The Institute for European Studies (IES) at the Vrije Universiteit Brussel (VUB) is an academic Jean Monnet Centre of Excellence and a policy think tank that focuses on the European Union in an international setting. The Institute advances academic education and research in various disciplines, and provides services to policy-makers, scholars, stakeholders and the general public.
Brussels, September 2018

Dear EuroMaster student,

Welcome to the IES!

We are delighted to welcome you to the new academic year and welcome back part-time students for your final year.

The MSc in European Integration - affectionately known as the EuroMaster - has become recognized as one of the most challenging and high-quality Master degrees on offer. Tackling studies at the 'Master after Master' level is not always easy, especially when this needs to be combined with the demands of work.

The following Student Handbook contains practical information on most aspects of the EuroMaster to guide you in your studies. It is not designed to be exhaustive, as there is plenty of information available on both the IES/EuroMaster and VUB websites, but it does provide a practical guide to help answer the most commonly asked questions.
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1. INSTITUTE FOR EUROPEAN STUDIES: HOME OF THE EUROMASTER

The home of the Programme is the Institute for European Studies (IES), a thriving Jean Monnet Centre of Excellence in European Studies and a policy think tank that focuses on the European Union in an international setting. The staff at the IES comprises people of over 25 nationalities, almost half of whom are doctoral researchers in international and EU affairs. The extended family of the IES also includes students of the EuroMaster’s sister programme: LLM in International and European Law (PILC). The EuroMaster students are linked to the staff and students of the Programme’s co-organisers, the faculty of Economic, Social and Political Sciences and Solvay Business School of the VUB.

The Institute advances academic education and research in various disciplines, and provides services to policy-makers, scholars, stakeholders and the general public. While promoting European Studies in general, the IES specifically explores EU institutions, policies and law within the context of globalisation and global governance, including a focus on the EU in international affairs and institutions. The disciplines applied at the IES include law, social/political sciences, economics and communication sciences, and the institute’s activities focus on the various ways in which institutions, law and politics intersect with each other in the EU, its member states and at the international level.

The location of the IES at the VUB in Brussels enables the Programme to benefit from the immediate vicinity of EU institutions and numerous international organisations, law firms and companies.
2. THE EUROMASTER

A BRIEF INTRODUCTION

The Master in European Integration ('EuroMaster') is an advanced programme in the study of the European integration process, organised by the Faculty of Economics, Politics and Sociology and the Institute for European Studies. It is an interdisciplinary programme taught in English, all of whose modules are taught in the evening, and is geared towards an international range of young and mid-level professionals as well as advanced students from across the political sciences. The programme counts for 60 ECTS, with courses ranging from 3 to 6 ECTS, and a 15,000 word thesis of 15 ECTS. As either a one-year full-time, or two-year part-time offering, the EuroMaster operates as a 'Master after Master', requiring students to have strong and consistent marks across a minimum of 4 years of study for admission.

- EuroMaster objective: to provide students with an advanced academic training across a wide range of EU policies and associated concepts in order to gain a thorough understanding of the process of European integration in both its economic and political dimensions.

- Why? A focus on European integration is required because the European Union has an increasing impact on a wide variety of public and private actors and policies within and beyond its borders. Given the EU's influence on domestic and international contexts, an analytic understanding of the concepts and policies that underwrite the functioning of the EU is critical.

The EuroMaster teaching staff is a unique mixture of renowned EU scholars, and top-level EU practitioners who together combine academic excellence with the latest practical insights on EU policy-making. The key to the EuroMaster is a concrete matching of conceptual and practical, theoretical and policy-based understandings of the EU. Drawn from across Eastern and Western Europe as well as North America, the EuroMaster faculty is international indeed, giving students a great opportunity to experience a range of different academic traditions.

At the end of the academic year, the degree of Master (MSc) in European Integration will be awarded to full-time students and part-time students upon the decision of the IES Examination Board, provided the following requirements have been successfully satisfied:

- regular attendance of all classes;
- completion of all forms of assessment in all classes;
- a final examination of sufficient level in all subjects;
- a presentation of the Master's thesis.

The EuroMaster commences at the beginning of the Orientation Week (24 September) which is compulsory for both full-time and part-time students so please:

- activate your VUB e-mail address;
- get familiar with Canvas (electronic learning platform);
- start preparing for classes (ensure you have all the readings for Week 1);
- read through the Student Handbook and all EuroMaster info on the student portal (http://www.euromasterinbrussels.eu/student-portal/);
- start to think about a suitable thesis topic, and a suitable thesis Promoter / Co-promoter.
EUROMASTER STREAMS

The EuroMaster is divided into four streams or specialisation options, of which students choose two (see next page for details).

