

Student Handbook

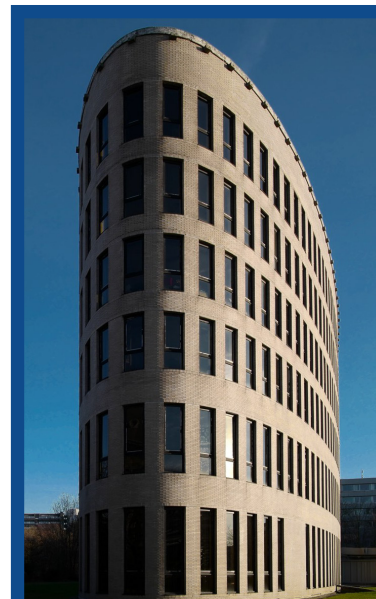
LLM in International &

European Law (PILC)

Academic year
2020-2021



INSTITUTE FOR
EUROPEAN
STUDIES



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.

Dear LLM Student,

Welcome to the Institute for European Studies (IES)!

We're delighted to welcome you in the new academic year. We hope your time here will be both rewarding and stimulating. The LLM in International and European Law - affectionately known as PILC¹ - has become recognised as one of the most challenging and high quality LLM degrees on offer.

Tackling studies at the 'Master after Master' level is not always easy. In the following Student Handbook you will find essential and practical information to guide you through the year as an LLM student, so we advise you to keep it close, especially during the first weeks.

Once again, we welcome you to the programme and we hope your year will be an unforgettable experience, both on a professional and personal level.



Prof. Dr. Harri Kalimo
Programme Director



Prof. Dr. Tony Joris
Programme Co-Director



Marleen Van Impe
LLM/PILC Secretariat

¹ The acronym PILC emanates from the programme's earlier, long established title 'Programme on International Legal Cooperation'.

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1. HISTORY AND HOME OF THE PILC

The PILC Programme was created in 1971 as a postgraduate LLM Programme in International and Comparative Law. PILC is one of the oldest of its kind in Europe, and has over the years attracted over 1300 high quality graduate students of 108 nationalities from all continents of the world. The PILC staff has throughout its history consisted of academics and professionals from diverse international backgrounds. Following the European integration process, and taking advantage of its location in the heart of the EU's capital, the focus of the LLM has gradually shifted from international and comparative law to international and European law.

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. The strategic focus of the IES – the European Union (EU) in its international context - provides an excellent fit with PILC's specialization in international and European law.

The Institute for European Studies advances academic education and research in various disciplines, and provides services to policy-makers, scholars, stakeholders and the general public. The educational portfolio of the IES gathers two advanced master programmes, a summer school, a postgraduate programme, numerous tailor-made trainings and an online learning platform. 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 international 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 PILC's sister programme in political sciences and economics: the EuroMaster. In addition, the students are linked to the staff and students of the Programme's co-organiser, the Law and Criminology Faculty of the VUB. The location of the IES in Brussels enables the Programme to benefit from the immediate vicinity of EU institutions and numerous international organisations, law firms and companies.

The Institute has a monthly e-newsletter that contains news on events and research activities, but also has a page dedicated to education and much more. As a student you will be automatically sent the latest issues of the newsletter. In order to consult previous issues and get an overview of the IES activities please visit: <http://www.ies.be/newsletters>

THE PILC VISION

PILC is an LLM Programme renowned for its outstanding quality, international character, and a unique curriculum that combines international and European law, on the one hand, and academic excellence, an independent humanist enquiring attitude and the latest practical insights, on the other. It thereby excels in preparing students for international legal career paths for a sustainable global society.



2. GETTING STARTED

The LLM in International and European Law:

- offers a student-centric education: high interaction and close contacts amongst the students and with the professors within the small group of maximum 40 students;
- offers a demanding, exclusively advanced master level curriculum, that builds on over 48 years of experience and covers in a parallel fashion essential aspects of international and European law;
- is part of a thriving, cutting edge research environment specialising in the areas of law being taught;
- has a highly dedicated staff of outstanding international standard with excellent yet constantly monitored didactic skills;
- attracts students of versatile international backgrounds and outstanding quality;
- applies a competitive tuition fee policy where affordability for students meets the financial sustainability of the Programme, and makes use of its extensive alumni network, state-of-the art facilities and educational tools, and central location in the heart of the EU.

PROGRAMME OVERVIEW

The Master (LLM) in International and European Law is obtained in one academic year (i.e. two semesters of four months each, from the end of September until early July).

The educational techniques of the programme include, in addition to the more traditional forms of lecturing, interactive class teaching as well as practical case studies that simulate day-to-day professional life.

First Semester

Four compulsory courses (18 credits) giving a broad overview of the main topics of international and European law in the first semester:

- EU institutional framework and judicial protection (Profs. Devuyst and Arts);
- Globalisation, international law and sustainable development (Prof. van Thiel);
- International and comparative law (Profs. Smis and Gosalbo);
- EU economic law (Prof. Joris);

These courses are accompanied by two compulsory courses (6 credits), which deepen the knowledge and insights in international and European law:

- International and European protection of human rights (Prof. Gutwirth);
- International economic law and organisations (Prof. Hoffmeister).

In addition, to help set the mood for the Master Thesis and to gain experience in teamwork in an international context, you are to team up at the start of the first semester in multinational groups of three to four students to write a joint research paper (for the 'Globalisation, international law and sustainable development' course).

The first semester also offers practical experience in the form of expert-led fieldtrips to the libraries of the EU and the VUB, and the major European Union institutions in Brussels (the Commission, the Council, and the European Parliament). In the EU Court of Justice in Luxembourg, PILC has been hosted for over 20 years, first by Judge Joliet and since by its President Dr. Koen Lenaerts.

Second Semester

In the second semester you will follow the two remaining compulsory courses (6 credits):

- International and EU competition law (Prof. Smulders);
- EU external relations (Prof. De Gucht).

You also need to choose whether to complete the courses offered in the Public Law, the Business Law option, or the Data Law option.

| The Public Law Option: | The Business Law Option: | The Data Law Option: |
|--|---|--|
| <ul style="list-style-type: none"> • Case study on public international/EU public law (Profs. Kalimo and Oberthür); • EU environmental law in an international context (Profs. Kalimo and Oberthür); • International and European criminal law (Prof. De Hert). | <ul style="list-style-type: none"> • Case study on European competition law (Prof. Joris); • European and International private law (Prof. Nuyts); • International and European taxation (Prof. van Thiel) | <ul style="list-style-type: none"> • 'International and European Data Protection Law' (3SP) (NN) • 'Data Policies in the European Union' (3SP)- (Prof. Gonzalez-Fuster) • 'Case Study on Global Privacy and Data Protection' (6 SP) - (Prof. Van Hoboken) |

Limiting the size of the LLM cohort means that the professors are able to interact intensively and individually with the students throughout courses. Group discussions are common in most first semester courses and thereby also facilitate the socialisation of the students. The Case Studies involve extensive consultations that are highly discursive, and during the visits to the EU institutions (e.g. EUCJ hearing in Luxembourg), the students gain further experiences to develop their skills and attitude. The visits are highly appreciated according to the student feedback. The purpose of these seminars is to provide the students with a good dose of practical field experience, either in European competition law (business law option), environmental law (public law option), or global privacy and data protection (data law option). The cases show how things work in real life and develop the students' analytical and presentation skills. The students take on roles as lawyers, civil servants and/or representatives of the civil society, and work under the guidance of real life practitioner tutors from law firms, companies and/or the institutions in Brussels.

The optional courses on Business Law, Public Law and Data Law allow students flexibility to specialize their international and European law learning paths along the track they find more suitable in light of their preferred career plans. Both options have three courses (12 credits). All courses are taught in the lecture room 'Strasbourg' which is dedicated to LLM, and is located on floor -1 at the IES.

You are expected, subsequent to a preparation of the course materials, to actively participate in the class discussions. For each course, the lecturer, in co-ordination with the Director and other colleagues, determines the course materials that form the compulsory reading, in particular the relevant handbooks, syllabi as well as additional excerpts from literature and legal materials. All study materials are centrally acquired or produced and are circulated to the students by the Student Secretariat, located on floor -1 at the IES. The price is not included in the tuition fee and needs to be paid separately.

Course Description for Moot Court Specialisation

Starting from 2020, the LLM in international and European law (also known as “PILC”) at the Institute for European Studies will introduce an additional specialisation stream for prospective students in the form of a moot court. The moot court will enable students to further deepen their skills in pertinent areas of law and supplement their theoretical knowledge with the practical aspects of international law, human rights law, and EU procedural law. Furthermore, the moot court will enhance the students’ ability to conduct practice-oriented research and develop oral presentation, communication, and legal argumentation skills in respected and prestigious venues such as Jessup International Law Moot Court, ELSA Human Rights Moot Court, and European Law Moot Court.

Subsequent to their enrolment to the programme, the students will be able to select the Moot Court specialisation stream; which will replace either a number of general courses from the first semester, the other specialisations in Business law, Data law, or Public law from the second semester, or the master’s thesis. A team of experts and researchers from the IES will act as mentors and participate in the daily coaching of the students in order to assist them in the preparation for the competitions. The moot court will augment the position of PILC graduates on today’s highly competitive job market of international and European lawyers by equipping them with the most sought-after skills.



TEACHING STAFF

Excellence in teaching is a core part of PILC’s vision: a highly dedicated staff of international standard is set up to offer student-centric education to a small group of maximum 40 students in an environment characterized by high interaction and close contacts amongst the students and with the professors.

The staff is a unique mixture of renowned EU scholars and EU practitioners that combine academic rigor with the latest practical insights and cultural diversity. The staff is multinational: its members come from Belgium, Finland, Germany, Spain and the Netherlands, thus combining many different academic traditions. Approximately one third of the faculty members are full-time academics while the remaining two thirds are active in law firms, international organisations and/or civil society.

STUDENTS’ INPUT

The LLM is a full-time Master Programme. You are therefore expected to attend 11 classes and other events (library visits, guest lectures, symposia, study trips, etc.). You are required to prepare the classes and read relevant materials so that you are able to actively participate in class discussions. Your attendance and level of participation may be taken into account in the course assessments. The combination of the Master Programme with part-time flexible employment can, in exceptional cases, be authorised by the Director. The quality of the student must allow this derogation, and her/his employer has to sign a written statement confirming that the student in question is allowed and encouraged to follow the Master Programme. Experience has shown that the Master Programme cannot be combined with full-time employment.

Required study time and feasibility: the LLM is a one-year Master Programme of 60 credits. The individual 26-hour courses are each 3 credits, while the large 39-hour courses as well as the ‘Case studies’ count for 6 credits each. The Master Thesis is worth 18 credits. Each credit represents 25 to 30 hours of study time. A total of 1500 to 1800 study hours over a period of 9 months reflects the general experience of the students.

