

## STATUTE OF THE GLOBAL CAMPUS SOUTH EAST EUROPE / EUROPEAN REGIONAL MASTER'S PROGRAMME IN DEMOCRACY AND HUMAN RIGHTS IN SOUTH EAST EUROPE (GC SEE/ERMA)

*October 2022*

Financed by the EU and AICS. Coordinated by the University of Sarajevo and the University of Bologna. Part of the Global Campus of Human Rights.



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## Preamble

*Considering* that human rights and democracy are fundamental values for all human beings and societies;

*Considering* the necessity of developing the teaching of human rights and democracy in universities, as well as in the overall teaching systems both in school and out of school, in co-operation with national, European and international organizations and civil society entities;

*Fully aware* of the importance of inter-university cooperation, starting with the European ones, with the aim of further developing research and teaching programmes on human rights, democracy and good governance;

*Considering* that the Global Campus South East Europe/European Regional Master's Programme in Democracy and Human Rights (hereinafter GC SEE/ERMA) has developed into unique cooperation and network among several universities and institutes from the region of SEE, the EU and beyond, with the support of European Union and the Italian Ministry of Foreign Affairs;

*Taking into account* that the Programme has been shaped according to the European Commission requirements proposed for this educational activity;

*Having regard* to the University of Sarajevo Senate decision, adopted on 27 June 2001, coordinating the European Regional Master's Programme in Democracy and Human Rights;

*Expressing* deep gratitude to the Center for Interdisciplinary Studies (CIS) for having so far ensured coordination of the GC SEE/ERMA together with University of Bologna and provided diplomas issued by both universities;

*Taking into account* the valuable cooperation with the European Inter-University Centre for Human Rights and Democratization (EIUC) in Venice and the participation of the GC SEE/ERMA in the Global Campus of Human Rights;

*Taking into account* the latest changes of the legal framework regulating higher education in the Canton of Sarajevo applicable to the University of Sarajevo;

The International Academic Council (IAC) together with the Executive Board (EB) at its session held in Sarajevo, Bosnia and Herzegovina on 26 October 2018 adopts changes to the existing GC SEE/ERMA Statute dating from 6 October 2001 which was revised on 11 June 2005, 21 June 2008, 20 June 2009, 11 September 2011, 13 September 2014, 30 October 2015, 18 September 2016, 28 October 2016, 26 October 2018, 25 October 2019 and 29 October 2022.

Interpretation of this Statute in its application is the responsibility of the Executive Board (EB) and International Academic Council (IAC) themselves. This new integral text of the GC SEE/ERMA rules enters into force as of the date of its adoption and will be posted on the website of the Programme. The statute is applicable to ERMA students and staff.

The integral text of the GC SEE/ERMA rules provided in the form of the GC SEE/ERMA Statute reads as follows:

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## I AIMS AND OBJECTIVES

### Article 1. Aims

The aim of the Programme is to form high-level professionals in the field of human rights and democracy qualified to work as academics, staff members or field workers for intergovernmental, governmental, non-governmental organizations and think-tanks.

### Article 2. Overall Objectives

The overall objectives are:

- to offer high-level interdisciplinary training at master Programme level in democracy and human rights with a regional (South East Europe) focus;
- to increase the cooperation capacity of universities and faculty in the region;
- to enhance the human resource capital available for employment by various institutions active in the region.

### Article 3. Specific Objectives

The specific objectives are:

- to organize teaching and training activities and study visits in the framework of the master Programme curriculum;
- to create a viable academic environment conducive to learning by enabling student and faculty mobility.

### Article 4. Participating Universities

- The Participating Universities are: University of Bologna, Italy; University of Sarajevo, Bosnia and Herzegovina; University of Banja Luka, Bosnia and Herzegovina; University of Belgrade, Serbia; Karl Franzens University of Graz, Austria; University of the Ruhr, Germany; University of Peloponnese, Greece; University of Zagreb, Croatia; New Bulgarian University, Bulgaria; University Ss. Cyril and Methodius, North Macedonia; and University of Pristina, Kosovo.
- Each Participating University is represented by one academic with high qualifications in the field of human rights and/or democracy who will be a member of the International Academic Council.
- The Participating Universities are committed to participate in the scope and the activities of the programme including those foreseen by the participation to the Global Campus of Human Rights, in the decision making process, and in setting up strategies for the development of the programme.