COMPULSORY COURSES
Giving you a broad overview (21 credits)

SPECIALISATION OPTIONS
Providing you with deepening insights in 2 areas of your choice (24 credits)

MASTER’S THESIS
Finish the Programme with a Master’s thesis (15 credits).
Engage in an exciting intellectual journey on the topic of your choice.

COMPULSORY COURSES:

• Economics of European Integration
• Policy-making and Interest Representation in the European Union
• History and Law of the European Union
• Research Methods Lab
SPECIALISATION OPTIONS

What can you study?

After the 4 mandatory courses (21 credits), students take 2 pre-selected specialisation options (24 credits), to be chosen from the list of 4 below. You close off the programme with a Master’s thesis (15 credits).

EUROPEAN ECONOMY:
EU Internal Market & Competition Policy • European Monetary and Fiscal Policy

MIGRATION AND EUROPE:
Diversity Policies in the EU • European Immigration Policy

EUROPEAN EXTERNAL RELATIONS AND SECURITY POLICY:
European External Relations • European Security and Counter-Terrorism

EUROPEAN ENVIRONMENTAL GOVERNANCE:
The Greening of the European Economy • European Climate Energy Governance
TUITION FEES

• All students pay an €900 Annual Registration Fee + €60 per Study Point/ECTS. This means that full-time students pay €4500 for the academic year 2018-19 (60 Study Points/ECTS).

• Students who fail to submit their thesis in April (first session) or August (second session), as well as students who have failed key exams and/or modules, will be required to re-register for the academic year 2019-20.

ATTENDANCE

Whether full-time or part-time, students need to commit keenly and whole-heartedly to the EuroMaster. Attending evening classes, particularly in tandem with full or part-time work, requires exceptional time management skills. Your EuroMaster requirements must come first if you are to succeed with the degree. As a Master student, you are expected to attend all classes, visit the VUB library regularly, attend the IES’ Lecture Series, and keep in touch with your professors, and in particular your thesis Promoter (and Co-Promoter).

You are required to prepare for classes and read relevant materials so as to enable your active participation in class discussions. Your attendance and level of participation may be taken into account by both professors and the Programme Directors in the course assessments, in assessing final marks and in the deliberation on the degree.

STUDENT REPRESENTATIVE

Every year in October (a) Student Representative(s) is/are selected for the Programme’s main decision-making body, the Academic Board (‘EuroMaster Board’). The student representatives will maintain regular communications with Programme Management. This allows suggestions from students on content and organisation of the EuroMaster to be heard and taken into consideration at any time. More information about the selection will be made available during the course of the academic year.

PROTECTED COURSE MATERIAL

Courses and course materials are for the exclusive personal use of the selected students. It is strictly prohibited to audio or video tape the lectures or to otherwise copy the course content or materials without the explicit written authorisation of both the Professor concerned and the Director.

QUALITY ASSURANCE

The EuroMaster Board and Management are fully subject to control mechanisms that exist at two levels:

• the programme - the students are expected to anonymously evaluate the teaching staff and their courses in writing after each semester;

• the university - the programme actively encourages its students to participate in the VUB’s internet base system of teacher evaluations.
3. ONLINE RESOURCES

CANVAS

Canvas is an e-learning platform used at the IES, an online location for all electronic aspects of the EuroMaster modules. There, you can find the timetables and the tools to exchange course materials, organise group work, send announcements and make use of discussion forums. In short, it is an indispensable tool for studying.

ACTIVATION OF YOUR VUB ACCOUNT

The following activation procedure needs to be followed to establish your network identity. After the successful completion of the activation, you will receive an e-mail address and be allowed access to the VUB network at Pleinlaan 5 and elsewhere on campus. As soon as you get your student card, you can fill in an electronic form via one of the networked computers. The publicly accessible computers are set up on the ground floor of Building B on campus. Activate your VUB e-mail address as soon as possible as all information concerning the courses, excursions etc. will be sent to this e-mail address.
OFFICE 365

You can create your VUB e-mail address the day after you receive your student ID card on: https://idsapp.vub.ac.be/pam/pamsignup.php?language=uk
4. KEY CONTACTS

