

Master in European Governance

Master académique

Handbook

Année 2016 - 2017

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Mot de Bienvenue - Welcome

J'ai le grand plaisir de vous accueillir dans le programme de *Master in European Governance* de la Faculté des Lettres, Sciences humaines, Arts et Sciences de l'Education de l'Université du Luxembourg. Ce programme est le fruit d'un long travail entamé par les collègues qui forment aujourd'hui son corps professoral, et représente pour nous une étape importante dans le développement de l'ensemble de nos activités d'enseignement et de recherche dans le domaine de la Gouvernance européenne. J'espère que vous aurez pleinement l'opportunité, au cours de vos études, de profiter de la richesse et de la diversité de l'offre qui distinguent cette formation, aussi bien que de l'expérience d'étudier dans un environnement défini par son caractère international et multilingue.

You also have the unique opportunity to participate in the development of a programme – and, indeed, and of an institution – still very much 'under construction'. This will, undoubtedly, pose its share of difficulties at times. Yet, at the same time, you will be distinctively able to shape both your own programme of study, and that of your successors. Your input and your queries will always be welcome as we develop the programme together.

With all best wishes for an enriching and successful year,

En vous souhaitant une année enrichissante et pleine de succès,

Prof. Robert Harmsen
Directeur des études ; Programme Director

Contacts et renseignements

Directeur des études

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Secrétariat

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Heures d'ouverture du secrétariat

- Lundi : fermé
- Mardi : 14h – 16h
- Mercredi : 14h – 16h
- Jeudi : 14h – 16h
- Vendredi : 10h-12h, 14h – 16h

Pour tout autre créneau horaire, merci de prendre rendez-vous par email.

Pour tout dépôt du document, merci de vous adresser à la réception de la Maison des Sciences Humaines.

ACADEMIC CALENDAR 2016/2017

Calendrier Académique

SEPTEMBER

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
35				1	2	3	4
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30		

OCTOBER

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
39						1	2
40	3	4	5	6	7	8	9
41	10	11	12	13	14	15	16
42	17	18	19	20	21	22	23
43	24	25	26	27	28	29	30
44	31						

NOVEMBER

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
44							
45	7	8	9	10	11	12	13
46	14	15	16	17	18	19	20
47	21	22	23	24	25	26	27
48	28	29	30				

DECEMBER

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
48							
49	5	6	7	8	9	10	11
50	12	13	14	15	16	17	18
51	19	20	21	22	23	24	25
52	26	27	28	29	30	31	

JANUARY

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
52							
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

FEBRUARY

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
5							
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

MARCH

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
9							
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

APRIL

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
13							
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30

MAY

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
18							
19	1	2	3	4	5	6	7
20	8	9	10	11	12	13	14
21	15	16	17	18	19	20	21
22	22	23	24	25	26	27	28
23	29	30	31				

JUNE

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
22							
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

JULY

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
26							
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

AUGUST

Week	Mon.	Tu.	Wed.	Thur.	Fri.	Sat.	Sun.
31							
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

Legend:

- Holidays, Public holidays & Sundays
- Exams (please refer to the tables of the semesters)
- Welcome Days
- Recruitment fair "Unicareers"

Winter semester

15 September 2016 to 19 February 2017

DATE

19 Sept. 2016 - 25 Dec. 2016 Courses

26 Dec. 2016 - 08 Jan. 2017 Christmas holidays

09 Jan. 2017 - 15 Jan. 2017 Study days

16 Jan. 2017 - 12 Feb. 2017 Exams

13 Feb. 2017 - 19 Feb. 2017 Inter-semester period

17 Feb. 2017 Deadline for Juries

Summer semester

20 February 2017 to 10 September 2017

DATE

20 Feb. 2017 - 04 June 2017 Courses

17 Apr. 2017 - 23 Apr. 2017 Easter holidays

05 June 2017 - 11 June 2017 Study days

12 June 2017 - 09 July 2017 Exams

08 Sept. 2017 Deadline for Juries

BELVAL: location of courses

Faculty of Language and Literature, Humanities, Arts and Education (FLSHASE)

All programmes, Bachelor, Master and Doctoral Schools are organised at Belval Campus.