### Article 5. Coordinating Universities

- The GC SEE/ERMA is established through the joint efforts of the participating universities, coordinated by the University of Sarajevo (UNSA) - Center for Interdisciplinary Studies and the University of Bologna (UNIBO) - Department of Political and Social Sciences. The two institutions shall manage all academic and organizational activities within the areas of responsibilities in accordance with the Programme's structure. The GC SEE/ERMA diplomas are issued by the University of Bologna and the University of Sarajevo.
- The GC SEE/ERMA is part of the Global Campus of Human Rights international network of Master's Degrees in Human Rights and Democracy supported by the European Union and other partners and institutions

### Article 6. Degree

The Master Programme is full-time, interdisciplinary in character and its curriculum, by its concept, content, methods and forms of lecturing provides the basis for awarding the European Regional Master's Programme diploma in Democracy and Human Rights in South East Europe. It is implemented as a double degree programme.

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## II ORGANIZATIONAL STRUCTURE

### Article 7. Bodies of the Programme

The Programme shall be administered by the here defined bodies on the basis of mandates defined in the present Statute. The members can nominate replacements in case of inability to attend. Partner representatives' members can also attend the meetings of the Programme.

The organizational structure of the Programme consists of the following bodies:

- a) International Academic Council (comprised of Co-Directors, Representatives of the Partner Universities, Course leaders and Units' Coordinators. When the matter of decision requires it, the Academic Tutors and Programme's Professors shall be part of the Council);
- b) Executive Board (comprised of Co-Directors Programme manager and Academic coordinator. When the matter of decision requires it, the Academic Tutors and Course Leaders shall be part of the Council);
- c) Programme Co-Directors (one from the University of Sarajevo and one from the University of Bologna);
- d) Administrative and Financial Unit (Programme manager, Administrative Assistant and Financial Officer);
- e) Academic and Development Unit (Academic Coordinator, Academic Tutors, Alumni Relations Manager and Project Officer);

## III GOVERNING BODIES

### Article 8. International Academic Council (IAC)

The International Academic Council is the main decision making body and shall be entrusted with the following tasks:

- to oversee the general implementation of the Programme;
- to define the scopes, aims and vision of the Programme;
- to design new cooperation strategies;
- to perform the selection of the applicants to the Programme (candidate students);
- to direct the relation between the GC SEE/ERMA and the Global Campus;
- to decide on the application of the Statute, on its amendments, and on the compliance with the internal rules of the Programme.

Unanimous agreement or consent (unanimity) is required to approve decisions.

### Article 9. Co-Directors

The main tasks of the Programme Co-Directors are:

- to run the upper management by supervising, directing the implementation and development of the programme, carried out by the coordination units;
- to represent the programme in the relations with the institutional partners and;
- to maintain highest level of institutional relations with partner Universities, Global Campus members and Donors
- dealing with students' complaints and reporting to the IAC on cases of students' in compliance with the rules set forth by this Statute and all applicable rules of the coordinating universities.

## IV IMPLEMENTATION BODIES

### Article 10. Executive Board (EB)

The Executive Board has the task to:

- Monitor the implementation of the Programme;
- Assures the Master's Programme implementation and its further development;
- Oversee the Course leaders' preparation of the lectures and all other tasks related to the process of instruction;
- Manage the interaction with human rights centers, NGOs, IGOs, governmental institutions and partners;
- Deal with issues of non-compliance with the rules of the Statute.

Unanimous agreement or consent (unanimity) is required to approve decisions.

### Article 11. Administrative and Financial Unit

The administrative and financial unit is responsible for the administrative and financial matters of the Programme in relation with and cooperation with the financial and legal department at UNSA and UNIBO, with the Donors, and the students.

### Article 12. Coordinator of the Administrative and Financial Unit (Programme manager)

The main tasks of the Coordinator of the Administrative and Financial Unit are:

- to participate in the drafting of the budget together with the members of the Executive Board;
- to coordinate the relations with donors, with UNSA, and the GC in cooperation with the other members of the EB;
- to coordinate the administrative unit's human resources, and oversee the financial procedures and the auditing mechanisms;
- to represent the Programme at the GC financial meetings.

### Article 13. Financial Officer

The financial officer deals with the administrative work necessary for the initiation and finalization of the payments, maintain the relations with the financial staff at UNSA Rectorate, performs the collection of documentation needed for the financial procedures in cooperation with the financial department at UNSA.