MANAGEMENT & SECRETARIAT

Harri Kalimo
Programme Director (IES)
harri.kalimo@vub.be

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Academic Director (IES)
academic.director@vub.be

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EU Internal Market & Competition Policy & The Greening of the European Econ.
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European Security and Counter-Terrorism
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Florian Trauner
IES/VUB
European Immigration Policy
florian.trauner@vub.be
5. Thesis Promoters and Co-Promoters*

Leo Van Hove
leo.van.hove@vub.be
SPECIALTY: Monetary policy in the Eurozone (and elsewhere)

- Nominal GDP targeting: pros and cons
- How should the ECB purchase private sector financial assets? How to anchor inflation expectations?
- Monetary policy deliberations: committee size, voting rules Accountability of central banks
- Is the US an optimum currency area?
- Trading in food commodities: should it be banned?

Prerequisite: Students with BA in Economics

Marc Jegers
marc.jegers@vub.be
SPECIALTY: Economics of competition and competition policy

Financial and social disclosure

Caroline Buts
caroline.buts@vub.be
SPECIALTY: competition policy and European integration

- Economic aspects of convergence within the EU
- Economic analysis of European defence policy
- Sports economics
- Effects of State aid

Doris Hildebrand
doris.hildebrand@vub.be
SPECIALTY: EU competition policy and EU state aid

- Competition policy in the EU and the US
- EU State aid: new regime; crisis related State aid
- Regulatory industries (telecom, electricity, etc.)
- Mergers and acquisitions
- Distribution agreements; joint ventures
- EU internal market

*This list may be subject to change
Harri Kalimo
harri.kalimo@vub.be
SPECIALITY: reconciliation of economic and non-economic values in EU policies

- EU internal market
- EU interest representation
- EU environmental policy (circular economy, renewable energy)
- Information society
- EU law

Irina Tanasescu
irina.tanasescu@vub.be

- EU policy-making
- EU decision making
- EU institutions
- EU public consultation mechanisms
- EU governance instruments
- EU law

Alexander Mattelaer
alexander.mattelaer@vub.be

- defence cooperation in Europe
- national security and defence policies
- European integration post-Brexit

Sebastian Oberthür
sebastian.oberthuer@vub.be

- European environmental / climate policy in an international context
- the role of the EU in international environmental / climate negotiations and agreements
- EU implementation of international environmental / climate agreements
- Sub-sectoral EU climate / environmental policies (including energy), etc.
- Global environmental governance
Ilke Adam
ilke.adam@vub.be
SPECIALITY: Immigration & diversity policies

• Immigration politics and policy
• Immigrant integration politics and policy
• Diversity politics and policies
• Europeanization
• Federalism and regionalism

Magdalena Sapala
magdalena.sapala@vub.be
SPECIALTY: Budget and finances of the EU

• Decision-making in the budgetary field
• EU funds: cohesion policy, pre-accession programmes etc.
• Implementation of the annual budget and Multiannual Financial Framework
• Transparency, monitoring and discharge
• Reform of the own resources system

Richard Lewis
richard.lewis@telenet.be
SPECIALITY: Migration studies
**SUPPORT**

The Research Methods course is taught throughout the academic year and aims primarily at supporting EuroMaster students in the conception, design, drafting and completion of their thesis in a coordinated and structured manner. This will be done by providing students with a conceptual framework for the conception and drafting of their thesis; sharing knowledge on research methods in social sciences; guiding them towards a systematic and analytical way of thinking for their research in the field of EU integration, as well as providing customized help during the process of writing. The course is thus designed as an essential means to acquaint students with the appropriate research techniques and methodologies in the canon of European Studies, and offers a variety of tools, approaches, methods of analysis, writing and research skills.

**SUPERVISION**

**Promoters**

Each EuroMaster student must have a thesis supervisor, known at the VUB as a ‘Promoter’. EuroMaster students operate with a Promoter in the following two circumstances:

- when the nature of the Research Question falls within the expertise of the Promoter; if the Promoter feels that they can competently supervise the student given their expertise and supervising schedule. VUB Promoters possess PhDs and are entitled to supervise at the Master level, including:
  - All EuroMaster professors teaching a course
  - Post-Doctoral researchers at the IES or at the faculties ES or RC of the VUB

**Co-promoters**

It is not mandatory to have a Co-promotor. However, if you think that the quality of your paper can benefit from additional expertise, you may request one.