Faculty of Science, Technology and Communication (FSTC)

The "Bachelor in Life Sciences", including "Medicine" track, the "Master in Systems Biology" and the "Doctoral School in Biomedicine and Molecular Systems" are held mainly at Belval Campus (except practicals). Courses are organised in blocks to avoid travel between campuses during the day.

The other programmes of the FSTC remain at Kirchberg and Limpertsberg during the current academic year.

Faculty of Law, Economics and Finance (FDEF)

All Bachelor programmes of the FDEF will be organised at Belval Campus as of September 2016.

The other programmes of the FDEF remain at Kirchberg and Limpertsberg.

Corps enseignant 2016-17

Corps professoral de l'Université du Luxembourg

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Professeurs Invités

Vacataires

Franz CLEMENT

Chargé d'études
CEPS / INSTEAD

Amelia HADFIELD

Reader in Politics and International Relations
Canterbury Christ Church University

Martin MENDELSKI

Research Fellow
Max Planck Institute for the Study of Societies, Cologne

Karen MC AULIFFE

Reader in Law
University of Birmingham

Paolo TEDESCHI (MAHEC)

Università degli Studi di Milano-Bicocca

Sergiu VINTILA
Policy Advisor
Parlement Européen

Guy LENTZ
Coordinator for EU & International Affairs
Ministère de la Fonction publique et de la Réforme administrative, Luxembourg

Le Master en Gouvernance Européenne

Profitant de sa situation en plein cœur d'un des principaux centres institutionnels de l'Union Européenne, le Master bilingue en Gouvernance Européenne de l'Université du Luxembourg se distingue par une offre qui inclut :

- une forte composante d'enseignements en politiques publiques et politiques européennes ;
- un cursus interdisciplinaire abordant les multiples dimensions de la construction européenne ;
- des séances données par des praticiens de haut niveau permettant un regard de l'intérieur quant aux processus décisionnels de l'UE.

Le Master se base sur le programme de recherche sur la Gouvernance européenne établi en 2004, qui réunit plus de 25 collaborateurs scientifiques (<http://europa.uni.lu>).

Le programme luxembourgeois est conçu pour permettre à ses diplômés de se situer avantageusement par rapport à un large éventail de débouchés possibles, aussi bien dans le monde de la recherche que dans le monde professionnel lié aux politiques publiques européennes dans les secteurs public et privés.

Le programme, d'une durée de deux ans (120 ECTS), est composé de trois modules principaux (chacun englobant plusieurs cours) ainsi qu'un mémoire ou un rapport de stage.

Les Objectifs pédagogiques de la Formation

A l'obtention de leur diplôme, les étudiants seront capables de :

- Expliquer le fonctionnement du système institutionnel de l'Union européenne ;
- Faire l'analyse des politiques publiques européennes, notamment dans les domaines des politiques économiques, sociales et environnementales ;
- Appliquer et traduire leurs savoirs à des sujets précis dans des contextes académiques, ainsi que pratiques dans le monde professionnel ;
- Expertiser des questions selon différentes approches disciplinaires en sciences politiques et interdisciplinaires sur la Gouvernance européenne (notamment en relation avec le Droit et l'Histoire) ;
- Transmettre leur savoir et savoir-faire en matière de gouvernance européenne dans un esprit de synthèse.