### Article 14. Administrative Assistant

The Administrative Assistant compiles the students' files, manages the grades registers, ensures that the Programme is in harmony with UNSA regulations, does the archiving of Programme's documents in cooperation with UNSA legal department and supports the issuing of UNSA diplomas.

### Article 15. Academic and Development Unit

The academic and development unit is responsible for the implementation of the academic activities of the Programme in terms of organization, development and assistance to the lecturers and the students of the Programme.

### Article 16. Academic Coordinator

The main tasks of the Academic Coordinator are:

- to coordinate Academic and Development Unit;
- to coordinate the implementation of the academic activities of the Term I, Term II and the Term III, the relation with the professors, the course leaders and the master theses supervisors with the support of the academic tutors;
- to perform university assistantship to the course leaders;
- to coordinate the academic tutors and oversee their performance and activities;

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- to coordinate the working relations and the task division of the Alumni Relations Manager, and Project officer;
- to coordinate the promotional activities implemented together with academic tutors and the alumni relations manager;
- to report to the EB complaints from students, professors, staff about the violation of the Statute and of all applicable rules of the coordinating universities;
- The Academic Coordinator can act as proxy of the Co-directors representing the Programme at the GC meetings and receive mandate and directions from Co-directors on the implementation of GC activities.

#### Article 17. Academic Tutor

The main tasks of the Academic Tutor are:

- to perform university assistantship to the course leaders and lecturers professors in liaison with coordinators;
- to provide students with academic tutorship;
- to co-lecture part of the methodology course;
- to support the papers and theses writing processes, the preparation for the oral and written examinations;
- to deal with daily relations with lecturers, co-organize study visits and field trips and assist the organization of the mobility during the Terms II and III;
- to assist the organization of the elective courses, exams and the theses defenses;
- to perform the students evaluations of teaching components and track the students overall attendance;
- in liaison with programme coordinators and directors, to ensure programmes visibility through social networks;
- in liaison with the Alumni relations manager and coordinator, to manage Alumni relations.

#### Article 18. Alumni Relations Manager

The Alumni Relations Manager works in close cooperation with the Academic and Development Unit with the aim of designing and supporting the promotional and networking activities, provides advisory support to the implementation bodies and participates in the advancement of the Programme.

#### Article 19. Project Officer

The Project Officer performs targeted activities agreed by the International Academic Council in the field of human rights and democracy and is involved in the joint activities of the Global Campus through the academic network of the Programme.

#### Article 20. Course Leaders

The main responsibilities of the course leaders are to:

- maintain the academic quality of the thematic courses of their competence;
- choose and coordinate lecturers;
- develop the syllabi;
- detect new scientific foci and topical issues to be covered by the Programme within their course;
- evaluate student's performance and deliver grading of their written assignments and tests timely;
- boost the advancement of the Programme.

The course leaders report the outcomes of the students' evaluations of the teaching components to the International Academic Council and present the planned envisioned changes in the courses for the following academic year.

## V ENROLMENT

#### Article 21. General Provisions

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- a) The student body shall consist of citizens of Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Kosovo, Serbia, EU citizens, citizens of Russian Federation and Azerbaijan and citizens of third countries;
- b) Applicants are required to hold at least a BA degree in disciplines relevant to human rights, and in particular law, social and political sciences and humanities;
- c) The university degree of the applicants must be earned during studies lasting either 4 or 5 years within the former undergraduate studies provisions, or 5 years (3+2) within I and II cycle studies provisions in accordance with the Bologna process, minimum 240 ECTS;
- d) All candidates must have an active knowledge of English ( Internationally recognised certificates: TOEFL, IELTS, Cambridge certificates and similar).
- e) The selection criteria are high quality university performance and strong motivation. Relevant professional experience will also be taken into consideration;
- f) Additional admission criteria can be established by the International Academic Council;
- g) The selected students shall sign the Enrollment Contract.

## Article 22. Tuition Fee

- a) There is a tuition fee for participating in the ERMA, which is determined each year by the Executive Board.
- b) There is a full tuition waiver for citizens of Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Kosovo and Serbia.
- c) A grant will be available for citizens of Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Kosovo, Serbia and for citizens of the European Union, Russian Federation and Azerbaijan.

## VI CURRICULUM (PROGRAMME OF INSTRUCTION)

### Article 23. Programme Structure

The Master Programme lasts one year and it is structured in two semesters. The Programme of instruction follows the Curriculum, which is a constituent part of this Statute. The language of instruction is English.