EuroMaster students operate with both a Promoter and a Co-Promoter in the following two circumstances:

- when the nature of the Research Question falls beyond the specific expertise of the Promoter and requires the academic expertise of a Co-Promoter;
- if the Promoter feels that she/he alone cannot competently supervise the student given their own expertise and supervising schedule.
Autumn preparation

The deadline for students to define their preliminary Research Question(s) and to formally nominate a Promoter (and if necessary a Co-Promoter) is 15 November. EuroMaster students must complete and submit the thesis selection form, stating their Research Question, and identifying their Promoter (and possible Co-promoter).

Thus, students are strongly advised to think swiftly and clearly from October onwards about the Research Question suitable for their thesis. Students use the first part of November to contact, and preferably meet with Promoters to introduce themselves and their proposed Research Question(s). Promoters then decide whether the student requires a single Promoter, or a 'Pro-Co' team. The student, in agreement with the Promoter and/or the 'Pro-Co', decides upon a topic, a deadline (April or August), and obtains the signature of the Promoter for the 'Master Thesis Subject Approval' Form (to be downloaded from the EuroMaster Portal http://www.euromasterinbrussels.eu/student-portal/). The students should dedicate the break of December-January for preparing a bibliography, table of contents, 3-page overview and basic research on the Research Question.

Spring Responsibilities

Once the Term 1 exams are over (mid-January to mid-February), students must contact the Promoter and/or Co-Promoter to update them on their research, their working schedule, anticipated outcomes and foreseen challenges. Thus February-May foresees the student meeting with their Promoter or 'Co-Pro' team a minimum of once a month, and being in e-mail contact a minimum of once every 2 weeks.

Responsibilities for the Promoter

• Reading and providing written and/or oral feedback to the student on a regular basis;
• Suggesting conceptual and practical frameworks and structures suitable for the Research Question;
• Suggesting primary and secondary documents as necessary;
• Ensuring clarity, logic, and high-level analyses throughout;
• Keeping an eye on any unprofessional practices, from plagiarism to persistent tardiness or lack of writing;
• Discussing / reviewing proposed changes;
• Reviewing the complete draft of the thesis at least once before the final submission;
• As appropriate, ensuring that the student meets with, and clearly understands the advice given by the Promoter.
Role as Co-Promoter: in cooperation with the Promoter

- In addition to the responsibilities of the main Promoter above, to contribute so that the student meets with, and clearly understands the advice given by the Promoter.
- To remain in e-mail contact with the Promoter to ensure that both understand the student’s requirements and provide advice that is complementary, not contradictory, in nature.
- As agreed with the Promoter, to review the complete draft of the thesis at least once before the final submission.

FORMATTING

Length of the thesis

The thesis should have the form of a scientific journal article and count 15,000 words, excluding abstract, footnotes, endnotes, annexes and bibliography. It may deviate by only 500 words above or below the 15,000-word limit. If you deviate significantly from this limit you must ask permission from both the Promoter and the Programme Director, otherwise marks will be deducted.

Structure of the thesis

The thesis must have the following elements:

- Cover page
- Abstract (500 words)
- Table of Contents
- Chapter 1: Introduction
- Chapter 2
- Chapter 3, etc.
- Final Chapter: Conclusions
- Bibliography
- Annexes

Cover Page

The title page should include the following elements:

- VUB and IES logo
- Name of the university
- Academic year
- Faculty name
- Name of the Promoter/Co-promoter
- Name of the author
- Student number
- Title of the thesis
- Word count

Note at the bottom of the page: "Master Thesis submitted in partial fulfillment of the requirements for the degree of Master after Master in European Integration"
Abstract

The abstract is a 500-word text that summarizes succinctly the key questions and findings of the thesis. To be handed in as a separate document.

Table of contents

The table of contents must be placed right after the cover page. It contains the titles, chapter titles and subheadings and must mirror them as they appear within the text. Try to formulate short and crisp titles.

Chapter 1: Introduction

The purpose of the introduction is to give the reader a clear idea about what the point of the thesis is, how you intend to argue that point, and why it is relevant to know. Apart from answering the classic questions What, How, and Why, the introduction includes a brief road map and delimitation of the thesis.

Chapters

In tandem with the Promoter, the author decides both the number of parts and chapters, although there must be clear inbuilt logic in the choices made. Chapters are the building blocks of the thesis. Each chapter deals with an aspect of the overarching question of the thesis. They must be coherent and logically solid in order to fit in the thesis as a whole. There must be a logical link and sense of progression between the different chapters in order to build a well-structured thesis. Chapters should be approximately the same length, and have the same conceptual 'weight' in order to ensure the flow and coherence of the thesis.