Organigramme

Semestre 1	Module 1 30 ECTS	Foundations of Research in Political Science 5 ECTS - 30 UE Robert Hamsen	Politique Comparée 5 ECTS - 30 UE Philippe Poirier	Research Techniques in Political Science 5 ECTS - 30 UE Patrick Dumont	Le système politique de l'Union européenne 5 ECTS - 30 UE David Howarth Anna-Lena Högenauer	International Political Economy 5 ECTS - 30 UE David Howarth	Histoire économique et sociale de la construction européenne 5 ECTS - 30 UE René Leboutte			
Semestre 2	Module 2 30 ECTS <small>15 ECTS obligatoires</small>	Regionalisms in World Politics 5 ECTS - 30 UE Harlan Koff	Multi-level governance in Europe 5 ECTS - 30 UE Robert Harmsen	EU Law 5 ECTS - 30 UE Karen Mc Auliffe	Politique et Religions en Europe 5 ECTS - 30 UE Philippe Poirier	The Political Economy of European Integration 5 ECTS - 30 UE David Howarth	International Relations 5 ECTS - 30 UE Sergiu Vintila	Borders, Flows and Securities 5 ECTS - 30 UE Harlan Koff	Innovations Démocratiques 5 ECTS - 30 UE Raphael Kies	European Integration, Capitalism and the Rule of Law in Central and Eastern Europe 5 ECTS - 30 UE Martin Mendelski
Semestre 3	Module 3 25 ECTS <small>5 ECTS Obligatoires</small>	Public Policy Analysis 5 ECTS - 30 UE Robert Hamsen	Environmental Policy in the European Union 5 ECTS - 30 UE Anna-Lena Högenauer	Europe in World Affairs 5 ECTS - 30 UE Amelia Hadfield	Parlementarismes et Démocraties dans l'Union Européenne 5 ECTS - 30 UE Philippe Poirier	European Banking Union 5 ECTS - 30 UE David Howarth	Transatlantic Relations 5 ECTS - 30 UE Sergiu Vintila	International Development, Sustainability and Policy Coherence 5 ECTS - 30 UE Harlan Koff	The Challenges of Global and European Energy Policy 5 ECTS - 30 UE Guy Lentz	Politiques Sociales Européennes 5 ECTS - 30 UE Franz Clément
Semestre 4	Module 4 5 ECTS	Tutorat 5 ECTS								
	Module 5 30 ECTS	Stage/ Mémoire 30 ECTS								

Évaluation et guide de présentation des travaux écrits

Systeme de notation

Indicative Grade Descriptors

The University uses a 20-point grading scale, which will be familiar to students with a previous experience of the Belgian, French or Luxembourgish educational systems. For those unfamiliar with the system, the grade descriptors below are intended to provide an *unofficial* guide.

18-20 *Excellent*

Demonstrates a thorough and systematic knowledge of course content, together with evidence of extensive outside reading and research. The answer is exceptionally well-argued, demonstrating an outstanding level of critical judgment, originality of thought, and methodological rigour.

16-17,9 *Très bien*

Demonstrates a comprehensive knowledge of course content, together with evidence of significant outside reading and research. The answer is uniformly well-argued, displaying a very good exercise of critical judgment, clear elements of originality, and methodological rigour.

14-15,9 *Bien*

Demonstrates a very good knowledge of course content, together with satisfactory evidence of further reading. The answer is generally well-argued, displaying a good level of critical judgment and some evidence of originality. Methodology is generally sound.

12-13,9 *Assez bien*

Demonstrates a good knowledge of course content, though with only limited evidence of further reading. Reasonably well argued, though a largely descriptive or narrative answer which shows only limited critical judgment or analytical development. Methodological application is basically sound, but with minor errors.

10-11,9 *Passable*

Demonstrates an adequate knowledge of course content, though with limited or no further reading. A largely descriptive or narrative answer which, while factually accurate, does not clearly display an exercise of independent critical judgment. Overall development of the argument is uneven. Methodological application is inconsistent, but without fundamental flaws.

0-9,9 *Insuffisant*

Significant errors, misunderstandings or omissions as regards course content, with no evidence of further reading. Core arguments are inadequately structured, with no demonstration of independent thought or exercise of critical judgment. No treatment of complex issues. Inadequate referencing and poor use of source materials. Poor methodology.