MASTER THESIS

Every student is expected to individually conduct research in an independent and scientific manner in order to write a thesis in the English language (see also ‘Regulations on the LLM Master Thesis’) on a legal subject concerning international and/or European law. The length of the thesis should be maximum 20,000 words +/- 10 %. The ideal point of reference is that of a law review article.

A Master Thesis seminar consisting of lectures/discussion sessions is organised over the course of the academic year to assist the students throughout the process.

A promoter will assist the student in her/his thesis research, and the student regularly informs her/him on the progress made. Students and/or promoters should report any difficulties in the collaboration to the LLM Director. Progress is assessed throughout the research process, and specific control dates have been determined in order to assess and ensure steady progress and continuous interaction between the author and the promoter(s).

The Master Thesis writing offers students a further element of choice: the wide expertise of all the supervising LLM Professors allows for specialising in a wide range of topics in international or European law, including topics explicitly covered by the courses.

EXAMS AND EVALUATION

Please note that more detailed information concerning examinations is provided in the 'General Regulations on Examinations' at the end of this Student Handbook. Please read this section carefully.

- Completion requirements: most courses are examined by way of a written or oral examination that takes place at the end of the relevant semester in the exam period determined by the Law and Criminology Faculty. For the course 'Globalisation, international law and sustainable development' students have to write a team research paper. Moreover, the 'Case Studies' in the Public Law, Business and Data Law options require the writing of memoranda and/or other legal documents and oral defences of such documents in hearings, debates and the oral defences of this memorandum at an oral hearing, organised by the course coordinator.

- Details on the examination process: the purpose of the exams is to test the knowledge and problem solving skills of the students. The exams are individual, unless explicitly indicated otherwise, and concern each course separately. The exams are organised in two examination periods which take place at the end of the first and second semester and conclude with a deliberation and a public proclamation.

- The timetable of the exams is sent to the students by e-mail, at least four weeks before the beginning of the first examination session (January and June), and at least two weeks before the beginning of the second examination session (August). Any change to the timetable of the exams will immediately be notified to the students by e-mail. Students and examiners are expected to respect the timetable scrupulously.

- Failures: the student who fails the first examination session has the right to participate in the second examination session. All marks of 10/20 and more, obtained during the first examination session, will stand for the second examination session. If the student fails an exam in the second examination session, (s)he may be entitled to re-enroll in the Master Programme for the next academic year in order to retake the exam. Students who need to retake a failed course in the second examination session must take all precautions to ensure that they will be in Brussels in that period (e.g. make sure they have a valid visa where applicable, still have housing in Belgium during the summer or that they are able to travel back in order to take the exam. Students who re-register for the following academic year must pay the annual registration fee (€1000) and the €66,66/study point fee in order to retake the required exams and/or to submit the thesis.

BINDING CONDITIONS

Please note that according to the teaching and examination regulation of the Vrije Universiteit Brussel, you have to: succeed for at least half of the credits for which you are enrolled each academic year (BVW 1); pass each course in a maximum of four exam chances (BVW 2).

If you do not comply with these rules, the examination board will impose on you, at the end of the academic year binding conditions upon enrollment for the same programme. If the conditions are not met, you are not allowed to re-enroll.

QUALITY ASSURANCE

The quality of evaluations in this LLM is assured at the level of the Programme, the IES as well as the VUB, and has also elements of external peer review. At the Programme level, the LLM has established a set of steps for the preparation of the Thesis, common evaluation guidelines for the performance during classes and in the examinations, as well as guidelines for a comprehensive evaluation of the work leading to the Master Thesis. All written exams are anonymous in order to maximize their objectivity and reliability. In the oral examinations, a policy of accompanying the professors with a third party assistant as well as maintaining records of the exam session is in force to allow for a verification of the procedure. There has also been pedagogic training specifically arranged for the professors on how to conduct examinations that are congruent with the targeted Learning Outcomes of the Programme.

There is ex post peer control on the evaluations, as the PILC Board and the IES Examination Board analyse each year's results before announcing them. Student representatives are also able to introduce observations on the examinations in the PILC Board. Master Thesis evaluations involve a LLM professor as a supervisor and two Readers, who jointly grade the student. This allows for a peer review of the process and of the standards, both internally (LLM professors also act as readers) and externally (there are readers completely outside of the LLM and also of the VUB, from e.g. EU institutions and international Universities).

The IES Examination Board and Programme Committee solve any exam related dispute regarding PILC. The VUB provides a third level of quality assurance. In both teaching evaluations and the alumni surveys, the student feedback on the examinations is assessed. The usefulness of the former remains however limited due to the low response rates by the students.

Also the PILC Board and Management are subject to control mechanisms that exist at three levels:

- The Programme: the students are invited 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 based system of teacher evaluations;

- The Government: the Programme is reviewed by an external assessment committee of the VLUHR (Flemish Board for Universities and Colleges) every eight years. Following a very positive evaluation in 2016, the Programme's accreditation was renewed by NVAO (Accreditation Organisation of the Netherlands and Flanders).

STUDENT REPRESENTATIVE(S)

Every year in October Student Representative(s) are selected for the Programme's main decision-making body, the Academic Board ('PILC Board'). The student representative(s) will keep in regular communication with Programme Management. This enables student suggestions about the content and organisation of this LLM to be heard and taken into account 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 the Professor concerned and the Director.

INSCRIPTION FEE

The full tuition fee needs to be paid before the start of the academic year. We can offer an instalment plan for students with financial problems. In this case, the full fee needs to be paid by the end of December. Otherwise, the student can't participate in the exams!

3. COURSES OVERVIEW

| COMPULSORY COURSES | | Hours | Credits |
|---|---|------------|-----------|
| Prof. T. Joris | EU Economic Law | 39 | 3 |
| Profs. Y. Devuyst and D. Arts | EU Institutional Framework and Judicial Protection (first semester) | 39 | 6 |
| Prof. S. Smis and Prof. R. Gosalbo Bono | International and Comparative Law (first semester) | 39 | 6 |
| Prof. S van Thiel | Globalization, International Law & Sustainable Development (first semester) | 26 | 3 |
| Prof. S. Gutwirth | International and European Protection of Human Rights (first semester) | 26 | 3 |
| Prof. F. Hoffmeister | International Economic Law and Organizations (first semester) | 26 | 3 |
| Prof. B. Smulders | International and European Competition Law (second semester) | 26 | 3 |
| Prof. K. De Gucht | EU External Relations (second semester) | 26 | 3 |
| SUBTOTAL | | 247 | 30 |

| PUBLIC LAW OPTION | | Hours | Credits |
|-------------------|--|-----------|-----------|
| Prof. P. De Hert | International and European Criminal Law (second semester) | 26 | 3 |
| Prof. H. Kalimo | EU Environmental Law in an International Context (second semester) | 26 | 3 |
| Profs. H. Kalimo | Case Study on Public International/EU law (second semester) | 39 | 6 |
| SUBTOTAL | | 91 | 12 |

| BUSINESS LAW OPTION | | Hours | Credits |
|---------------------|--|-----------|-----------|
| Prof. M. Lamensch | International and European Taxation (second semester) | 26 | 3 |
| Prof. A. Nuyts | European and International Private Law (second semester) | 26 | 3 |
| Prof. T. Joris | Case Study on European Competition Law (second semester) | 39 | 6 |
| SUBTOTAL | | 91 | 12 |

| DATA LAW OPTION | | Hours | Credits |
|--------------------------|--|-----------|-----------|
| NN | International and European Data Protection Law | 26 | 3 |
| Prof. G. Gonzalez-Fuster | Data Policies in the European Union | 26 | 3 |
| Prof. J. Van Hoboken | Case Study on Global Privacy and Data Protection | 39 | 6 |
| SUBTOTAL | | 91 | 12 |

| COMPULSORY MASTER THESIS | | Hours | Credits |
|--------------------------|---|-----------|-----------|
| All professors | Master Thesis (first and second semester) | -- | 18 |
| SUBTOTAL | | -- | 18 |

COURSE DESCRIPTION**Compulsory Courses**

| International and Comparative Law | | |
|--|-------------------|--|
| Professor: Stefaan Smis and Ricardo Gosalbo Bono | | ricardo.gosalbo@hotmail.com ssmis@vub.ac.be |
| Lecture | Contact hours: 39 | Exam: oral/written final |
| <p>This course consists of two parts: international law and comparative law. The aim of the Part 1 (International Law) is to:</p> <ul style="list-style-type: none"> • Refresh students on the basic topics of international law, such as sources, international personality, territory, treaty law. • Explore the basis of international law as a discipline • Develop students' knowledge and understanding of the rules and processes specific to IL • Set the foundation for incorporating aspects of both private and public international law <p>The aim of Part 2 (Comparative Law) is to offer a general introduction to the national foundations of the law of the European Union, with particular emphasis on the identification of the common concepts, elements and principles which inform the civil law and the common law traditions as the basis of an emerging new European ius commune. It also provides a legal comparison between European law and the non-European legal traditions such as the religious legal systems (Islamic, Jewish), the socialist legal systems, and traditional laws (Hindu law, the Far East laws, and African customary laws).</p> | | |
| Globalisation, International Law and Sustainable Development | | |
| Professor: Servaas van Thiel | | servaasvanthiel@hotmail.com |
| Lecture | Contact hours: 26 | Exam: team paper |
| <p>The course starts from the emerging global consensus, since the end of the cold war, that existing and emerging international law and global governance structures can and should be used to steer the globalisation process to wards the achievement of the economic, social and environmental objectives inherent in the concept sustainable development. A brief introductory part will discuss basic concepts (globalisation, global governance, emerging consensus on sustainable development) as well as preconditions for sustainable development (peace and security; respect for the rule of law and human rights; participatory decision-making). Subsequently, the course will address the question how relevant international law and organisations deal with:</p> <ul style="list-style-type: none"> • the main economic concerns of globalisation (Millennium Goals and the need for poverty eradication, provision of basic needs, and economic development, assessment of IMF/World Bank policies and the Washingtonian consensus, assessment of the WTO body of trade law and the Doha Development Round, question of international investment and technology flows and the role of UNCTAD and of guidelines for TNC); • the main social concerns of globalisation (1995 Copenhagen World Summit, employment and labour standards and the ILO's decent work strategy, public health and the WHO, humanitarian relief to refugees and asylum and UNHCR/Red Cross, education and information society and ITU/WSIS); • the environmental concerns of globalisation (increasing awareness from 1972 Stockholm via 1992 Rio, 2002 Johannesburg and 2012 Rio to increased effectiveness of multilateral environmental agreements in particular those on Climate Change and Biodiversity; role of the Commission on sustainable development and UNEP). <p>Towards the end, the course will seek to draw a number of overall conclusions on the effectiveness of existing global governance structures and to formulate concrete recommendations.</p> | | |

