

Framework Academic Regulation of Executive Education Programmes

The Foundation for the Graduate Institute of International and Development Studies manages the Graduate Institute of International and Development Studies (hereinafter: “the Geneva Graduate Institute”).

The Geneva Graduate Institute is an institution of higher education accredited by Swiss government offering education and research programmes, executive education and expertise in the field of international relations and development.

The portfolio of the Executive Education of the Geneva Graduate Institute includes:

- **Degree-granting programmes**: Certificate of Advanced Studies (CAS), Diploma of Advanced Studies (DAS) and Master of Advanced Studies (MAS) (including Masters of Laws – LLM);
- **Executive programmes**: specialised courses, including but not limited to short sessions and conference cycle or day, leading to a certificate of attendance, and
- **Tailor-made executive programmes** designed for organisations.

Article 1 – Purpose and Scope of application

¹ This Framework Academic Regulation applies to Degree-granting programmes and Executive programmes (hereinafter: “The Programme(s)”). Joint degree-granting programmes and executive programmes offered by the Geneva Graduate Institute and another academic institution or through a joint centre of the Geneva Graduate Institute and the University of Geneva are not subject to this Framework Academic Regulation.

² The Geneva Graduate Institute awards three Degree-granting programmes:

- Certificate of Advanced Studies (CAS): minimum 10 ECTS credits¹
- Diploma of Advanced Studies (DAS): minimum 30 ECTS credits
- Master of Advanced Studies (MAS), including Masters of Law (LLM): minimum 60 ECTS credits

³ The Geneva Graduate Institute also awards specialised courses leading to a certificate of attendance (hereinafter: “Executive programmes”).

⁴ Specific modalities may apply to a Programme.

⁵ *General Terms and Conditions for Executive Education Degree-granting programmes and*

¹ *European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area used to facilitate transfer and recognition of qualifications. One credit corresponds to a workload of 25 to 30 hours.*

Executive programmes apply to the Programmes.

⁶ In the event of any discrepancy between the above-mentioned documents, Specific modalities shall prevail over this Framework Academic Regulation, and this Framework Academic Regulation shall prevail over the *General Terms and Conditions for Executive Education Degree-granting programmes and Executive programmes*.

⁷ By filling in the application form for a Programme, the applicant accepts to be bound by the present Framework Academic Regulation without restriction.

⁸ Participants in a Programme must comply with all applicable regulations, including, without limitation, the *Charter* of the Geneva Graduate Institute, the *Code of conduct* of the Geneva Graduate Institute and its *Implementation Guidelines*, the *Directive on Academic Integrity*, the *Rules and Good Practices for Ethical Use of Artificial Intelligence in Academic Work* and general regulations on use of computing resources.

⁹ Failure to comply with applicable regulation may result in sanctions including exclusion from the Programme.

Article 2 – Programme

¹ The Programmes are designed to provide Participants with an advanced level of academic training anchored in the Geneva Graduate Institute's scientific research and teaching and combined with practically-oriented sessions. Specifically, the Programmes allow Participants to acquire the knowledge and methodological tools necessary to understand the field covered and to produce personal and original work relevant to the pursuit of their professional careers.

² Each Degree-granting Programme is subject to a Study Plan including the organisation of the Programme (courses, workshops, internship, dissertation,...), the courses titles and the ECTS credits attached to each activity.

³ Programmes are taught in English, in French or in any other language specified in the Programme's Specific modalities. The applicant shall demonstrate their ability in the language of teaching.

⁴ Programmes may combine classroom activities, fieldwork, distance learning or blended-learning. It can also involve writing and, where appropriate, defending a dissertation under the supervision of a member of the teaching or research staff.

⁵ Programmes may be full-time or part-time.

⁶ In some Programmes, modules may be followed independently. In such cases, the conditions applicable to the Programme apply *mutatis mutandis*.

Article 3 – Organisation

¹ Programmes are managed by the Executive Education of the Geneva Graduate Institute, through its Executive Education Direction appointed by the Direction of the Institute.

² All programmes are supervised by an Academic Advisor who is appointed by the Executive Education Direction. Co-Academic Advisors may be appointed for the same Programme.