Règlement de rattrapage

Regulations concerning Failed and Incomplete Courses

- 1). Where students have failed or have not presented themselves for an examination, a resit examination will normally be arranged in the immediately succeeding semester. Students concerned should register for this examination with the programme secretariat by the prescribed date.
- 2). Where students have failed or failed to submit coursework, they should arrange for a (re-) submission of the work concerned with the course coordinator. The coordinator will establish a deadline for the submission of the assignment. This will normally be a period of not longer than three months. If all relevant requirements are not completed so as to allow for the evaluation of the work concerned prior to the immediately succeeding exam board, the provisions of 3). below apply.
- 3). Where students have not successfully undertaken a resit or resubmission in the immediately succeeding semester as at 1). or 2). above, the course must be retaken in its entirety for credit to be accorded. In this event, all course requirements must be completed, including such requirements as candidates may have previously fulfilled.
- 4). Please also note that, following University regulations, the grade for a non-validated course is reset to '0' - i.e. any grade of less than 10 which has not been compensated in a given semester cannot be carried to the following semester and you must normally resit/resubmit to have the opportunity for credit to be awarded.

Références

General

It is essential that your essays be properly referenced. The method by which you do this may, however, vary from subject to subject. In general, the use of footnotes or endnotes is preferable for historical or legal work (as they better accommodate the citation of archival or jurisprudential material), while 'Harvard style' in-text citation is more common in many (of the other) social sciences. Whichever method of citation you choose (or which you may be required to use in a particular course), you must apply it consistently and thoroughly throughout your work. Failure to do so may constitute plagiarism, which will be treated as a serious academic offence. Your attention is drawn in this respect to the relevant provisions of the University's *Règlement d'Ordre Intérieur*:

'En particulier, est considéré comme plagiat la présentation d'un texte d'autrui comme étant de son propre génie, la copie d'extraits de textes, de tableaux, d'images et de données sans citer ses sources, le résumé d'une idée d'autrui sans citer le nom de cette personne, et, plus généralement, le fait de faire passer indûment pour siens des passages ou des idées tirées de l'œuvre d'autrui, dans quelque langue que ce soit'. (Art. VII.2.101)

The two accepted means of referencing are detailed below.

The 'Harvard Style' (In-text Citation)

This method of referencing is based on short-form citations contained within the text itself. Footnotes or endnotes are used only for making substantive points supplementary to the main text, and NOT for the routine provision of references.

A) In the Text:

a) If the author's name is mentioned, follow it with the year of publication (and, where appropriate, page number) in brackets: As Duncan (1959: 61) makes clear....

b) If the author's name is not in the text, add that to the year and pagination in following brackets: As recent research (Duncan 1959: 61) makes clear...

c) Where there are four or more authors, give the first surname and then use the *et al.* form, but all authors' names should be given in the corresponding bibliographical entry.

d) Separate a series of references with semi-colons and enclose them in one pair of brackets: (Cohen 1963; Duncan 1959: 61; Roach 1978: 5-15).

e) Where the same author has two or more works of the same date, so that textual references could not be identified in the bibliography, use alphabetical designations to distinguish between them in both the text and bibliography: (Filbert 1983a; Filbert 1983b).

f) All tables which appear in the text and which are not original must show the source or sources. If you are presenting the data in your own form different from the original, you should prefix the citation with an appropriate indication, eg. Compiled from Duncan (1959: 61).

B) In the Bibliography:

All material should appear in alphabetical order, by authors' names as follows:

a) If the material is a book, cite the author, date of publication in brackets, full title, and location and name of publisher:

Saurugger, Sabine (2009). *Théories et concepts de l'intégration européenne* (Paris: Presses de la Fondation Nationale des Sciences Politiques).

b) If the material is a journal article, cite author, date, title of article, name of journal, volume number, volume part number (in brackets) and the numbers of the first and last pages:

Navarro, Julien (2009). 'Les rôles au Parlement européen: Une typologie des pratiques de représentation', *Revue française de science politique*, 59 (3): 479-506.

c) If the material is from an edited collection:

Heisenberg, Dorothee (2008). 'How Should We Best Study the Council of Ministers?' in Daniel Naurin and Helen Wallace (eds.), *Unveiling the Council of the European Union: Games Governments Play in Brussels* (Basingstoke: Palgrave), pp. 261-276.

d) If there is more than one author, cite as follows:

Dobbins, Michael and Christoph Knill (2009). 'Higher Education Policies in Central and Eastern Europe: Convergence toward a Common Model?', *Governance* 22 (3): 397-430.

e) Government and official publications should be referenced in the normal way, although there is often a problem in identifying the equivalent of 'the author'. The author may be a government department, a semi-autonomous body, or a commission of enquiry under a named individual. The entry should be identified by its appropriate author.