| EU Institutional Framework and Judicial Protection | | |
|--|-------------------|---|
| Professor: Youri Devuyst, Dirk Arts | | dirk.arts@allenovery.com youri.devuyst@vub.be |
| Lecture | Contact hours: 39 | Exam: Part 1: mid-term + final (written preparation with oral follow-up) Part 2: final written exam followed by an oral exam |
| <p>This course consists of two Parts: PART I: EU INSTITUTIONAL FRAMEWORK (Prof. Devuyst)</p> <p>The focus of the course is on the following questions: Why did the European Union emerge and how did it evolve into its current form? What is the division of competences between the European Union and its Member States? How does the European Union take its decisions and shape its policies? What legal format do European Union decisions take? To provide an answer to these questions, the course is divided in four key sections.</p> <ul style="list-style-type: none"> • The first section focuses on the historical origins and development of European integration from 1945 to the present. It examines the creation of the OEEC/OECD and the Council of Europe, the origins of the European Communities in the 1950s and their evolution in membership (from 6 to 27 Member States) and in treaty-basis (from the European Coal and Steel Community to the Treaty of Lisbon). • The second section is devoted to the complex division of competences between the EU and its Member States (exclusive powers; shared powers; supporting, coordinating and complementary powers). • The third section discusses the EU's institutional framework. Attention goes to the composition, powers, decision-making and functioning of the EU's main political institutions and bodies (European Council; European Commission; Council of Ministers; European Parliament). • The fourth section concerns the outcome of the decision-making process. It involves an analysis of the EU's legal acts (regulations, directives, decisions, delegated acts and implementing acts). <p>The course is approached in an interdisciplinary manner. Insights from history, politics and economics are essential for the understanding of European legal/institutional integration. The comparison between the intergovernmental and supranational features of the European integration process is a central theme running through the course. Since this course is designed to lay the foundations for more specialized teaching, the lectures are held at the start of the academic year.</p> <p>PART II: JUDICIAL PROTECTION (Prof. Arts) This part of the course comprises four parts:</p> <ul style="list-style-type: none"> • The first part will explore the structure of the judicial machinery in the European Union (Union courts, the primary role played national courts). It will also dress an overall picture of the collaboration between the national courts and the EU Court of Justice, by defining the basic features of the reference for a preliminary ruling (article 267 TFEU) and by reviewing the influence of Union law on national procedural rules. • The second part will review how Union law is enforced against Member States. It will deal with the action for infringement of Union law (article 258 TFEU) and discuss the reference for a preliminary ruling on the interpretation of Union law in view of the fact that the national courts use that procedure to test the compatibility of national legal provisions with Union law. • The third part will deal with the judicial protection against unlawful action by the European Union institutions. It will discuss the action for annulment (article 263 TFEU), the action for failure to act (article 265 TFEU) and the claim for damages (articles 268 and 340 TFEU), and will discuss the reference for a preliminary ruling on the validity of acts of the EU institutions where the applicant can not bring a direct action (article 267 TFEU). • The final part will briefly deal with some special procedures (proceedings for interim measures (article 278 TFEU) and appeal (article 256 TFEU) and explore the specific procedural requirements of lodging and pleading an action before the General Court and the EU Court of Justice. | | |

| EU Economic Law | | |
|--|-------------------|---|
| Professor: Tony Joris | | tony.joris@vub.ac.be |
| Lecture | Contact hours: 39 | Exam: final oral (Internal Market) and written final (other lectures) |
| <p>This course analyses several aspects of EU economic law. It consists, on the one hand, of lectures on the Internal Market, and on the other hand, of a series of guest lectures, dealing with several current EU economic law issues (13h). During the academic year 2012-2013, the guest lectures dealt with "EU Economic Law in a Time of Crisis".</p> | | |
| International and European Protection of Human Rights | | |
| Professor: Serge Gutwirth | | serge.gutwirth@vub.ac.be |
| Lecture | Contact hours: 26 | Exam: final written |
| <p>The course aims at providing a broad overview of international and European human rights law, jurisprudence, policy and practice. The course is divided into two parts. The first part focuses on the history and development of human rights, and on key principles, laws and institutional structures for international and regional protection and promotion of human rights. Through the use of country-specific and thematic case studies, the second part of the course aims at contextualising human rights. A detailed plan of the contents is provided in a separate schedule that is distributed to the students.</p> | | |

| International Economic Law and Organisations | | |
|--|-------------------|--------------------------------|
| Professor: Frank Hoffmeister | | frank.hoffmeister@ec.europa.eu |
| Lecture | Contact hours: 26 | Exam: written final |
| <p>The course first provides an overview of the main international economic organisations, with particular attention for the structure and functioning of the "Bretton Woods" institutions (International Monetary Fund, World Bank). It also includes the basics of international investment law and protection offered by the International Convention on the Settlement of Investment Disputes (ICSID). The course then concentrates on the main contemporary international economic organisation, the World Trade Organisation (WTO). After a brief introduction outlining the main theories and facts of international trade, the main trade obstacles, and a short history of trade law, the institutional aspects (structure and functioning) of the WTO are analyzed, with special focus on the dispute settlement system. Subsequently the course will deal with the main substantive provisions of the WTO system (with focus on most-favoured-nation treatment, national treatment, removal of trade barriers), in particular those concerning trade in goods (GATI, TBT, Dumping, Safeguards), agriculture (AA), services (GATS), and intellectual property (TRIPS). Some time will also be spent on horizontal issues such as trade and environment and development. Attention will be given to the dynamic development of the law in these areas, by reference, where appropriate, to selected dispute settlement cases or to ongoing multilateral trade negotiations.</p> | | |

| International and EU Competition Law | | |
|---|-------------------|---------------------------------|
| Professor: Ben Smulders | | bernardus.smulders@ec.europa.eu |
| Lecture | Contact hours: 26 | Exam: final oral |
| <p>The purpose of the course is to develop a thorough understanding, both from a theoretical and practical perspective, of a subject matter that is key to any person professionally engaged in a modern economy facing the challenges of globalisation: the law and economics of international competition policy. The primary (but not exclusive) focus is on the main principles of the European Union's competition policy, not only given the size of the EU's economy and its population but also since it increasingly serves as a model for the competition law of many countries outside the EU. Within the area of competition law, in particular restrictive practices, abuses of dominant position, mergers and public undertakings with special or exclusive rights are considered. For that purpose, reference is made to legislation and policy documents, important judgments of the European Court of Justice, decisions of the European Commission and doctrine. Both substantive and procedural questions are examined, as well as international aspects.</p> | | |
| EU External Relations | | |
| Professor: Karel De Gucht | | llm@ies.be |
| Lecture | Contact hours: 26 | Exam: written final |
| <p>The course examines, from a legal point of view, the external relations of the European Union. The first part of the course analyses the EU as an international actor. It traces the historical development of the EU as an international actor, examines the legal personality of the EU, the institutional framework of EU external relations, and the external competences of the EU. The second part of the course is devoted to the instruments and procedures of EU external relations, including the negotiation and conclusion of international agreements, the relationship of EU law and international law, mixed agreements, the EU's participation in international organisations, and the relationship of Member States' agreements and EU law. The third part of the course is devoted to the major policy areas of EU external relations, in particular the Common Foreign and Security Policy, the common commercial policy, development cooperation, and other cooperation policies. Throughout the course, the innovations to EU external relations brought by the Lisbon Treaty are considered and critically assessed.</p> | | |

Public Law Option

| Case Study on Public International/EU Law | | |
|--|-------------------|---------------------|
| Professor: Harri Kalimo | | harri.kalimo@vub.be |
| Lecture | Contact hours: 39 | Exam: written final |
| <p>Understanding EU law making in its international context continues to grow in importance. Various life-long career paths in the public sector, but also in the private sector due to the increasing deliberative approach to law-making, deal with these issues. This is particularly well illustrated in the area chosen as a case study, EU environmental law, because the policy and law-making take place in an intricate context of multi-level governance. The course capacitates students to understand and gain practical experience on this process through a practical role-play exercise that emulates the EU's ordinary legislative procedure. The students need to engage in various activities in different phases of the legislative procedure, playing the roles of the Commission, the Council, the Parliament and the civil society stakeholders.</p> <p>The role-play exercise thus completes the theoretical knowledge of postgraduate law students on (environmental) decision-making in the EU with a practical, hands-on case study. Each student will gain an in-depth understanding of the application of the decision-making rules in the EU, and get the opportunity to "live" the procedures for themselves. This complements the students' theoretical knowledge in the area, and will link substantive legal issues to the intricacies of the decision-making procedures and interest representation in the EU. The case study will develop the students' analytical and presentation skills. Civil servants and/or representatives of the civil society (companies, NGOs, law firms), who work in Brussels and deal with European environmental law, will assist the students as tutors in the game.</p> | | |
| EU Environmental Law in an International Context | | |
| Professor: Harri Kalimo | | harri.kalimo@vub.be |
| Lecture | Contact hours: 26 | Exam: written final |
| <p>EU environmental law in its international context continues to grow in importance, including for various life-long career paths. Because of the close inter-linkages of both levels, looking at EU environmental law in its relationship with relevant international law holds much merit. The course capacitates students to better address matters of international and EU environmental law during their subsequent professional careers. Students acquire a thorough knowledge of the most important features of EU and international environmental law in general (objectives, principles, institutional frameworks) and of core substantive areas of this vast field of law, e.g. climate change, biodiversity, waste and product-related environmental regulation.</p> <p>Subjects covered include:</p> <ul style="list-style-type: none"> • Foundations of International and European environmental law • Principles and institutions of International and European environmental law • Fragmentation and Growth of International environmental law • Common features of multilateral environmental agreements • Relationship between international and European environmental law • Foundations and principles of EU environmental law • Instrumentalist perspective on EU environmental law: from classic regulation to the new modes of governance • Environment and the free movement of goods • Selected issues and areas of substantive European environmental law • International and European Climate law | | |

| International and European Criminal Law | | |
|---|-------------------|---------------------|
| Professor: Paul de Hert | | paul.de.hert@vub.be |
| Lecture | Contact hours: 26 | Exam: final oral |
| <p>International and European Criminal law are two relatively young fields, which are nonetheless, progressively acquiring more and more importance in the present context. As a matter of fact, if globalisation has had a revolutionary and positive impact, in almost all fields of man activities, such an evolution has also had important consequences in a specific area which has historically been locally rooted: crime. National states have thus started to develop different forms of judicial cooperation in criminal matters to counteract this phenomenon both at a global and at a regional level, for instance at EU level.</p> <p>The course aims at providing students with an overview of the sources and the developments of this new branch of law, of the obstacles overcome, and the challenges it will face in the future. In particular the subjects covered will include:</p> <ul style="list-style-type: none"> • techniques used by states to combat crime such as assistance in the administration of criminal justice (extraterritorial competence of criminal courts, extradition, execution of foreign judgments, transmission of prosecutors, minor international legal assistance); • the development of international criminal law (international conventional or customary law regulating the criminal conduct of the individual: drugs, slavery, piracy, currency, etc.); • the problems of universal criminal law (war crimes, humanitarian law); • the growing trend towards European criminal law (Schengen, Europol, etc.); • the study of the institutional techniques designed to administer these rules (international criminal court, ombudsman, etc.). | | |