Conclusions

The purpose of the conclusion is to revisit and contrast the research question and the findings discussed in the analysis. The conclusion confronts the question with an answer and its theoretical and practical implications. The conclusion can also include speculations about the likely course of a development, suggestions for future research and/or policy recommendations.

Specification

Language and page size

The thesis must be written in English. It should be printed on standard paper size A4. With the exception of the title page, all pages must be numbered bottom-centred. Use Arabic numerals, instead of roman ones.
Font and spacing

The thesis must be written in 12-point font. A single font must be used throughout the thesis, with the exception of footnotes or endnotes. The thesis should be 1.5-spaced. Single spacing may be used for block quotations or footnotes.

Margins

Use consistently the following margins:

- Margin left: 3.5 cm
- Margin right: 2.5 cm

REFERENCING

All consulted material must be listed alphabetically in the bibliography at the end of the thesis. There are different ways to refer to sources: choose one and stick to it throughout the thesis. Preferably, use the Harvard author-year style.

- When referencing inside the text: General rule: (name author(s), year of publication, page)
  Example: (Alvarez 2005, 50)


Follow the same logic for other sources, such as newspaper articles, official documents etc. If you are unsure of how to refer to a particular source, ask your Promoter.

Failure to acknowledge correctly the sources used to write the thesis can be seen as plagiarism. If confirmed, you risk being expelled from the university for academic fraud.

SUBMISSION

There are two deadlines when the EuroMaster Thesis can be submitted:

1) 30 April (First session)
2) 16 August (Second session)

Students who fail to submit in either of these two sessions are afforded one final opportunity to submit, on 15 December, (in order to complete for February graduation), but in order to do so, must pay a second registration fee AND thesis fee. Students are thus STRONGLY advised to aim for either the April or August submission date within their academic year of registration (or the subsequent year for part-time students).
The student must submit three hard copies of the thesis to the EuroMaster Secretariat, Pleinlaan 5, floor +1 (four copies if they have a Co-Promoter). In addition they need to upload an electronic copy to the online Turnitin system:

1. Website of Turnitin: https://turnitin.com/static/index.php
2. On the upper right-side "Create account"
3. Complete your personal information, choose for a student account
4. Enroll in the class "European Integration 2018-2019", class ID: to be provided by Marion Tomsett (e-mailed to the whole EuroMaster cohort), and password "Euromaster".
5. Submit your thesis by pressing "submit paper"
6. Please make sure you submit in the correct category e.g. "Master thesis December" if you are handing in in December
7. After the submission, you have to print the confirmation (as proof of the online submission).

You need to bring this print when you hand in your copies at the EuroMaster Secretariat, Pleinlaan 5, floor +1 , together with a filled out Thesis Submission Form (to be downloaded from the EuroMaster Student Portal).