European Commission (2006). *Delivering on the Modernisation Agenda for Universities: Education, Research and Innovation*. Communication from the Commission to the Council and the European Parliament. Com(2006) 208 final. 10 May.

f) References to web sites should clearly identify the document being cited, as well as including full details of the URL and indicating when the site was last accessed.

Labour Party (2009). 'Winning the Fight for Britain's Future: European Elections 2009'. <http://www.labour.org.uk/uploads/e0e9e2d5-1437-8734-6d4e-8084302a2346.pdf> [last accessed 23 October 2009].

Referencing using Footnotes/Endnotes

In this method of citation, the first footnote or endnote citation to a particular publication provides the full details of that publication, after which a shorter form citation is used. Please note that, when using footnotes or endnotes, you are still required to provide a separate bibliography of all material cited/consulted.

A) In the text

a) Books

One author

First citation

1. Neil Nugent, *The Government and Politics of the European Union* (Basingstoke: Palgrave: 2010/Seventh Edition), pp. 75-81.

Thereafter

2. Nugent, *European Union*, pp. 92-93.

Two authors

First citation

1. Fiona Hayes-Renshaw and Helen Wallace, *The Council of Ministers* (Basingstoke: Palgrave, 2006/Second Edition), pp. 21-27.

Thereafter

2. Hayes-Renshaw and Wallace, *The Council of Ministers*, pp. 100-102.

Three or more authors

First citation

1. Michael Gallagher, Michael Laver, and Peter Mair, *Representative Government in Modern Europe* (New York: McGraw Hill, 2006/Fourth Edition), pp. 55-57.

Thereafter

2. Gallagher et al., *Representative Government*, pp. 60-65.

Edited Books

Please note that this applies only if you are referring to the book as a whole. If referring to individual chapters, then the reference should be made to the chapter author as at b). below.

First citation

1. Didier Georgakakis (ed.), *Les métiers de l'Europe politique: Acteurs et professionnalisations de l'Union européenne* (Strasbourg: Presses Universitaires de Strasbourg, 2002).

Thereafter

2. Georgakakis (ed.), *Les métiers*.

b) Book Contributions

First citation

1. David Mutimer, 'Theories of Political Integration', in Hans Michelmann and Panayotis Soldatos (eds.), *European Integration: Theories and Approaches* (Lanham, MD: University Press of America, 1994), pp. 13-42.

Thereafter

2. Mutimer, 'Theories of Political Integration', p. 15.

c) Journal Articles

First citation

1. Trine Flockhart, 'Europeanization or EU-ization?: The Transfer of European Norms across Time and Space', *Journal of Common Market Studies* 48 (3): 787-810.

Thereafter

2. Flockhart, 'Europeanization', pp. 791-794.

d) Newspaper Articles

First citation

1. Hugh Carnegy and Karen Fosli, 'Defiant Norwegians have few EU regrets', *Financial Times*, 26 May 1995, p. 3.

Thereafter

2. Carnegy and Fosli, 'Defiant Norwegians', p. 3.

Daily newspapers and periodicals may also be identified by date alone, particularly if being used only to establish a narrative of events rather than with reference to specific editorial content:

1. *Financial Times*, 26 May 1995, p. 3. (reproduced as such thereafter).

e) Government Documents

You should follow the conventional method of citation for the type of official publication used (usually indicated on the document itself, taking care that the first reference to the document clearly identifies its source).

For example

1. Commission of the European Communities, A New Partnership for the Modernisation of Universities: The EU Forum for University Business Dialogue. Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions. COM(2009) 158. 11 February.

Thereafter

2. COM (2009) 158, pp. 6-7.

f) Legal Cases

You should follow a conventional method of legal citation, further specifying the jurisdiction (Court of Justice of the European Union, European Court of Human Rights, etc.) if this is not clear from the context.