Business Law Option

| Case Study on European Competition Law | | |
|---|-------------------|--|
| Professor: Tony Joris | | Tony.Joris@vub.ac.be |
| Lecture | Contact hours: 39 | Exam: each student will present and defend his/her case at an oral hearing |
| <p>The purpose of this case study is to provide some field experience to the students (how do things work in practice; developing analytical and presentation skills; ...). For this purpose, lawyers (tutors), all practising EU competition law in Brussels, will assist the students in clearing a European competition case. The idea is to draw up a hypothetical case, similar to ones the tutors are familiar with in their law firm activity.</p> | | |

Data Law Option

| International and European Data Protection Law | | |
|--|-------------------|-------------------------------|
| Professor: NN | | - |
| Lecture | Contact hours: 26 | Exam: written final |
| <p>This course tackles the fundamentals of International and European Data Protection Law, granting particular attention to the global challenges of privacy and data protection regulation. After introducing the main theories surrounding data protection and privacy, it enters into an in-depth exploration of European Union (EU) data protection law, covering most notably: the General Data Protection Regulation (GDPR), the EU law aspects of European data protection law, and the relation between European human and fundamental rights and EU data protection, as well as the specific implementation of EU data protection online (addressing cloud computing, Big Data and the Internet of Things). The situation of the United Kingdom in light of Brexit is also covered. Case studies on the practice of data protection law and 'data protection on the ground' will complement the study of the EU framework. The second part of the course focuses on international perspectives by studying International law and data protection, as well as privacy and data protection from a comparative perspective: the main features of other key national and regional legal systems (e.g. the United States, OECD, APEC, etc.) are introduced. A third section will be devoted to the issue of global data transfer. This section considers both existing principles and mechanisms, as well as possibilities for improvement, critically bringing together elements from the studied EU and international perspectives. Finally, the course will close with a forward-looking reflection of the key future challenges in the area.</p> | | |
| Data Policies in the European Union | | |
| Professor: G. Gonzalez Fuster | | gloria.gonzalez.fuster@vub.be |
| Lecture | Contact hours: 26 | Exam: written final |
| <p>This course explores the intersections between European Union (EU) policies and Data law. By doing so, it throws light on the major current and upcoming challenges of the digital economy, and contextualises contemporary reflections on data, data 'ownership' and data 'sovereignty'. In all the studied areas, special attention is given to both EU internal challenges (such as the delimitation of EU/national competence, acutely contested in (national) security matters), and external challenges, investigating the legal and institutional issues surrounding the role of the EU as a global (data) actor (e.g. PNR agreements, Terrorist Finance Tracking Programme (TFTP), etc.). Additionally, the course will highlight how contemporary data practices, typically bringing together both public and private actors across complex jurisdictional boundaries, need a sound understanding of different legal fields and instruments.</p> <p>The course is structured around three major themes: the Digital Single Market, Cybersecurity and Cybercrime, and Information Exchange in the Area of Freedom, Security and Justice (AFSJ). It first starts by a review of the Digital Single Market strategy, introducing the study of the key legal fields and issues encompassed by the regulation of online individual and business activities. In this context, it will introduce the basics of Information Law (including Intellectual Property and copyright) and review the increasingly rich interactions between data protection law, competition, and consumer law. Second, it investigates the regulation of Cybersecurity and Cybercrime, analysing EU legal instruments, tools and mechanisms (such as the NIS Directive, the European Cybercrime Centre (EC3), the European Investigation Order (EIO)), and studying also the crucial role of the Council of Europe in this area (via the Budapest Convention). Third, the study of Information Sharing in the AFSJ will explore the regulation of EU large-scale databases (e.g. Eurodac, VIS, SIS II) and other norms applying to data access and flows in the area (e.g. through Europol and Eurojust), with special attention to the EU-United States relations in this context.</p> | | |

| European and International Private Law | | |
|---|-------------------|---|
| Professor: Arnaud Nuyts | | a.nuyts@liedekerke.com |
| Lecture | Contact hours: 26 | Exam: written final |
| <p>Without neglecting the theoretical foundations of private international law, the course deals mainly with practical issues that arise in civil and commercial disputes. The analysis stresses the development of the practitioner's skills in conflict of law methodologies. Particular attention is given to issues of jurisdiction, new techniques of international litigation such as anti-suit injunctions, worldwide freezing orders and disclosure orders, forum shopping, the doctrine of forum non conveniens. Another part of the course deals with the impact of the internet on the application of traditional conflict rules. Certain issues of cross-border judicial cooperation, such as the service of process, the taking of evidence abroad, and the proof of foreign law are also addressed in the context of international litigation.</p> | | |
| International and European Taxation | | |
| Professor: Marie Lamensch | | marie.lamensch@vub.be |
| Lecture | Contact hours: 26 | Exam: take home assignments + written final |
| <p>Following a general terminological introduction, the course concentrates on tax obstacles to the cross-border movement of products and production factors and discusses the relevant legal frameworks developed at international and regional level to eliminate these obstacles or mitigate their adverse effects.</p> <p>It first illustrates, on the basis of cases, the main indirect tax obstacles to international trade (including customs duties, origin and destination type taxes, cumulative sales taxes) and compares the legal remedies formulated in the framework of the World Trade Organisation and the European Union.</p> <p>Secondly, also on the basis of cases, it focuses on the main direct tax obstacles to the international movement of production factors (including economic and juridical double taxation) and compares the legal remedies formulated in the framework of the OECD and the European Union. In doing so all basic international (corporate) income tax issues will be discussed including the extraterritorial definition of tax jurisdiction in respect of the various cross-border income flows mentioned in the OECD Model Convention (including business profits, dividends, interest, royalties and service fees), the different methods to avoid double taxation (including the exemption and credits methods) and private sector techniques of tax planning, tax avoidance and tax evasion (including decisions on the location, legal form and financing of foreign investments, the use of base and conduit companies for treaty shopping and the possibilities and limits to using intra group transfer prices for tax planning purposes). In addition special attention will be given to the income tax case law of the EU Court of Justice.</p> | | |

Case Study on Global Privacy and Data Protection

| | | |
|---|-------------------|--|
| Professor: J. Van Hoboken | | jorisvhoboken@gmail.com |
| Lecture | Contact hours: 39 | Exam: The students will be evaluated on the basis of their individual performances while participating in the class. |
| <p>This Case Study will provide a hands-on opportunity to actively obtain skills on the practice of privacy and data protection law, in particular taking into account their global dimension. The course will immerse students in the role of privacy professionals by bringing them close to the work and perspectives of both Data Protection Authorities (DPAs) and Data Protection Officers (DPOs). The students' activities are framed by European Union (EU) law, but operating in a global reality. The course thus invites the students to work on how to approach key data protection law notions ('personal data', 'adequate protection', 'legitimate grounds', etc.) and mechanisms ('data protection by design' and 'by default', 'data protection impact assessments', 'data portability', etc.). Substantially, the case study will illustrate the challenges of operating with data flows that systematically cross borders and jurisdictions. Throughout the case study, students will be faced with the challenge of interpreting and applying norms in a legally sound and effective manner in a constantly evolving global environment in which different actors might have different priorities, and each actor might have diverse objectives.</p> | | |

Master Thesis

| | | |
|---|-------------------|--|
| Professor: Thesis Promoter chosen on an individual basis | | |
| Lecture | Independent study | Exam: Presentation and oral defence of the Master Thesis |
| <p>The students are required to submit an original Master Thesis in the field of international and/or European law. The precise topic is chosen by the student in consultation with the supervisor, i.e. one of the Professors teaching in the programme. The benchmark for the Thesis is an academic law journal article. Each paper is assessed by a committee to which three members are chosen, and is orally defended at the end of the academic year.</p> | | |

4. ONLINE RESOURCES

TIMETABLES

To see your timetable, please go to:

<https://splus.cumulus.vub.ac.be/SWS/v3/evenjr/nl/studentset/studentset.aspx>

Manual:

Type opleiding: choose Master-na-Master

Faculteit: Recht en Criminologie

Opleiding: International European Law

You go automatically to the following page

For the first semester courses: you can choose your option

You can select the first or second semester or week by week.

You can select one week or day by day

You can select a time

Click on 'Bekijk het lesrooster'=check the timetable

It is really important to check the schedule each day, because there may be changes, sometimes at the last minute. It is easiest to click on the schedule for each week, i.e.:

"Week 07 ", "Week 02"...

You choose: the whole week (Monday to Saturday) or day by day.

The last option is the time slot.

For each course you can see the following information:

- name of the course (e.g. International Economic Organisations)
- the professor who teaches the course (e.g. HOFFMEISTER Frank)
- the classroom (e.g. PL 5 -1 Strasbourg)
- the weeks in which this course will be given (e.g. 1-7, 9-13 - week 1 until 7 + week 9 until 13)
- the time slot during which this course will be given (e.g. 13:00 - 15:00)
- the day on which the course will be given (e.g. wo - Wednesday):

ma - Monday / di - Tuesday / wo - Wednesday / do - Thursday / vr - Friday / za - Saturday

ACTIVATION OF YOUR VUB ACCOUNT

The following activation procedure needs to be followed to establish your network identity. After a successful completion of the activation, you receive an e-mail address and get 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 through one of the networked computers. The publicly accessible computers are set up in building B on the ground floor.

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.

First, go to the website www.vub.ac.be/BFUCC.

On the right hand side, choose "Create account" under quick references.

Activate your network identity by filling in the following:

- Institution: VUB
- Category: Student
- Enrolment number: as mentioned on your student card

- PIN-code: as mentioned on your student card
- Date of birth

Go to the next page to choose a password (be careful to choose a password that meets the requirements) and a secret question, which allows you to recover your password should you forget it.

Be sure to carefully note down your network login name and memorise your password - as resetting them is time-consuming!

When the form is filled in and transmitted correctly, your network account is activated within 24 hours. If you already have an account, you will have to 'renew' it at the beginning of the new academic year, as soon as you obtain your student card.