³ Academic Advisors are responsible for the organisation, the management and the communication of the Programme concerned. They draw up the Study Plan (for Degree-granting Programme), implement the Programme, manage the budget, contribute actively to the promotion of the Programme and ensure that Participants receive regular feedback from lecturers on their

learning and assessment results.

Article 4 – Conditions for admission

¹ Candidates for admission to a Programme must meet the following requirements:

- hold a Bachelor's degree (with a minimum of 180 ECTS credits) or a degree deemed equivalent in the discipline(s) relevant to the Programme awarded;
- display working experience related or relevant to the selected Programme; and
- meet other specific conditions as required by the Programme's Specific modalities, such as language requirements or other specific knowledge or skills.

² Candidates for admission must submit a complete file with all information and documents required within the admission deadline set by the Executive Education of the Geneva Graduate Institute.

³ Admission is decided on by the Executive Education Direction, upon consultation with the Programme Academic Advisor(s) or the specific selection committee of the Programme, based on the candidate's file. The candidate may be admitted, with or without conditions, or rejected. This decision is final without possibility of appeal.

⁴ The Executive Education Direction reserves the right to accept applications from candidates who do not meet the requirement set out in Article 4 § 1, subject to a review of their application. An interview may complete the admission procedure.

⁵ When a deposit is due, the Participant's admission to the Programme is confirmed upon receipt of the deposit paid within the agreed term.

Article 5 – Time limits for the completion of the Programme

¹ Specific deadlines are set out in the Specific modalities of each Programme.

² The duration studies for a CAS Programme is a minimum of one semester and a maximum of four.

³ The duration studies for a DAS Programme is a minimum of two semesters and a maximum of six semesters.

⁴ The duration studies for a MAS Programme is a minimum of two semesters and a maximum of ten semesters.

⁵ An extension of the time limit may be exceptionally granted. The request must be made in writing to the Academic Programme Advisor(s) stating the justified grounds and providing any supporting documents. The decision is taken by the Academic Programme Advisor(s), upon validation by the Executive Education Direction. The extension granted may not exceed a maximum of two semesters. The decision is final without possibility of appeal.

⁶ In the event of an extension of the time limit as provided for below an administrative fee will be charged per additional semester (between CHF 500 and CHF 1,500 depending on the Programme).

⁷ In addition, conditions for a deferral, a cancellation or a withdrawal from a Programme are set out in the *General Terms and Conditions for Executive Education Degree-granting programmes and Executive programmes*.

Article 6 – Assessment for Degree-granting programmes

¹ Assessments' modalities are communicated to the Participants at the beginning of the Programme.

² The assessments must be completed within the required deadlines.

³ Assessments are graded between 1 to 6 with a gradation of a quarter point. A "pass" or "fail" grading can be used on some assessments.

⁴ A mark of 0 is reserved for absence without justified grounds or for suspected or confirmed fraud and/or plagiarism.

⁵ Participants must obtain an average of at least 4 or the mention "pass" to be awarded the corresponding ECTS credits.

⁶ A grade of less than 4 or a "fail" do not result in the awarding of ECTS credits.

⁷ In case of failure, an evaluation can be repeated once.

⁸ Except as otherwise provided in the Specific modalities, Participants are required to participate actively and regularly in at least 80% of the teaching and other face-to-face, distance learning (e-learning) or blended learning activities of the Programme. This is an integral part of the assessment procedures.

⁹ If a Participant fails to attend an assessment, they must immediately notify the Programme Academic Advisor(s) in writing explaining the justified grounds and include all relevant supporting documents. The Academic Advisor(s), upon validation of the Executive Education Direction, will decide whether there are justified grounds adequately documented. For this purpose, the Academic Advisor(s) may ask the Participant to give all additional and relevant information and/or documents. If the Academic Advisor(s) consider(s) that the failure of attendance is not based on justified ground, a mark of 0 or a "fail" is given to the Participant for the said assessment. The decision is final without possibility of appeal.