- a) During the first semester students are taught together in Sarajevo by lecturers and tutors from participating universities and experts from IOs, NGOs, and governmental institutions. Attendance of all lectures, tutorials, seminars, working groups and study visits is compulsory and will be recorded. Minimum 80% attendance is required per course in order to access course exam/paper and continue the study. An additional 10% of absences might be approved by the Executive Board in exceptional cases with proper and timely request and documented justification submitted to the programme. Students who do not meet the attendance requirement shall not be admitted to the exam of the respective course and shall be suspended from the programme in the ongoing academic year.
- b) During the second semester students serve internships in international organizations, NGO's and governmental institutions in the region. The hosting country for the internship will be different to the country of citizenship of the student. There will be no exceptions to this rule. The internship is compulsory.
- c) During the second part of the second semester students finalize their Master's Theses at the University of Bologna Residential Centre in Italy. Presence of each student at the Residential Centre in Italy is compulsory and will be recorded. Minimum 80% attendance is required for the classes and the entire term in Italy. An additional 10% of absences might be approved by the Executive Board in exceptional cases with proper and timely request and documented justification.
- d) If, within the academic year of his/her registration, a student fails to fulfill the requirements of any of the three terms of the programme, in order to obtain the degree he/she has the opportunity to do so on his/her own expense in the following academic year of the Programme at the latest. There will be no exceptions to this rule.

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## VII EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

### Article 24. Credits Distribution

Each of the two semesters of the Programme awards 30 ECTS, in total 60 ECTS, divided as following:

<b>Semester I</b>	<b>Courses 1-6</b>
<b>ECTS</b>	<b>30</b> (5 for each course)
<b>Total: 30 ECTS</b>	

<b>Semester II</b>	<b>Internship period</b>	<b>Master thesis writing and defense</b>
<b>ECTS</b>	<b>10</b>	<b>20</b>
<b>Total: 30 ECTS</b>		

## VIII STUDENT EVALUATION AND GRADING

### Article 25. Course examination

Students' performance will be assessed for each course, in the form of an oral, or a written exam, and/or an academic paper, active participation in workshops in accordance with the decision of each of the course leaders, as established by the Executive Board. The grading system is the following:

Grade	International framework	University of Sarajevo	University of Bologna
EXCELLENT	A	10	30 honors - 30
VERY GOOD	B	9	29-28
GOOD	C	8	27-25
SATISFACTORY	D	7	24-21
SUFFICIENT	E	6	20-18
INSUFFICIENT	F	5	<18

The acceptable maximum delayed submission of papers and essays is 72 hours (three days) after the deadline. The scale of applied downgrading is -1 grade each 24 hours. Failing to submit papers within the required deadline (72 hours extension included), without prior endorsement by the clustercourse leader, will result in a grade 5 (insufficient). Afterwards the students will have to write a new paper / essay and change the topic. The student who has been graded with 5 (insufficient) either for reason of late submission or overall low quality has the right to write a new paper/essay within two weeks from the date of the receipt of the grade; if the grade is again 5 (insufficient) the student shall be suspended from the Programme for the ongoing academic year. Any foreseen delay must be notified to the Academic Coordinator and the designated Academic Tutor at the latest 24 hours prior to the submission deadline with provided justification.

### Article 26. Internship

- During the second semester students are required to serve internships in regional IOs, NGOs and governmental institutions.
- The internship period lasts for 6 weeks.
- The Executive Board is responsible for approving the internship placement of each student.
- Students cannot serve the internship in their country of citizenship.
- Student attendance in the placement of internship will be recorded by a contact person in the respective institution. This person will also be responsible for evaluating the student's performance during the internship.

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f) Upon the decision of the Executive Board, failing to successfully complete the internship will result in the inability to obtain ECTS and the suspension from the Programme for the ongoing academic year. Article 23 (d) applies.