5. VUB ACADEMIC CALENDAR

ACADEMIC YEAR 2020-2021

| From - till | Activities | | Week |
|----------------------|--|---|-------|
| 14/09/20 20/09/20 | Welcome week for new students Start of classes for Bruface students | | 1 |
| 21/09/20 27/09/20 | Mon 21.09.20 Tue 22.09.20 | Start of classes Academic opening | 2 |
| 28/09/20 04/10/20 | | | 3 |
| 05/10/20 11/10/20 | | | 4 |
| 12/10/20 18/10/20 | | | 5 |
| 19/10/20 25/10/20 | | | 6 |
| 26/10/20 01/11/20 | Sun 01.11.20 | Bank Holiday | 7 |
| 02/11/20 08/11/20 | Mon 02.11.20 | Academic Holiday | 8 |
| 09/11/20 15/11/20 | Wed 11.11.20 | Bank Holiday | 9 |
| 16/11/20 22/11/20 | Fri 20.11.20 | Academic Holiday – Verhaegen Commemoration | 10 |
| 23/11/20 29/11/20 | | | 11 |
| 30/11/20 06/12/20 | | | 12 |
| 07/12/20 13/12/20 | | | 13 |
| 14/12/20 20/12/20 | | | 14 |
| 21/12/20 03/01/21 | Winter Holiday | | 15-16 |
| | Fri 25.12.20 | Bank Holiday | |
| | Sat 26.12.20 | Academic Holiday | |
| | Sun 27.12.20 - Thu 31.12.20 | VUB closed | |
| | Fri 01.01.21 | Bank Holiday | |
| 04/01/21 10/01/21 | Mon 04.01.21 Start exams 1 st semester | | 17 |
| 11/01/21 17/01/21 | | | 18 |
| 18/01/21 24/01/21 | | | 19 |

| | | | |
|----------------------|----------------------------------|------------------------------------|----|
| 25/01/21 31/01/21 | | | 20 |
| 01/02/21 07/02/21 | Mon 01.02.21 | End exams 1 st semester | 21 |
| | Lecture-free week ^(a) | | |

End 1st semester - Start of course evaluation 1st semester

| | | | |
|----------------------|---|--------------|----|
| 08/02/21 14/02/21 | Start of classes 2 nd semester | | 22 |
| 15/02/21 21/02/21 | | | 23 |
| 22/02/21 28/02/21 | | | 24 |
| 01/03/21 07/03/21 | | | 25 |
| 08/03/21 14/03/21 | | | 26 |
| 15/03/21 21/03/21 | | | 27 |
| 22/03/21 28/03/21 | | | 28 |
| 29/03/21 04/04/21 | Sun 04.04.21 | Bank Holiday | 29 |

| | | | |
|----------------------|------------------------------------|----------------------------------|-------|
| 05/04/21 18/04/21 | Spring Break | | 30-31 |
| | Mon 05.04.21 | Bank Holiday | |
| 19/04/21 25/04/21 | | | 32 |
| 26/04/21 02/05/21 | Sat 01.05.21 | Bank Holiday | 33 |
| 03/05/21 09/05/21 | | | 34 |
| 10/05/21 16/05/21 | Thu 13.05.21 | Bank Holiday | 35 |
| 17/05/21 23/05/21 | | | 36 |
| 24/05/21 30/05/21 | Pre-exam study week ^(b) | | 37 |
| | Mon 24.05.21 Fri 28.05.21 | Bank Holiday Dies Natalis VUB | |

| | | | |
|----------------------|---|--|----|
| 31/05/21 06/06/21 | Mon 31.05.21 Start exams 2 nd semester | | 38 |
| 07/06/21 13/06/21 | | | 39 |
| 14/06/21 20/06/21 | | | 40 |
| 21/06/21 27/06/21 | | | 41 |
| 28/06/21 04/07/21 | Sat 03.07.21 End exams 2 nd semester | | 42 |

End 2nd semester - Start of course evaluation 2nd semester

| | | | |
|----------------------|-----------------------|------------------|-------|
| 05/07/21 15/08/21 | Summer Holiday | | 43-48 |
| | Sun 11.07.21 | Academic Holiday | |
| | Wed 21.07.21 | Bank Holiday | |
| | Sun 15.08.21 | Bank Holiday | |

| | | | |
|----------------------|---|--------------------------------------|----|
| 16/08/21 22/08/21 | Mon 16.08.21 Start 2 nd session exam period | | 49 |
| 23/08/21 29/08/21 | | | 50 |
| 30/08/21 05/09/21 | | | 51 |
| 06/09/21 12/09/21 | Sat 11.09.21 End 2 nd session exam period | | 52 |
| 13/09/21 19/09/21 | Lecture-free week ^(a) | | 53 |
| 20/09/21 26/09/21 | Welcome week for new students Start of classes for Bruface | | 1 |
| 27/09/21 03/10/21 | Mon 27.09.21 Tue 28.09.21 | Start of classes Academic Opening | 2 |

(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 – barring the exception mentioned hereafter – kept free of lectures and examinations or other methods of assessment. Maximum 50% of each pre-examination period can be allocated to examinations, meaning: - ½ week (2nd half of the pre-examination period (week 17) after the winter break; - 1 week (the 2nd pre-examination week) of the pre-examination period (week 37-38) preceding the second part of the first examination period. This period is reserved for students to prepare for examinations. The academic staff remains available for the students.

6. KEY CONTACTS

MANAGEMENT & SECRETARIAT



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Marie.Lamensch@vub.be



7. KEEPING IN TOUCH

IES Facebook page:

<http://www.facebook.com/IESBrussels>

LLM Facebook page:

<https://www.facebook.com/LLMies/>

IES Twitter:

https://twitter.com/IES_Brussels

<https://twitter.com/StudyatIES>

Alumni Group:

<http://www.linkedin.com/groups?gid=4182508>



8. OUTPUT OF THE PROGRAMME

The following information gives a brief overview of the output of the Programme:

Over the past 48 years, over 1300 students from all over the world have successfully completed the Programme (be it the earlier 'PILC' programme or the current LLM format). The average pass rate is around 90 %.

A number of Master Theses have resulted in high quality publications and in PhD research in Belgium and abroad.

PILC graduates are typically employed by a wide range of international organisations and European institutions. Examples include, in addition to the EU institutions, the World Trade Organisation, the United Nations High Commissioner for Refugees, the International Criminal Tribunal for Rwanda, the US-Iran Claims Tribunal, the Organisation for Security and Cooperation in Europe, the OECD, the IMF, the World Bank, the EFTA, etc.

Most of the non-European level graduates, have returned to their countries of origin where they took up middle to higher positions in, for example, universities and research institutes, Ministries, the judiciary, as well as corporations, law firms and consulting companies. Many graduates from EU Member States stay in Brussels to work for the EU or law and consultancy firms in the area.

The contact between the Master Programme and its alumni is actively encouraged and facilitated. The IES has a detailed alumni database and an active alumni community. Alumni receive the IES newsletter and information about alumni events. Moreover, former PILC classes regularly organise reunions in Brussels inviting PILC staff and current students. Several PILC alumni form part of the present teaching staff or participate as external readers for the Master Thesis.

9. THE LEARNING OUTCOMES OF THIS LLM

KNOWLEDGE AND COMPREHENSION

The student has a thorough knowledge and understanding of

1. sources of and developments in international and European law;
2. substantive international and European law in a wide range of fields;
3. key aspects of selected legal cultures and traditions, as well as comparative law;
4. cutting edge legal scholarship in relevant fields;
5. actors, institutions, procedures and policies relevant to EU and international law

The student has practical experience:

6. In the working methods in key EU institutions;
7. in the work requirements, environment and tasks of a lawyer in international/EU organizations

APPLICATION OF KNOWLEDGE AND SKILLS

The student is able to develop his or her:

8. own autonomous, critical legal reasoning to frame complicated legal, international and/or European issues in their proper context and to pro-actively develop pertinent solutions in law, prepared to independently contribute to the development of the field;

The student is able to apply his/her theoretical legal knowledge both independently and in an international team, to:

9. plan and carry out scientifically sound legal research of advanced master level, such as research papers, presentations and a Master thesis, which contains a research plan, specific research questions and a critical analysis and synthesis of the research results;
10. learn about and deduct the relevant legal issues to understand a given complex legal situation;
11. solve challenging legal problems by proposing creative legal solutions in the areas of international and European law;
12. formulate convincing legal arguments;
13. communicate orally and in a written form with a wide range of stakeholders of different backgrounds in an international, multi-cultural environment;
14. conduct international legal negotiations

The student is :

15. comfortable working with and expressing him/herself in English on complex legal matters

ATTITUDES

The student has a positive attitude towards and confidence in

16. independently working with and acquiring further knowledge on demanding issues of international and European law, so as to act in a multi-cultural setting for the further development of a harmonious international society

10. REGULATIONS ON THE LLM MASTER THESIS

Article 1

Every student is expected to do research in an independent manner and on an advanced level, and draft on an individual basis and in the English language, a thesis on a legal subject concerning international or European law, that must preferably be selected from among the topics dealt with in the courses of the Program.

The thesis must be 20,000 words (including footnotes and not including the abstract, annexes, bibliography), plus or minus 10% (so 18,000 - 22,000 words). The benchmark for the thesis is that of a leading law review article. For the referencing and layout, the IES Working Paper guidelines must be followed as applicable. The guidelines are available at the IES. This means for example that the body of text must be typed on A4 paper. Footnotes should be single-spaced. Footnotes are continuously numbered and placed at the bottom of the relevant page. Footnotes must cite the correct references for legal principles and facts stated in the paper and are used primarily to cite authority. Quotations from authorities must be limited to relevant parts of their contribution in a specific analysis and must be duly authenticated and shall follow the referencing style indicated in the IES Working Paper guidelines. All Master Theses are subject to an electronic verification to detect possible plagiarism.

Plagiarism will be sanctioned. A signed declaration, accepting that copying or plagiarism will result in failing the entire course, has to be submitted to the PILC-secretariat by mid November. Plagiarists further risk to be debarred from further participation in the Programme.

Article 2

Before submitting the topic of the thesis for approval to the PILC Board, the student must ascertain that the Faculty member teaching the course covering the topic of the thesis, is willing to be the Promoter of the thesis.

Article 3

The student must submit a first research outline, consisting at least of the title of the thesis, a table of contents, a summary outline of the proposed research and a draft bibliography, to the PILC Secretariat by 15 November of the academic year. A special form will be distributed by the PILC Secretariat for this purpose. The acceptance of the promoter is required on the matter.

Article 4

The PILC Board will discuss and approve the thesis topics before the winter holiday.