For example

1. Case 302/86, *Commission of the European Communities v. Denmark* [1988] ECR 4607 at 4610.

Thereafter

2. [1988] ECR 4607 at 412.

Alternatively

1. *Ždanoka v. Latvia*, judgment of 16 March 2006 on application no. 58278/00.

Thereafter

2. *Ždanoka*, at para. 135.

g) Archives

References to archives should include the name and location of the collection, as well as the file where the document can be found.

For example

1. Pflimlin to Monnet, 30 May 1950, AMG 26/2/21, Fondation Jean Monnet pour l'Europe, Lausanne.

Thereafter

2. Pflimlin to Monnet, 30 May 1950, AMG 26/2/21, FJM.

h) Web sites

References to web sites should clearly identify the document being cited, as well as including

the full URL together with an indication of the date on which the site was last accessed.

First citation

CSV, Wahlprogramm 2009, <http://csv.lu//upload/brochures/CSV%20Walprogramm.pdf> (last accessed 1 February 2010).

Thereafter

CSV, Wahlprogramma 2009.

i) General

It is permissible to use 'ibid' for a directly succeeding reference to the same source. More complicated structures are, however, best avoided.

B) In the Bibliography:

a) Books

One author

Nugent, Neill. *The Government and Politics of the European Union*. Basingstoke: Palgrave, 2010 (Seventh Edition).

Two authors

Hayes-Renshaw, Fiona and Helen Wallace, *The Council of Ministers*. Basingstoke: Palgrave, 2006/Second Edition).

Three or more authors

Gallagher, Michael, Michael Laver and Peter Mair. *Representative Government in Modern Europe*. New York: McGraw Hill, 2006 (Fourth Edition).

Edited Book

Georgakakis, Didier (ed.). *Les métiers de l'Europe politique: Acteurs et professionnalisations de l'Union européenne*. Strasbourg : Presses Universitaires de Strasbourg, 2002.

b) Book Chapters

Mutimer, David 'Theories of Political Integration', pp.13-42 in Hans Michelmann and Panayotis Soldatos (eds.), *European Integration: Theories and Approaches*. Lanham, MD: University Press of America, 1994.

c) Journal Articles

Flockhart, Trine. 'Europeanization or EU-ization?: The Transfer of European Norms across Time and Space', *Journal of Common Market Studies* 48 (3): 787-810.

d) Newspaper Articles

Carnegy, Hugh and Karen Fossli. 'Defiant Norwegians have few EU regrets'. *Financial Times*, 26 May 1995, p. 2.

e) Government Documents

Official publications should be cited in the main bibliography, using the name of the issuing organisation as the author's named (unless the authorship of the document is attributed to a named individual).

Commission of the European Communities, A New Partnership for the Modernisation of Universities: The EU Forum for University Business Dialogue. Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions. COM(2009) 158. 11 February.

f) Legal Cases

References to legal cases should be grouped together in a separate section of the bibliography and listed by jurisdiction. Cases may be listed either alphabetically by case title or chronologically by case number or date.

g) Archives

Archives consulted should be noted in a separate list in the bibliography. The reference should include the name and location of the collection used, as well as an indication as to the range of documents consulted (file numbers, years, etc.).

h) Web Sites

Web sites should either be listed in the main bibliography by name of author/organisation or may be grouped as a separate list where this allows for a greater ease of consultation (such as, for example, when a series of governmental or political party web sites have been used as a major primary research source). In either case, full details should be provided, including the complete URL and the date of most recent consultation.

Page de garde des essais

Université du Luxembourg Master in European Governance

Nom et prénom

Matricule

Intitulé du cours

Titulaire du cours

PLAGIARISM STATEMENT

“Plagiarism is the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his own.”

I hereby acknowledge that I have read and understood the above definition of plagiarism. I declare that all material from other sources used in this piece of assessed work, whether directly quoted or paraphrased, has been clearly identified and attributed to the source from which it came by means of a footnote or endnote reference.