**EVALUATION**

For each thesis the Promoter prepares an evaluation report and sends it to the Faculty Secretariat. This report is made available to the student. The grade of the thesis is sent separately to the Faculty Secretariat. There is no oral defense foreseen. However, the Promoter might ask for an oral defense if there are doubts about the authorship of the thesis. As a general rule, the jury consists of the Promoter and a second reader who is designated by the faculty. In case a thesis is supervised by both a Promoter and a Co-Promoter, then a third person must be chosen to complete the jury.
## GUIDELINES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>20 A</td>
<td>Thesis has excellent, distinctive ideas, perfectly organized, and is of exceptional quality; a thorough and thoughtful treatment of the topic presented in a logical and convincing manner; the thesis has a clearly articulated thesis; the ideas are original and complex; sources are used carefully and appropriately to support the original argument; careful attention is paid to language and to details of expression and presentation.</td>
</tr>
<tr>
<td>19 A</td>
<td>Thesis has excellent ideas and content is organized suitably; the thesis is well-structured, with clear themes supported by evidence; the ideas are original and complex; sources are used carefully and appropriately; careful attention is paid to language and to details of expression and presentation. Occasional lapses in expressions, in the development of ideas, or in the handling of evidences or sources.</td>
</tr>
<tr>
<td>18 A-</td>
<td>Thesis is thorough and thoughtful but lacks slightly in originality, comprehensiveness or insight; effective and appropriate structure; mostly relevant evidence is used to support the main argument; the writing style is slightly less fluid or sophisticated than the ‘19-20’ theses; attention is paid to language and to details of expression and presentation with only a few lapses.</td>
</tr>
<tr>
<td>17 A-</td>
<td>Thesis is well-reasoned and well-organized and with some originality; effective and appropriate structure; mostly relevant evidence is used to support the main argument; ideas are well developed and can be easily followed but occasional errors may distract from the content; the writing style is less fluid or sophisticated than the ‘18-20’ theses; attention is paid to language and to details of expression and presentation with only a few lapses.</td>
</tr>
<tr>
<td>16 B+</td>
<td>Thesis is well-reasoned and well-organized but with little originality; clear and appropriate structure; mostly relevant evidence is used to support the main argument but difficulties with incorporation of the sources into the line of the argument is evident; ideas are well developed and can be easily followed but occasional errors may distract from the content; attention is paid to language and to details of expression and presentation but with some lapses.</td>
</tr>
<tr>
<td>15 B-</td>
<td>Thesis is mostly well-reasoned and well-organized, and shows competency on the subject matter; adequate structure, but there are some problems or limitations in logic, argumentation, insights, or organization; the main argument shows good critical skills and originality of thought, but the author struggles to some degree with problems of expression and presentation. Overall, ideas could be developed in proper depth but can be followed.</td>
</tr>
<tr>
<td>Grade</td>
<td>Mark</td>
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<td>13</td>
<td>Satisfactory C</td>
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<td>12</td>
<td>Satisfactory D+</td>
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<td>11</td>
<td>Satisfactory D</td>
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<td>10</td>
<td>Satisfactory D-</td>
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<tr>
<td>9 or less</td>
<td>Fail F</td>
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</tbody>
</table>
EVALUATION TEMPLATE MASTER THESIS 2018-2019

Name of the student:
Title of the thesis:
Promoter:
Co-Promoter (if applicable):
Commissioner(s):

Please return this filled out form to the Institute for European Studies
Vrije Universiteit Brussel - Pleinlaan 5 - 1050 Brussels
Tel: 02/614 80 08 ; e-mail: marion.tomsett@vub.be

Research design (clearly formulated, original, feasible?):

Theoretical backdrop and literature study:

Methodology, source material and processing of the research findings:

Conclusions of the thesis (Are they clearly formulated? Are they synthetic?):

Structure and language:

Other remarks:

Overall evaluation (strengths & weaknesses):

Name:
Date:
Signature:

Please do NOT mention any marks on this form!
7. EXAMINATION AND GRADING

There are two examination periods in the first session, which take place at the end of the first semester (January) and of the second semester (June). The second examination period (June) concludes with a deliberation and a public proclamation.

For each course, marks are awarded on a basis of 20 points. To successfully complete the EuroMaster programme, the student must obtain an average of at least 50% (10/20) for each and every course. Once the final results of each student are confirmed they are subsequently made public during the proclamation.

If the student fails in the first examination session he/she has the right to participate in the second examination session. All marks of 10/20 and above, obtained during the first examination session will stand for the second examination session. If the student fails the Master Thesis in the first examination session, a new thesis on the same topic must be submitted by 15 August. When the student fails the thesis in the second examination session and re-enrolls in the Master Programme, he/she may need to choose a new topic and make the necessary arrangements as to the supervision.

RESULTS AND GRADUATION

Examination results are proclaimed three times during the academic year. The first deliberation and proclamation of results takes place in December, the second in July, at the conclusion of the first and second examination periods. The third one takes place in September, after the resit examination period.
MARK SHEET

Student mark sheets are available after the proclamation at the IES secretariat. The mark sheet is personal and will only be given to the student in person. If somebody wishes to collect it on the student’s behalf, this third person needs a written authorization.

Students can obtain their Graduation Certificate from the registrar’s office after proclamation. (info@vub.ac.be or 02/629 20 10). The official diploma will be ready in the beginning of December. Students are informed by e-mail when they may pick it up from the Faculty secretariat.
## 8. EUROMASTER KEY DATES