Article 5

A progress report of the Master Thesis must be transmitted to the promoter and the PILC Secretariat in electronic form by mid December. It should as much as possible be framed in the form of the final paper and it should give the promoter (and if promoter so desires, also the readers) a detailed idea of the objective of the research and the structure. It should therefore contain: a title page with the title of the thesis and the names of the promoter/readers; a detailed outline (including headings and sub-headings); a first draft of chapter one which describes the issues and problems, that are subject of the research as well as an indication of what will be done in the next chapters. In annex a first list of literature and materials that are being consulted (including websites) should be included.

Article 6

The Promoter must assist the student in his/her research. The student must regularly inform the Promoter about progress made. Students and/or Promoters should inform the PILC Director in case any difficulties arise in the collaboration between them.

Article 7

Before 1 February of the academic year, the PILC Board will appoint at minimum one reader from amongst members of the academic staff of the University or from among experts in the area of the research.

Article 8

Final version of the Thesis must be submitted to the PILC Secretariat in paper (3 copies) as well as in electronic form (Word format) **before the end of May (exact deadline date will be determined by Faculty RC)** of the academic year (first exam session) or **before 16 August** of the academic year (second exam session). The student will, after verification with the Promoter, submit three paper copies of the thesis including a summary of the thesis (maximum two pages). The thesis must be printed on DIN A4-form and printed recto verso.

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/reader(s)
- Name of the author
- Student number
- Title of the thesis
- Word count

After submission, no amendments or modifications can be made to the paper. The student has to fill in and hand in the form 'receipt master thesis', which can be found on the Student Portal of the IES website. The electronic copy will have to be submitted through an anti-plagiarism server (Turnitin) as indicated by the Secretariat.

Article 9

The evaluation reports of the Promoter and the two readers will be transmitted by the PILC-Secretariat to the student at least two days before the planned oral defence of the thesis. The indicative marks will not be transmitted to the student before the oral defence. The reports will also be transmitted to the other members of the reading committee.

Article 10

The oral defence of the thesis is public. During the oral defence, which will take around 20-30 minutes, the student will present a summary of his/her thesis (max. 5 minutes). He/she will then answer questions on the content and form of the thesis, raised by the members of the reading committee. Other persons, attending the oral defence, will have the opportunity to raise questions on the content of the paper when so invited by the Chair of the Committee.

Article 11

After the oral defence, the reading committee will deliberate on the thesis and the defence, and will propose a final grade to the examination committee. The evaluation criteria to be considered by the reading committee, without regard to their order of importance, include:

- Research design and methodology (clearly formulated plan, research questions and/or thesis; original, feasible);
- Structure and language (including length (20 000 words +/- 10%), citations, bibliography);
- Legal substance and sources (correct, up-to-date, versatile);
- Analysis, findings and conclusions (originality, clarity, contribution to scientific progress);
- The oral presentation and defence

Article 12

The examination committee will examine the outcome of the reading committees and make adjustments where requested and/or appropriate. A minimum grade of 10/20 for the paper is required to successfully complete the LL.M Programme. The paper is weighted with a coefficient of 3.

Article 13

When the student fails the thesis in the first exam session, a new thesis on the same topic must be submitted before 15 August of the same academic year. When the student fails the thesis in the second exam session and re-enrols in the Programme, he/she may choose a new topic and will make the necessary arrangements as to the supervision.

Article 14

The student must take notice of these rules governing the thesis which will be transmitted to him/her by the PILC Secretariat in the beginning of the academic year.

MASTER THESIS TIMELINE

1. Identification of a thesis promoter, preferably by the end of October.
2. Prior approval of the research topic and first outline by the promoter before submission to the PILC Board.
3. First research outline, consisting of at least a title page, a table of contents, a summary outline of the proposed research and a draft bibliography, is due in electronic form at the PILC Secretariat **by 15 November** (see form "Master Thesis", attached at the end of this booklet). The PILC Board will review the initial outline and, if approved, it will appoint two external readers.
4. The first progress report on the Master Thesis (5 pages or more) is due by **15 December**. This progress report must contain the (sub-) headings of your paper. For each (sub-) heading the student should briefly explain what the content will be. He/she should also include an extensive bibliography.
5. First full draft: including title page, table of contents, chapters, and a bibliography, is due to the promoter and the Programme Director **by the end of March**.
6. Final version of the Thesis must be submitted to the PILC Secretariat in paper (3 copies) as well as in electronic form (Word format) **before the end of May (exact deadline date will be determined by Faculty RC)** of the academic year (first exam session) or **before 16 August** of the academic year (second exam session).

THESIS AWARD

Theses of a particularly high quality may be awarded a “Certificate of an Outstanding Master Thesis in International and European Law”. Such theses will also qualify for an award. However, the award is only available if the work is submitted during the first exam session (before the end of May, exact deadline date will be determined by Faculty RC of the academic year).

RE-REGISTRATION

Students who fail (to submit) their thesis in the first or second session will be required to re-register for the following academic year in order to submit the thesis. The cost for submitting the thesis in the following academic year is substantial: **€1000 + €66,66 ECTS** per study point.



GUIDELINES

| | |
|--|--|
| 20 Grootste onderscheiding Summa Cum Laude A | 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. |
| 19 Grootste onderscheiding Summa Cum Laude A | 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. |
| 18 Grootste onderscheiding Summa Cum Laude A- | 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. |
| 17 Grootste onderscheiding Summa Cum Laude A- | 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. |
| 16 Grote onderscheiding Magna Cum Laude B+ | 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. |
| 15 Grote onderscheiding Magna Cum Laude B- | 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. |

EVALUATION FORM

**MASTER THESIS EVALUATION TEMPLATE
LL.M. IN INTERNATIONAL AND EUROPEAN LAW ("PILC")**

Name of the student:

Title of the thesis:

Promoter:

Reader(s):

Co-Promoter (if applicable):

Please e-mail the filled out form to the Programme Secretariat llm@ies.be

Research design (clearly formulated plan, research questions and/or thesis; original, feasible?):

Structure and language (including length (20k words +/- 10%), citations, bibliography):

Legal substance and sources (correct, up-to-date, versatile?):

Analysis, findings and conclusions (originality, clarity, contribution to scientific progress?):

Other remarks:

Overall evaluation (strengths & weaknesses):

Name:

Date:

Signature:

| | |
|---|--|
| 14 Onderscheiding Cum Laude C | Thesis is mostly well-reasoned and well-organized, and shows competency on the subject matter; adequate structure, but there are clear problems or limitations in logic, argumentation, insights, or organization; errors in expression and presentation distract from the development of content. Overall, ideas can usually be followed but need further exploration and deeper development. |
| 13 Satisfactory C - | Thesis is well-developed but lacks coherence: either because of distracting lapses in language that make ideas difficult to understand or lack of connections and transitions between ideas; Support from sources is weak and not developed enough; nevertheless, this thesis clearly meets basic requirements. |
| 12 Satisfactory D+ | Thesis shows a serious attempt but with limited success; there is limited focus or thesis holding the thesis together; evidence is scanty and not clearly linked to the main argument; the handling of evidence raises some concerns; attention to language and presentation is wavering and uncertain; errors in grammar, punctuation; or spelling often distract from the content, but these appear in only a minority of the sentences. |
| 11 Satisfactory D | Thesis shows an attempt but with limited success; there is no clear focus or thesis holding the thesis together; evidence is scanty and not clearly linked to the main argument; the handling of evidence raises concerns, as the evidence is unsubstantial or not well related to the main idea; attention to language and presentation is erratic and uncertain; regular errors in grammar, punctuation; or spelling often distract from the content. This thesis contains more errors and or less satisfying development of the content than '12' thesis. |
| 10 Satisfactory D- | Thesis demonstrates weak understanding of the material and articulates few coherent arguments about it; the thesis might wander among several ideas without developing any single one; there is no thesis; the thesis is relied on quotations rather than developing original ideas; attention to language and presentation is erratic and uncertain; errors in grammar, punctuation; or spelling distract from the content. |
| 9 or less Fail F | Thesis fails to address the assignment in fundamental ways and reveals serious writing problems of the author and/or the thesis contains plagiarism from other sources. |

11. REGULATIONS ON EXAMINATION

1. Purpose of the exams

The purpose of the exams is to test the knowledge of the students after the completion of the courses. The exams are individual and they concern each course separately.

2. Conditions for participation in the exams

The conditions for participation in the exams are as follows:

- the student must be regularly enrolled in the Programme and at the VUB
- the student must have submitted a recent passport photo to the PILC-Secretariat before 15 October

3. Organisation of the exams

The exams are organised in two exam periods which take place respectively in weeks 18-20 and in weeks 38-41 of the academic year. The first exam period consists of two exam sessions. During the first exam period, exams are organised for the courses taught in the first semester of the academic year; during the second exam period, exams are organised for the courses taught in the second semester of the academic year, for the Master Thesis, and for the courses taught during the whole academic year. During week 21 of the academic year, the students receive, by e-mail, the marks for the exams organised during the first period of the first exam session. The first exam session is concluded by a deliberation and a public proclamation.

The second exam session consists of one exam period (weeks 48-51 of the academic year). During this exam session, students who were referred to the second exam session may retake the exams for the courses (and Master Thesis if applicable) which they did not succeed in. Students must confirm their participation in the second exam session by e-mail. The second exam session is concluded by a deliberation and a public proclamation.

The time-table of the exams is sent to the students by e-mail and is published on CANVAS notice board, at least four weeks before the beginning of the two exam sessions of the first exam period, and at least two weeks before the beginning of the second exam period.

Any change to the time-table of the exams will immediately be notified to the students by e-mail. Such a change may not lead to an earlier date of the exam(s) concerned.

Students and examiners must respect the examination timetable. Each case of force majeure on the part of a student must be notified to the PILC Secretariat within three days after the force majeure came to an end. Force majeure must be substantiated. When, according to the PILC Director, force majeure is present, the PILC Director will take the necessary arrangements after consulting the student and the examiner(s). In case force majeure takes place in the first session of the first exam period and the exam(s) concerned can no longer take place within this period, the PILC Director can decide to extend the exam period or refer the exam(s) to the second session of the first exam period.

4. Identity of participants to Exams; ability to consult completed exams

Exams are public. When the students present themselves for an exam, they must present a photo ID such as their student card, identity card or passport. Exams are written or oral as indicated in the Studiedeel fiches of the respective courses. Students may consult their written exam papers during a period of five days, following the proclamation.

5. Order during the exams

During the exams, students shall comply with the instructions given by the examiners and supervisors.

