of the substance of the research, as well as the process of the research and the student's skills and capabilities to perform research, analysis and problem-solving.

The following are example questions that can be asked, which should be adapted to the particular essay/paper/dissertation and student:

- "I am not clear what you mean on page ***. You quote Y: could you explain a little more about what this tells us?"
- "On page *** you cite Z. I couldn't find this reference (for example, website). Could you tell me more about it?"
- "On page *** you mention the example of Y, would you elaborate on its relevance for the research?"
- "What have been the high and low points of the research and writing process?"
- "You repeatedly refer to some sources on the YY language, do you speak it fluently?"
- "One of the research methods you mentioned is ZZ, would you give us more details on how you employed this particular method?"
- "How would you explain the connection between the research question YY and the conclusion on the page ***?"
- "What were the most interesting aspects of the research process? Did you discover anything that surprised you?"
- "How did you come to the conclusion on page ***?"
- "Who were the most significant authors, who helped you shape your views on the subject matter of the research?"
- "What have you learned through writing this essay/paper/dissertation? Is there any advice you would want to pass on to someone just starting out research in a similar field?"
- "Is there anything else that you would particularly like me to mention in my report?"⁴

⁴ See further: *Viva voce and supervisor's report*, <https://sites.google.com/site/extendedessayguide/for-supervisors/viva-voce>

The Panel shall also consider any evidence presented on the case of the academic misconduct.

In contract cheating cases, supporting evidence could include:

- meta-data captured from within the submitted document (for example, the
- properties of a Word document may identify the author as being different from
- the student)
- samples of the student's normal writing style
- evidence of the submission to an essay mill
- notes from a viva voce examination conducted as part of the evidence collection process.⁵

The interview conclusions are documented in the Panel on Academic Misconduct report. The decision of the Panel is final and is not subject to appeal. In case the conclusion is made that the paper/dissertation was bought, the penalty shall be decided on a case by case basis and may include up to expulsion from the university together with informing educational authorities of the case.

⁵ *Contracting to Cheat in Higher Education - How to Address Contract Cheating, the Use of Third-Party Services and Essay Mills*, by UK QAA, https://www.qaa.ac.uk/docs/qaa/quality-code/contracting-to-cheat-in-higher-education.pdf?sfvrsn=f66af681_8

Internship Programme

With more than 190 international organizations, Geneva is the preeminent diplomatic crossroads of our time. This gives you the opportunity to build an international network and gain valuable work experience in the fields of human rights, disarmament, investment, trade, international law, conflict resolution and many other I.R. related fields.

Aims

GSD students of the **Bachelor** and **Master** level have the opportunity to do [internships](#) as part of their curriculum in International Relations. This is an ideal way for students to gain practical experience and apply theoretical knowledge to real world issues. Enrolled students can view the [current vacancies](#) on the GSD Intranet.

Internship projects are approved by GSD in order to ensure that they complement the programme and the job aspirations of the student. This guarantees that students make the most of the opportunity to adapt their academic knowledge to professional life in their field of interest, to explore career paths, to acquire relevant hands-on practice, and to make important professional contacts.

GSD ensures that interning students incorporate their internship experience into the academic programme, by assigning them an internship coordinator who guides them in the fulfilment of written requirements:

- [Internship Syllabus](#)
- [Internship Acceptance Form](#)
- [Internship guidelines](#)
- [Internship final report - guidelines](#)

- [Sample CV](#)
- [Sample Cover Letter](#)
- [Internship Report Sample 1](#)
- [Internship Report Sample 2](#)

While GSD will assist you in the best possible way to find a suitable internship and with all of the necessary documentation and support (Swiss working regulations, CV & cover letter preparation), it is your individual responsibility to proactively find and secure an internship placement. GSD has a limited number of offers, especially, since each student has a different background and cannot always fulfil the internship requirements (academic or professional level, language skills, etc.). Remember that you will be competing for internships with students from Switzerland and from all over the world.

All internship projects need to be approved by the GSD Internship coordinator – who guides you to the fulfilment of written and other requirements. Moreover, students are requested to research and write a final report on their internship experience (12 pages minimum). The final phase of the GSD programme evaluation is characterized by the School's evaluation of the

Tuition and Fees

For the **GSD Tuition Policy for the Academic Year 2018/2019** please refer to [GSD Tuition Policy](#).

Tuition and fees are paid in Swiss Francs. The costs of books, study trip and events are not included in the tuition charges. Tuition and fees are subject to annual adjustments.

All financial transactions are conducted through the Financial Office. Therefore, all questions concerning student accounts or financial matters should be addressed to accounts@genevadiplomacy.com.

Payment by bank transfer may be made to:

Beneficiary's bank:	UBS SA CASE POSTALE 1260 NYON SWITZERLAND
Account:	228-558164.01Q
SWIFT:	UBSWCHZH80A
IBAN :	CH460022822855816401Q
Beneficiary:	GENEVA SCHOOL OF DIPLOMACY AND INTERNATIONAL RELATIONS

Preparing to graduate

GSD's Annual Graduation Day is usually held at the end of June/beginning of July (please check in the [academic calendar](#) for the exact dates).

Transcripts and Diplomas

The transcript is an official and confidential student record. GSD can release it only upon receipt of written and signed request from the student or alumnus (**Request for Official GSD Document**). The request shall be sent to admissions@genevadiplomacy.com

GSD will issue the final diploma to students once all degree requirements have been completed and student's accounts have been cleared.



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