### Article 27. Master's Thesis

- a) Each student is required to write a Master's Thesis.
- b) After consultations with a potential supervisor students are required to submit the MA Thesis proposal to the Programme by the end of May the latest.
- c) Eligible supervisors are members of the Programme Faculty.
- d) The International Academic Council, on the basis of student applications and Faculty availability, approves the dissertation topic and supervisor and proposes Defense commission members to the CIS Council.
- e) Students cannot write theses on their own countries, unless it is a comparative study between the country of their citizenship and other country/ies.
- f) During the third Term, lasting for 30 days, students will finalize their Theses while residing in premises selected by the University of Bologna, Italy. The attendance of 80% is mandatory and the students shall not be allowed to leave the premises prior to the submission of the Thesis to the Programme. An additional 10% of absences might be approved by the Executive Board in exceptional cases with proper and timely request and documented justification submitted to the Programmes Executive Board. Students who do not meet the attendance requirement shall be suspended from the Programme in the ongoing academic year.
- g) The deadline for the submission of the Master's theses is set every year in October. This deadline may be extended only in exceptional circumstances, which must be timely notified. Proof of such circumstances must be provided. If the student submits the Master Thesis in delay without notification and justified reasons, the Thesis will be rejected according to art. 28 (c).
- h) In case when the submitted Master Thesis does not fulfill the technical requirements (and is otherwise complete), student can be granted maximum 72h to bring the thesis in line with the formatting stipulated in the Technical Requirements Guide.
- i) The Theses defenses will take place in Sarajevo during the last week of October.

### Article 28. Plagiarism and academic standards

The Papers, Essays and the Master's Thesis must represent independent treatment of a chosen research topic. It is the responsibility of the student to ensure that the ideas expressed in their papers/thesis and the quotes used are referred to according to scientific standards.

- a) Course papers: the act of plagiarism results in 5 (insufficient). The student who has been graded with 5 (insufficient) has the right to re-write the course paper within two weeks from the date of the receipt of the grade. A reiterated act of plagiarism leads to dismissal of a student from the Programme.
- b) Master's Thesis: upon assessment by the defense commission, serious cases of plagiarism shall lead to a dismissal of a student from the Programme. In the cases when plagiarism amounts to insufficient fulfillment of the technical and academic standards set by the Programme, article 28 (c) of this Statute applies.
- c) When the Master's Thesis Defense Commission rejects a Master's Thesis due to unjustified delay in submission or insufficient fulfillment of the technical and academic standards set by the Programme, the Rules for the second cycle studies of the University of Sarajevo shall apply. Depending on the decision, a student can make corrections of the MA thesis in line with the Commission's comments or submit a new MA thesis proposal within 30 days from receiving the decision of the rejection.

## Article 29. Graduation

- a) In order to successfully graduate students need:
- to acquire marks higher than 5 for all exams in the first semester;
  - a positive evaluation of the methodology course;
  - a positive evaluation of the internship;
  - to successfully defend the Master's Thesis (in total ECTS 60).
- b) The final grade is the simple average of the grades acquired for the academic courses.

## IX CONFERRING OF THE DEGREE

### Article 30. Diploma

Successful students are awarded the European Regional Master's Programme Diploma in Democracy and Human Rights in South East Europe.

### Article 31. Revocation of Diploma

If, after a student has acquired the Master diploma, a reasonable doubt appears that the Master's Thesis was not an independent scientific and research work of the said student, a procedure is started for revoking the Master diploma.

## X TRANSITIONAL AND FINAL PROVISIONS

### Article 32. EAN membership

All students who have successfully completed the GC SEE/ERMA Programme are entitled to full membership in the official ERMA Alumni Network (EAN).

### Article 33. Withdrawal of Partners

Any Participating University may withdraw from the Programme upon written notice submitted at the latest six months before the beginning of the next academic year.

### Article 34. Amendments to the Statute

Amendments to this Statute can only be made by the consent of the International Academic Council.

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*On behalf of the University of Belgrade; on behalf of the University of Bologna; on behalf of the University of Graz; on behalf of the National Research University/Higher School of Economics; on behalf of the of New Bulgarian University; On behalf of the University of Peloponnese; on behalf of the University of the Ruhr; on behalf of the University of Sarajevo; on behalf of the University Ss. Cyril and Methodius; on behalf of the University of Zagreb; on behalf of the University of Pristina; on behalf of the University of Banja Luka.*

*\* The GC SEE/ERMA Statute – was adopted on October 6<sup>th</sup>, 2001 and revised on June 11<sup>th</sup>, 2005, June 21<sup>st</sup>, 2008, June 20<sup>th</sup>, 2009, September 11<sup>th</sup>, 2011, September 9<sup>th</sup>, 2012, September 13<sup>th</sup>, 2014, October 30<sup>th</sup>, 2015, September 18<sup>th</sup>, 2016, October 28<sup>th</sup>, 2016, October 26<sup>th</sup>, 2018, October 25<sup>th</sup>, 2019 and October 29<sup>th</sup> 2022*