6a. Fraud

Fraud in the context of the Programme means an action where the student had the intent to gain an unauthorised advantage or to use unauthorised aid in terms of his/her studies, or when the student should reasonably have known the action would result in such an advantage. Each case of fraud is assessed case by case, using the intent, severity, scope and occurrences of the action (or lack thereof) as criteria. The sanctions vary in gravity as follows:

- a notification (the four criteria are present, on average, at a minor level)
- disqualification from the study activity (the criteria are present, on average, at a moderate level)
- exclusion from the semester or Programme (the criteria are present, on average, at more than moderate to considerable level, respectively)

Non-exhaustive list of instances of fraud:

- cheating in an exam
- copying an assignment
- falsifying information or results
- re-using one's earlier approved and credited output without the prior permission of the teaching staff
- participation in an assignment, exam or the like on behalf of another person
- plagiarism

o Plagiarism as a form of academic fraud entails the presentation another person's work as one's own without referencing it in accordance with the usual academic conventions.

For the assessment of fraud (plagiarism) in the Master's thesis, the Programme uses the policy as in force at the Faculty of Economics and Social Sciences (ES). The assessment can be summarised as follows:

| | Occasional | Regular | Constant |
|---|------------|---------|----------|
| Copies paragraphs of other authors with a reference, but without the use of appropriate quotation marks when needed | | | |
| Writes paragraphs / sentences with text and references found in secondary sources | | | |
| Copies paragraphs of other authors, whether literally or not, without any sources | | | |
| Copies paragraphs / sentences of other authors, whether with a source or not, with only minimal or misleading adaptations | | | |
| Other | | | |
| Level of intent | Low | Medium | High |

6b. Procedure in cases of fraud

When a student has committed fraud during a written exam, influencing the evaluation of his/her knowledge, the examiner or supervisor will immediately notify the PILC Director. The latter will immediately inform the Academic Director or the President of the IES. Within five days, all parties concerned will be heard by the Academic Director or President, who will, without delay, decide on an appropriate sanction in accordance with the rules of the Law and Criminology Faculty. As the ultimate sanction, the student risks to be debarred from further participation in the programme. The student and the Chairman of the examination committee will be informed, in writing, of the sanction decided upon by the Academic Director or President. The sanction can be appealed within five days. The sanction is suspended during the appeal. The appeal must be submitted to the Chairman of the examination committee. For the examination committee to be able to take a decision, at least half of the members of the examination committee must be present. The student may be represented by a person of his/her choice. The written decision of the examination committee will be forwarded to the student concerned within fifteen days following the decision. The Academic Director or the President will inform the Rector and the Ombudsperson of the decision. The decision of the examination committee can be appealed before the "Raad voor examenbetwistingen". The same rules apply to the Master Thesis and other evaluations (e.g. the "Case studies").

7. Grading

For each course, marks are awarded on a scale of 20 points. The final decision on all marks is confirmed by the examination committee.

8. Calculation of results

- To complete the Programme with the mark satisfecit (satisfactory), the student must obtain a mark of at least 10/20 for every exam, including the Master Thesis.
- To complete the Programme cum laude (distinction), the student must obtain an average of at least 68%.

- To complete the Programme magna cum laude (great distinction), the student must obtain an average of at least 78%.
- To complete the Programme summa cum laude (greatest distinction), the student must obtain an average of at least 85%.

The examination committee can deviate from these rules by a reasoned decision.

9. Weighting of the courses

Each course is weighted pro rata to the number of contact hours:

- course of 26 hours: x 1
- course of more than 26 and not more than 52 hours: x 2
- Master Thesis: x 3

10. Deliberation

During the deliberation, the final results of each student are voted upon by the examination committee. Each examiner has one vote. In case of an equal number of votes, the result that is more favourable to the student will be chosen.

11. Proclamation

The overall mark of the exams are announced by the PILC Director to the students during the proclamation, which follows the deliberation.

During the proclamation after the first and second exam session, the PILC Director mentions the following outcomes of the deliberation:

- no participation in the exams
- incomplete participation in the exams
- postponed to the second exam session
- satisfactory
- cum laude
- magna cum laude
- summa cum laude

Immediately after the proclamation, the students will receive notice of their final results.

12. Failure

The student who fails the first exam session has the right to participate in the second exam session. All marks of 10/20 and more, obtained during the first exam session, will stand for the second exam session. In other words, it is not possible to later raise the marks of passed exams. This rule also applies for the transfer of marks to the next academic year.

If the student fails the Master Thesis in the first exam session, a new thesis on the same topic may be submitted for the second exam session before 16 August of the same academic year. The students are, in accordance with the VUB rules, entitled to re-enrol in the Programme only once. Re-enrolling students who fail an exam or the thesis also in the second academic year are not eligible to graduate from the Programme.

13. Examination committee

The IES Examination Committee and Programme Board acts as the examination committee of the Programme. It is composed of six members, including the PILC Programme (Co-)Director(s). The IES Academic Director is the Chairman of the examination committee. It acts upon the advice of the PILC Board.

14. Master thesis

The regulations governing the writing and evaluation of the Master Thesis are laid down in a separate protocol.

15. Calendar academic year

| | |
|-------------|--|
| Week 1 | No courses this week |
| Weeks 2-14 | Teaching weeks |
| Week 15-16 | Winter holiday |
| Week 17 | Week of study |
| Weeks 18-20 | First exam period of the first exam session |
| Week 21 | Free, no courses this week |
| Weeks 22-36 | Teaching weeks, including two weeks Easter holiday |
| Weeks 37-38 | Two weeks of study |
| Weeks 39-42 | Second exam period of the first exam session, including the deliberation - closure of first exam session |
| Weeks 43-48 | Summer holiday |
| Weeks 49-52 | Second exam session, including the deliberation - closure of second exam session |

Wherever PILC rules, in particular these General Regulations on Examinations or the Rules Governing the LLM Thesis, specify a date (e.g. to submit the thesis), and that date falls on a day when the PILC secretariat is not open, the date in question is considered to be the latest preceding working day of the secretariat.

REGULATIONS ON THE LLM MASTER THESIS

Article 1

Every student is expected to do research in an independent manner and on an advanced level, and draft on an individual basis and in the English language, a thesis on a legal subject concerning international or European law, that must preferably be selected from among the topics dealt with in the courses of the Program.

The thesis must be 20,000 words, plus or minus 10% (so 18,000 – 22,000 words). The benchmark for the thesis is that of a leading law review article. For the referencing and layout, the IES Working Paper guidelines must be followed as applicable. The guidelines are available at the IES. This means for example that the body of text must be typed on A4 paper. Footnotes should be single-spaced. Footnotes are continuously numbered and placed at the bottom of the relevant page. Footnotes must cite the correct references for legal principles and facts stated in the paper and are used primarily to cite authority. Quotations from authorities must be limited to relevant parts of their contribution in a specific analysis and must be duly authenticated and shall follow the referencing style indicated in the IES Working Paper guidelines. All Master Theses are subject to an electronic verification to detect possible plagiarism.

Plagiarism will be sanctioned. A signed declaration, accepting that copying or plagiarism will result in failing the entire course, has to be submitted to the PILC-secretariat by mid November. Plagiarists further risk to be debarred from further participation in the Programme.

Article 2

Before submitting the topic of the thesis for approval to the PILC Board, the student must ascertain that the Faculty member teaching the course covering the topic of the thesis, is willing to be the Promoter of the thesis.

Article 3

The student must submit a first research outline, consisting at least of the title of the thesis, a table of contents, a summary outline of the proposed research and a draft bibliography, to the PILC Secretariat by 15 November of the academic year. A special form will be distributed by the PILC Secretariat for this purpose. The acceptance of the promoter is required on the matter.

Article 4

The PILC Board will discuss and approve the thesis topics before the winter holiday.

Article 5

A progress report of the Master Thesis must be transmitted to the promoter and the PILC Secretariat in electronic form by mid December. It should as much as possible be framed in the form of the final paper and it should give the promoter (and if promoter so desires, also the readers) a detailed idea of the objective of the research and the structure. It should therefore contain: a title page with the title of the thesis and the names of the promoter/readers; a detailed outline (including headings and sub-headings); a first draft of chapter one which describes the issues and problems, that are subject of the research as well as an indication of what will be done in the next chapters. In annex a first list of literature and materials that are being consulted (including websites) should be included.

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The Promoter must assist the student in his/her research. The student must regularly inform the Promoter about progress made. Students and/or Promoters should inform the PILC Director in case any difficulties arise in the collaboration between them.

Article 7

Before 1 February of the academic year, the PILC Board will appoint at minimum one reader from amongst members of the academic staff of the University or from among experts in the area of the research.

Article 8

The thesis must be submitted to the PILC Secretariat in an electronic form before end of May (date determined by Faculty RC) of the academic year (first exam session) or before 16 August of the academic year (second exam session). Students that fail the thesis in the first exam session may submit an amended version of the work in the second exam session. The student will, within 5 days of submission in an electronic form, and after verification with the Promoter, submit four paper copies of the thesis including a summary of the thesis (maximum two pages). The thesis must be printed on DIN A4-form and printed recto verso. After submission, no amendments or modifications can be made to the paper. The PILC Secretariat will transmit to the student an official receipt upon submission of the thesis and the summary. The electronic copy will have to be submitted through an anti-plagiarism server as indicated by the Secretariat.

Article 9

The evaluation reports of the Promoter and the two readers will be transmitted by the PILC-Secretariat to the student at least two days before the planned oral defence of the thesis. The indicative marks will not be transmitted to the student before the oral defence. The reports will also be transmitted to the other members of the reading committee.

Article 10

The oral defence of the thesis is public. During the oral defence, which will take around 20-30 minutes, the student will present a summary of his/her thesis (max. 5 minutes). He/she will then answer questions on the content and form of the thesis, raised by the members of the reading com-

mittee. Other persons, attending the oral defence, will have the opportunity to raise questions on the content of the paper when so invited by the Chair of the Committee.

Article 11

Immediately after the oral defence, the reading committee will deliberate on the thesis and the defence, and will call the student back in to explain its findings and answer any questions that the student may have in that respect. The committee will propose a final grade to the examination committee. The evaluation criteria to be considered by the reading committee include those noted below. The first four bear similar weight, and are used by the reading committee in a balanced manner for an overall assessment of the thesis. An oral defence that is above the quality of the written thesis may augment the grade initially given for the written work by 1, and in exceptional cases by 2 points. An oral defence below the quality of the written thesis may decrease the grade initially given for the written work by 1, and in exceptional cases by 2 points.

- Research design and methodology (clearly formulated plan, research questions and/or thesis; original, feasible?)
- Structure and language (including length (20k words +/- 10%), citations, bibliography)
- Legal substance and sources (correct, up-to-date, versatile?)
- Analysis, findings and conclusions (originality, clarity, contribution to scientific progress?)
- The oral presentation and defence

Article 12

The examination committee will examine the outcome of the reading committees and make adjustments where requested and/or appropriate. A minimum grade of 10/20 for the paper is required to successfully complete the LL.M Programme. The paper is weighted with a coefficient of 3.