SIGNATURE: _____

Mobilité, stage et mémoire

Mobilité

Guidelines and Procedures for Student Mobility in the Master in European Governance

General Conditions

All requests to spend a semester abroad must be made in writing to the Programme Director, including both a brief (one page) letter of motivation and a provisional listing of the courses which you envisage taking (based on the partner institution web site). The letter should clearly set out how the proposed semester fits into your overall programme of study and indicate what specific benefits you expect to derive from this semester abroad (such as access to courses or specialisations not available here). If you wish to apply for a place at more than one institution, a separate (specific) letter and proposed programme of courses must be submitted for each institution. Where necessary, you should also provide evidence of the requisite linguistic competence.

Participation in an exchange semester is conditional upon overall satisfactory academic performance. Students will normally be expected to have validated at least 20 ECTS in their first semester and 50 ECTS in their first year (including compensation and resits/resubmissions) to be eligible to undertake a semester abroad.

Where the number of applications exceeds the number of places available at a particular institution, a selection will be made on the basis of academic performance in the programme to date and the documents submitted (letter of motivation and preliminary course programme).

After receiving approval from the Programme Director, you should then contact the SEVE in order to make formal arrangements for your departure. Further details may be found at:

http://www.en.uni.lu/students/mobility/outgoing_students/erasmus_studies

You will be required to sign a learning contract setting out an agreed programme of study totaling 25-30 ECTS. Please note, however, that the coursework credit available for this semester will normally not exceed 25 ECTS, as you must complete a dissertation or internship 'pre-project' under the guidance of a member of staff worth 5 ECTS.

Current Exchange Agreements

At present, the Master in European Governance has active links to five other programmes by way of Erasmus (and associated) agreements. These are:

Università degli studi di Bologna

<http://corsi.unibo.it/2Cycle/InternationalRelations/Pages/default.aspx>

Università degli Studi di Firenze

<http://www.rise.unifi.it/changelang-eng.html>

Université de Genève

<http://www.unige.ch/ieug/etudes/master.html>

National University of Latvia (Riga)

<http://www.lu.lv/eng/istudents/degree/study/european-studies/>

Università degli studi di Trento

<http://web.unitn.it/en/ssi/10448/masters-degree-european-and-international-studies>

Possibilities also exist to undertake an exchange outside of Europe through the University's 'Global Exchange Programme'. Please see the web site for details: http://www.en.uni.lu/international/mobility/global_exchange_programme

'Free movers'

It is possible to make your own arrangements to spend a semester at another institution. If you wish to take this option, you must make all necessary arrangements yourself and assume responsibility for all associated fees and costs. You should speak to the Programme Director at the earliest possible opportunity in order to discuss whether your choice(s) would be acceptable within the overall framework of the degree course. In general, the envisaged programme of study must be of a comparable standard to that offered here and provide you with distinctive benefits or opportunities. The 'free mover' option is subject to the general conditions set out above, and also requires (as for exchange places) the conclusion of a learning agreement and the maintenance of a UL registration (fees are not charged for the outbound term).

Mémoire-stage

Master in European Governance Dissertation and Internship Guidelines

The Tutorat

The tutorat provides a preparatory forum for your dissertation or internship. In the context of the tutorat, you will principally be working with your supervisor in order to delineate an appropriate research topic or professional project. To this end, you will be required to produce a substantial literature review in your chosen area, as well as presenting an initial research design (in the case of the dissertation) or a professional project (in the case of the internship). The research design should clearly set out a research question/hypothesis, as well as a plan of work outlining how you propose to answer this question/test this hypothesis. The professional project should clearly set out your objectives in terms of the skills/experience which you seek to acquire through your intended placement, as well as giving an initial indication of your projected tasks during the placement and the manner in which they will allow you to achieve these goals.

In addition to regular meetings with your supervisor there will also be a limited number of group sessions for all students not on an exchange semester. These will consist of orientation and guidance sessions at the beginning of the semester, as well as a session later on in the semester at which all members of the group will present interim progress reports.

Students participating in an Erasmus exchange in their third semester should arrange an appropriate timetable with their supervisor for the completion of the required written work.