Article 7 – Graduation for Degree-granting programmes

¹ Participants who meet the conditions set out in this Framework Academic Regulation obtain their degree awarded by the Geneva Graduate Institute.

² Exact title of the degree is specified in the Study Plan.

³ A diploma supplement and an academic transcript are awarded with the degree.

⁴ Degrees are signed by the Executive Education Direction and the Academic Advisor(s).

⁵ To prevent the accumulation of degrees corresponding to the same content, a Participant may not claim two degrees related to the same Programme of study. For example, when a CAS or a DAS constitutes part of a MAS Programme, the Participant must return the CAS or the DAS before being awarded the MAS.

⁶ The degree is delivered on the conditions that all tuitions fees have been paid.

Article 8 – Plagiarism and Cheating

¹ Any act or attempt of plagiarism or cheating by a Participant duly proven will result in the grade 0 for the assessment concerned.

² Depending on the seriousness of the behavior observed or its intentional nature, it may lead to definitive exclusion from the Programme. The decision belongs to the Executive Education Direction, upon consultation with the Academic Advisor(s). The Participant has a right to be heard and to consult their record before a decision is taken.

³ The initiation of a disciplinary proceeding is reserved.

Article 9 – Certificate of attendance for Executive programme

¹ Participants who meet the conditions set out in this Framework Academic Regulation obtain a certificate of attendance awarded by the Geneva Graduate Institute.

² Participants are required to participate actively and regularly in at least 80% of the teaching and other face-to-face, distance learning (e-learning) or blended learning activities of the Programme.

³ Certificates of attendance are signed by the Academic Advisor of the Programme.

⁴ Certificate of attendance is delivered on the conditions that all tuitions fees have been paid.

Article 10 – Exclusion

¹ The Geneva Graduate Institute may exclude a Participant from a Programme for justified reason including but not limited to:

- Academic reasons as provided for in this Framework Academic Regulations and/or other Specific modalities of the Programme, including but not limited to failure to meet the conditions for admission (Article 4 § 3), graduation and/or conditions of attendance;
- Non-compliance with applicable regulations, including but not limited the *Charter* of the Geneva Graduate Institute, the *Code of conduct* of the Geneva Graduate Institute and its *Implementation Guidelines*, the *Directive on Academic Integrity*, the *Rules and Good Practices for Ethical Use of Artificial Intelligence in Academic Work* and general regulations on use of computing resources and the *General Terms and Conditions for Executive Education Degree-granting programmes and Executive programmes*;
- Inappropriate, immoral, or contrary behaviour that goes against the interests of the Institute;
- Failure to pay tuition fees by the deadline;
- Fraud or misrepresentation in information, documents, or works provided to the Geneva Graduate Institute, particularly as part of the application process and/or evaluation;
- Plagiarism and cheating as provided in Article 8.

² The decision to exclude a Participant is taken by the Executive Education Direction, upon consultation with the Academic Advisor(s). This decision is with immediate effect.

³ In case of exclusion, tuition fees will not be refunded and/or remain due and the Participant cannot claim any compensation from the Geneva Graduate Institute.

Article 11 – Appeal

¹ This decisions taken by the Executive Education Direction in accordance with this Framework Academic Regulations may be subject to an appeal to the Director of the Geneva Graduate

Institute within 30 days of its notification.

² The appeal must include the name and contact of the appellant, the designation of the contentious decision, a statement of the facts justifying the appeal and the objections raised and the conclusions of the appeal.

³ The decision of the Director of the Geneva Graduate Institute is final and with immediate effect.

Article 12 – Applicable Law and Place of Jurisdiction

¹ This Framework Academic Regulation is governed by Swiss law.

² The place of jurisdiction for all disputes arising from the interpretation or application of this Framework Academic Regulation is Geneva, Switzerland.

Article 13 – Entry into Force and Amendments

¹ This Framework Academic Regulation has been adopted by the Foundation Board on 3 June 2025 and comes into force on 3 June 2025. They replace the Academic Regulations of Executive Education Programmes of 1 September 2024.

² This Framework Academic Regulation applies to all Participants upon its entry into force.

³ They may be modified at any time.