### FIRST SEMESTER: 24 SEPTEMBER – 10 FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 September</td>
<td>Start of Academic Year</td>
</tr>
<tr>
<td>October-November</td>
<td>October-November 2018: Meet with proposed promoter/co-promoter to agree supervisory team and thesis topic (2018 for part-time students beginning 2017)</td>
</tr>
<tr>
<td>1, 2 &amp; 11 November</td>
<td>Holidays</td>
</tr>
<tr>
<td>15 November</td>
<td>Deadline for students to hand in the ‘Master Thesis Subject Approval’ Form, signed by promoter, co-promoter and student (2019 for part-time students beginning 2018)</td>
</tr>
<tr>
<td>20 November</td>
<td>Academic Holiday – Verhaegen Commemoration</td>
</tr>
<tr>
<td>7 – 13 January</td>
<td>Preparation Week for Examinations First Semester</td>
</tr>
<tr>
<td>14 January – 6 February</td>
<td>Examination Period First Semester</td>
</tr>
<tr>
<td>4-10 February</td>
<td>Break</td>
</tr>
</tbody>
</table>

### SECOND SEMESTER: 11 FEBRUARY – 28 JUNE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>11 February</td>
<td>Start Second Semester</td>
</tr>
<tr>
<td>8 - 21 April</td>
<td>Spring Break</td>
</tr>
<tr>
<td>22 April, 1 May, 30 May, 10 June</td>
<td>Holidays</td>
</tr>
<tr>
<td>3 – 9 June</td>
<td>Preparation Week for Examinations First Semester</td>
</tr>
<tr>
<td>11 June – 28 June</td>
<td>Examination Period Second Semester</td>
</tr>
<tr>
<td>Week of 2 July</td>
<td>Proclamation</td>
</tr>
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</table>

### SUMMER HOLIDAY: 7 JULY – 18 AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11, 21 July</td>
<td>VUB Closed</td>
</tr>
<tr>
<td>15 August</td>
<td>VUB Closed</td>
</tr>
<tr>
<td>16 August</td>
<td>Deadline Master thesis second session</td>
</tr>
</tbody>
</table>

### 19 AUGUST – 6 SEPTEMBER: 2ND SESSION EXAM PERIOD

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Week of 9 September</td>
<td>Proclamation</td>
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## 9. VUB ACADEMIC CALENDAR

### ACADEMIC YEAR 2018-2019

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<tr>
<th>From  - till</th>
<th>Activities</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/09/18</td>
<td>Lecture-free week [a]</td>
<td>1</td>
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<tr>
<td>23/09/18</td>
<td>Start of classes for Bruface students</td>
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</tr>
<tr>
<td>24/09/18</td>
<td>Welcome week for Bachelor students</td>
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</tr>
<tr>
<td>30/09/18</td>
<td>Mon 24.09.18</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Tue 25.09.18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start of classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic opening (13u30)</td>
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<td></td>
<td>3</td>
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<td>29/10/18</td>
<td>Thu 01.11.18</td>
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<td>11</td>
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<td>30/05/19</td>
<td>Bank Holiday</td>
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<tr>
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<td>Mon 10.06.19 Bank Holiday</td>
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<tr>
<td>30/06/19</td>
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<tr>
<td>01/07/19</td>
<td>Sat 08.07.19 End exams 2nd semester</td>
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<td>08/07/19</td>
<td>Summer Holiday</td>
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<td>21/07/19</td>
<td>Sun 21.07.19 Bank Holiday</td>
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<td>15/08/19</td>
<td>Thu 15.08.19 Bank Holiday</td>
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<tr>
<td>19/08/19</td>
<td>Mon 19.08.19 Start 2nd session exam period</td>
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</tr>
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<tr>
<td>08/09/19</td>
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<tr>
<td>09/09/19</td>
<td>Sat 14.09.19 End 2nd session exam period</td>
<td></td>
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<tr>
<td>15/09/19</td>
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</tr>
<tr>
<td>16/09/19</td>
<td>Lecture-free week (a)</td>
<td></td>
</tr>
<tr>
<td>22/09/19</td>
<td>Start of classes for Bruface</td>
<td></td>
</tr>
<tr>
<td>23/09/19</td>
<td>Mon 23.09.19 Start of classes</td>
<td></td>
</tr>
<tr>
<td>29/09/19</td>
<td>Tue 24.09.19 Academic Opening</td>
<td></td>
</tr>
</tbody>
</table>

(a) Period in which no examinations, lectures or other educational activities take place, except for induction and preparatory activities and qualification tests during the first lecture-free week of the first term. This week can be used for administration and deliberation.

(b) Period preceding the examination period which is kept free of lectures and examinations or other methods of assessment. This period is reserved for students to prepare for examinations. The academic staff remains available for the students.
EuroMaster graduates are typically employed by a wide range of international organisations and European institutions. Of the non-European graduates, many return to their countries of origin where they take up middle to higher positions in, for example, universities and research institutes, Ministries, as well as corporations, law firms and consulting companies.