The Dissertation

The dissertation is intended to provide you with an initial, structured experience of advanced academic research. As such, it must be structured around a clearly defined central argument or hypothesis which derives from an identifiable body of scholarly literature. This argument or hypothesis should address a question or problem of European or international governance consistent with the broad themes explored in the taught programme. Your supervisor will provide you with guidance as to the appropriateness of specific topics. As a general guide, however, suitable topics will generally fall within one of the following broad research axes: Democracy, Parliamentary Studies and EU Decision-making Processes; Development, Regions, Rights and Resources; European and International Public Policy; and European and International Political Economy.

Your dissertation must normally include a significant component of 'original' research. Examples of this include (but are not limited to): documentary research (involving archives, case law, legislative texts, etc.); interviews; participant observation; and the use and/or collection of other forms of original data. Your supervisor will assist you in developing your own research design in a manner that incorporates an appropriate element of primary research.

The final dissertation should normally be between 80 and 120 double-spaced pages, exclusive of bibliography and any annexes. Some variation may be allowed, by prior agreement with your supervisor, where this is necessary to conform to specific disciplinary norms or methodological requirements.

The dissertation will be evaluated by both your supervisor and a second member of academic staff. You must also present your work in a public oral defense, which will include a question

and answer session with your two examiners. The evaluation of your written work constitutes 80% of your final grade; the oral defense is worth 20% of your final grade.

The final dissertation must be submitted in three copies no later than **15 June** in order to allow for completion of the degree in two years. Work submitted after the deadline will not be examined until the first semester of the following academic year.

The Internship

The internship is intended to provide you with a structured professional experience applying the skills and knowledge which you have developed during the taught programme. While the programme may periodically be able to offer a limited number of internship positions on a competitive basis by way of specific institutional arrangements, we are not able to guarantee that the number of such positions in any given year will correspond to student demand. *Please be advised that you are ultimately responsible for securing your own internship position if you choose to pursue this option.*

All internships must be substantially related to the broad areas of European and international governance as covered in the taught programme. This encompasses appropriate placements in both the public and private sectors. Examples of possible internship opportunities include (but are not limited to): the European institutions; national and regional governmental and parliamentary institutions; NGOs; lobbying and consultancy firms; and the European (policy analysis) divisions of larger firms. All internship placements are subject to the approval of the Programme Director and to the conclusion of a standard University of Luxembourg agreement.

The internship may be assessed in two ways:

1). *By dissertation*

You may choose to do a dissertation on the basis of your internship experience. In this case, the guidelines for the dissertation (as above) apply as regards the preparation and examination of your written work. *Please also note that, in this case, your dissertation topic must be directly related to your internship* (e.g. an internship at the European Court of Auditors, during which you complete a dissertation on an aspect of performance audit).

2). *By dossier*

Alternatively, in the case of full-time placements of at least three months' duration, you may choose to be assessed by way of an internship dossier. This consists of the elements detailed below:

Learning Journal (20%)

- Three interim progress reports of 500-750 words to be submitted to your academic supervisor at agreed dates.

Internship Report (20%)

- A final report of 12-15 double-spaced pages in which you summarise your principal activities during the course of the internship and critically reflect on the professional skills and experience which you have acquired.

Research Report (40%)

- A report which addresses a particular research question or policy problem in relation to your professional experience. This will often take the form of a policy briefing/analysis document in connection with an area in which you have been involved or of a critical report of findings where you have been tasked to undertake original research as part of your placement. In general, the report will have a more applied orientation than the type of research carried out for a

dissertation, though the same standards of analytical and methodological rigour apply. You will agree the exact form and topic of this report with your supervisor in light of the specific characteristics of your placement. The report should normally be between 40 and 60 double-spaced pages in length.

Oral Defense (20%)

- As with the dissertation, you are required to present your dossier for a public discussion. Your overall performance will be graded by both your supervisor and another member of academic staff. Your placement supervisor in your host organisation will also be invited to participate in this discussion session where possible, and will be required to provide a written evaluation of your performance which will form part of the basis of the final grade.

The full dossier must be submitted in three copies no later than **15 June** in order to allow for completion of the degree in two years. Work submitted after the deadline will not be examined until the first semester of the following academic year.