Many graduates from EU Member States stay in Brussels to work for the European institutions or consultancy firms in the area. When interviewed, EuroMaster graduates invariably indicate that the EuroMaster represented a positive turning point in their private and professional lives. The legacy of this highly qualified staff is one of the key reasons for the high level of applications received each year.

The contact between the Master Programme and its alumni is actively encouraged. The IES keeps an alumni database. The EuroMaster alumni receive the IES newsletter and are regularly invited to attend lectures, other alumni events and ‘reunion cafes’.

Facebook page: www.facebook.com/IESBrussels
EuroMaster Facebook page: www.facebook.com/MScEU/
EuroMaster Alumni LinkedIn group: https://www.linkedin.com/groups/13532206
IES twitter: IES_Brussels, Study@IES
11. FACILITIES

INTERNATIONAL RELATIONS AND MOBILITY OFFICE (IRM0)

IRMO is there to assist you and support you in order to make sure your academic studies at the Vrije Universiteit Brussel are enjoyable and interesting. You will find its activities on the website www.vub.ac.be/english/home/international.html or contact them at:

Karel Van Miert Building, ground floor, Pleinlaan 5, B-1050 Brussels;
E-mail: international.relations@vub.ac.be; Tel: +32 2 614 81 01

VUB LIBRARY

The catalogue of the VUB library can be consulted online on the website www.vub.ac.be/BIBLIO/index_en.html

Opening hours during the academic year: Monday – Thursday: 9am – 9pm | Friday: 9am – 7pm | Saturday: 10am – 4pm | Sunday: closed

COMPUTER ROOMS

There are six computer rooms at the IES (floor -1) and in building B (ground floor). On the VUB website you can find the opening hours and the procedure for the activation of your account: www.vub.ac.be/HW/HW-computerrooms.html.

MEDICAL SERVICE

You can go to the doctor in cases of illness, accidents, for minor procedures, vaccinations, travellers health advice, help to quit smoking, medical examination of divers, contraception, wound care, injections, bandages and other nursing care. Consultation is by appointment (except in case of accidents and emergencies). Consultation will be charged at the national health service price and should be paid in cash. The medical service can be found on Schoofselaan 8 - 1160 Auderghem (right off campus).

• Consultation every working day 08:00 am - 06:00 pm
• Evening consultation (06:00 pm - 08:00 pm) by appointment only (to request before 05:00 pm)
• House calls (not urgent) take place after 02:00 pm. These should be requested before 11:00 am.
Make an appointment:
• via the online agenda www.ugpvub.be (in Dutch only)
• at the reception between 09:00 am - 05:45 pm
• by phone 02 - 629 23 00 between 09:00 am - 05:45 pm

In case of serious injuries, you can go to the university hospital: www.uzbrussel.be
For other medical queries, you can check the website https://student.vub.be/en/campus-life

SPORT, CULTURAL AND RESTAURANT FACILITIES AND LANGUAGE COURSES

For sport activities you can visit the website www.vub.ac.be/english/sport/ or contact Basic Fit Elsene (building L, Phone: +32 2 629 15 55).

On https://student.vub.be/en/campus-life you can find:
• information on cultural activities
• the opening hours and information on the menus and prices of the VUB restaurant
• information on language courses

ENTERING THE CAMPUS BY CAR

To be able to enter the campus by car, you need to register your licence plate. The barrier system will only work when it recognises your license plate (front of the car). To register you have to go to the intranet of the university (http://intranet.vub.ac.be/go.phtml):

• Fill in your Net-ID (user name without @vub.be) and “pas- word” (password of your VUB e-mail address) and click on log in.
• Click on “Registratie nummerplaat” (under “ADMINISTRA- TIE”).
• Click yes when you are asked if you want to continue.
• Your first name, last name, e-mail and group will already be filled in. You have to fill in your phone number (without: “/” or “.”, e.g. 0443629851 instead of 0443/62.98.51) and then click “Update”.
• Fill in your licence plate and then click “Register”.

When you want to enter or leave campus, it is very important to stop before the STOP sign and wait until the traffic light has turned green. If your licence plate is not recognised, you can call the Security Department via the intercom.
Consult www.vub.ac.be/2020/mobility for current information about access to the campus during various construction projects.
Notes
Notes