Article 13

When the student fails the thesis in the first exam session, a new thesis on the same topic must be submitted before 16 August of the same academic year. When the student fails the thesis in the second exam session and re-enrols in the Programme, he/she may choose a new topic and will make the necessary arrangements as to the supervision.

Article 14

The student must take notice of these rules governing the thesis which will be transmitted to him/her by the PILC Secretariat in the beginning of the academic year.

GUIDELINE FOR AUTHORIZING AND PROMOTING MASTER'S THESES

- 1.1 The student has the right to meaningful, timely, and constructive feedback from the promoter. The promoter will make his/her best efforts to ensure this is delivered to the student at each step of the process.
- 1.2 The student and the promoter have the responsibility to respect the deadlines noted below and/or agreed between the promoter and the student.
- 1.3 The student will make his/her best efforts in terms of the quality of the material that s/he is to send by these deadlines.

| | |
|-------------------------------|---|
| 15 November | Choosing promoter |
| End November | First research outline: title page, a table of contents, a summary outline of the proposed research and a draft bibliography |
| 1 st week December | Comments from promoter |
| 15 December | 1 st progress report: more than 5 pages, subheadings + content listing |
| End December | Comments from promoter |
| 15 April | First full draft including: title page, table of contents, chapters, and a list of references. NB: this deadline applies also for theses to be submitted in the second session. No further comments can be expected later on. |
| End April | Comments from promoter |
| 29 May | Final manuscript |

- 2.1 The promoter has the right to ask the student to resubmit documents that s/he thinks are not suitable or of poor quality, and/or respond with only minimal feedback.
- 2.2 It is preferable to postpone a meeting/deadline rather than send a document that is known to be of insufficient quality with reference to the state of the process. To be noted: for first outlines and first draft the quality expected is neither perfect nor complete text, but a high quality outline and draft.

- 3.1 The supervisor is expected to provide comments once on separate draft chapters, and (to the extent that separate and/or updated from the former), once on the full draft manuscript. The comment are to be given within 10 days of the receipt of the material in question, but within 14 days on the full manuscript. In case of a delay, that has to be communicated to the student within the noted timelines, including a new date for the comments that is not more than five days later. The Programme Director will be copied in the communication about the delay between the promoter and the student. The dates for receiving comments are the same for the first and the second session Thesis submissions: the second session submissions cannot therefore benefit from (i.e. extend the period for) comments once the deadline of sending the full draft thesis (15 April) has passed.

- 3.2 The promoter will comment on each of the above noted submissions once, but not more. Each draft Chapter will thus be commented upon once, and the complete manuscript consisting of the commented Chapters will be commented upon on at general, structural level (i.e. how the Chapters link together). Further, the promoter will provide comments on any *major* changes (updated research question, changes in the structure of the thesis, change in the research methodology, etc.) that the student has implemented and highlighted.

- 3.3 While the promoter is to signal issues and problems in the below noted areas of the student's thesis, s/he is **not allowed** to provide ready solutions nor final corrections to these issues or problems. The promoter's task in other words is to give advice and guidance that allows the student to find and implement the solutions and corrections independently.

- The research question(s) and research thesis
- Substantive details of the work
- Scientific analysis
- Language
- Referencing
- Bibliography
- Check against the thesis requirements of the faculty / study track

- 3.4 The protocol of the meetings is as follows:

- Material is submitted by the due dates above, and in case of a meeting, 10 (14 for full manuscript) days in advance of the meeting. The submitted document must not be changed prior to the meeting; the student can work on another part of the thesis in the meanwhile.
- The student takes notes of the meetings and sends them to the promoter at the latest the day following the meeting. The notes should strive to establish an 'action plan' with the main points to do for the student and for the promoter, including any agreed deadlines.

- The final evaluations of the Theses are *not* to be sent directly to the students. They are sent to the Secretariat, which then forwards them to the students, all at the same time to the extent possible.

12. STUDENT PORTAL

Students will receive information directly from LLM/PILC-secretariat, however students are particularly encouraged to access the Student Portal (<https://www.llminbrussels.eu/student-portal/>) that includes access to the Canvas platform, VUB webmail, VUB library, the VUB academic calendar, and the timetable.

Student Portal

Practical Information



Student Handbook



Time-tables



Exam Schedule



Academic Calendar

Useful Links



VUB Webmail



my.vub.ac.be



Library



Canvas

IES Documents



Thesis Subject
Approval Form



Master Thesis
Receipt



Application graduation
January



IES PPT Template

Guidelines



Cali Enrolment



Course Registration



Exam rules:



Wireless Internet

13. FACILITIES

INTERNATIONAL RELATIONS AND MOBILITY OFFICE (IRMO)

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 Schoofslaan 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:

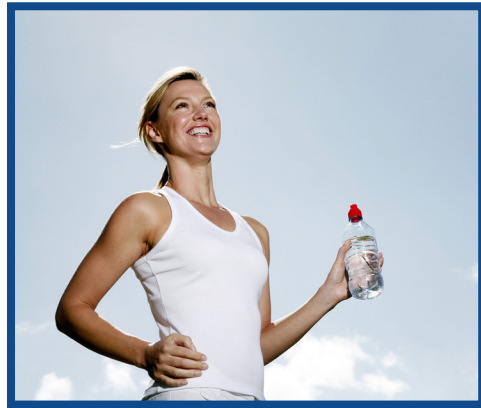
- information on cultural activities
- the opening hours and information on the menus and prices of the VUB restaurant
- information on language courses

ENTERING THE CAMPUS BY CAR

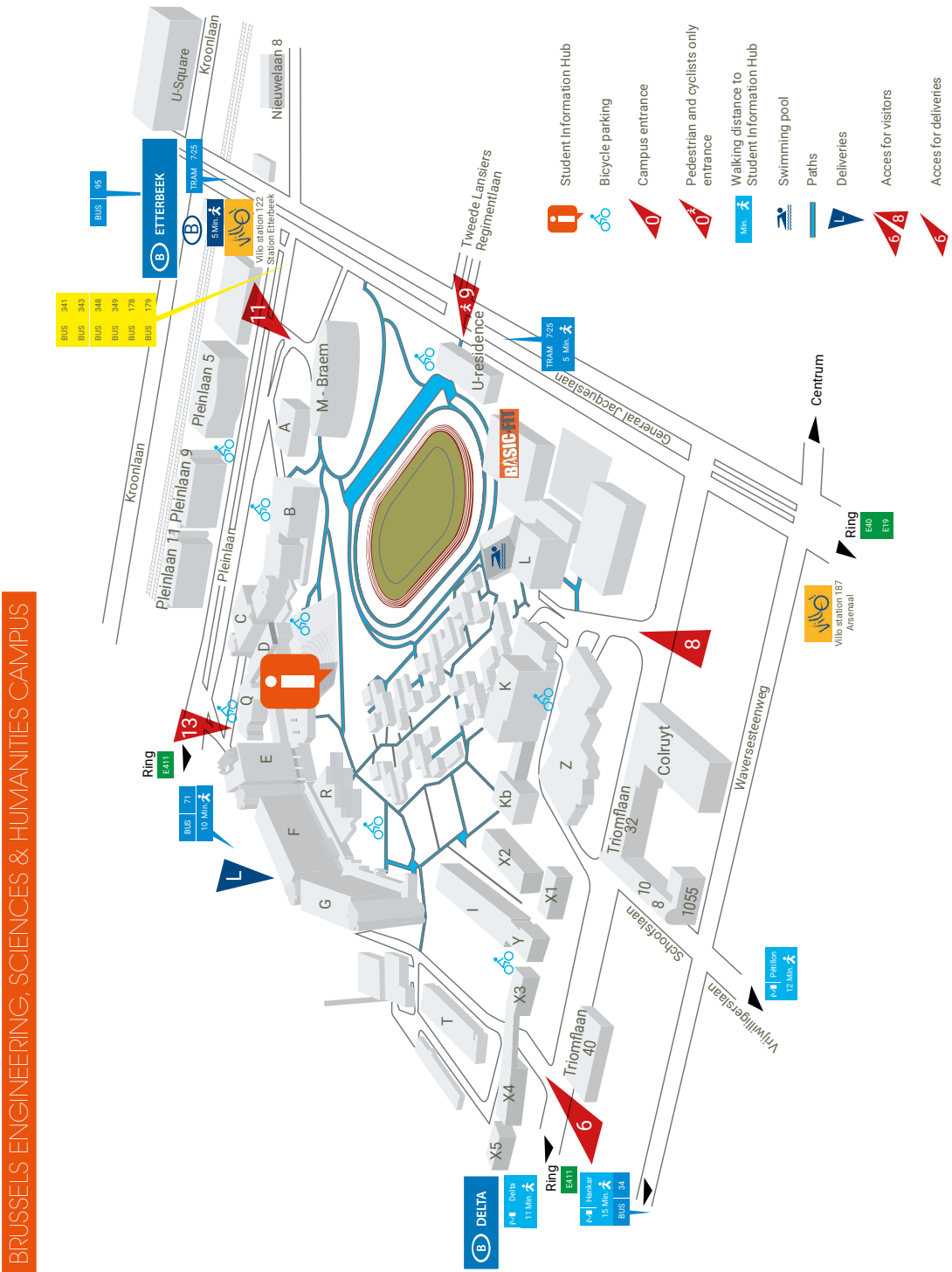
To be able to enter the campus by car, you need to register your licence plate. The barrier system will only work when it recognises your license plate (front of the car). To register you have to go to the intranet of the university (<http://intranet.vub.ac.be/go.phtml>):

- Fill in your Net-ID (user name without @vub.be) and “password” (password of your VUB e-mail address) and click on log in.
- Click on “Registratie nummerplaat” (under “ADMINISTRATIE”).
- 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 on “Update”.
- Fill in your licence plate and then click on “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.



CAMPUS MAP



BRUSSELS ENGINEERING, SCIENCES & HUMANITIES CAMPUS

VRIJE
UNIVERSITEIT
BRUSSEL

| | |
|--|----------------|
| Academic Language Centre (ACTO) / | Schoolsilaan 8 |
| Applied Linguistics (LITKA) | Triomflaan 10 |
| Accommodation Office | Triomflaan 32 |
| Arts and Philosophy | Neuwelaan 6 |
| Aula O | Neuwelaan 6 |
| Bicycle repair point | Neuwelaan 6 |
| Brussels Academy of China and European Studies (BACES) | Neuwelaan 6 |
| Brussels Diplomatic Academy (BDA) | Neuwelaan 6 |
| Cafeteria | Neuwelaan 6 |
| CAW Brussel | Neuwelaan 6 |
| Confucius Institute | Neuwelaan 6 |
| Crazy Copy Center | Neuwelaan 6 |
| Cultuur - Pilar | Neuwelaan 6 |
| Economic and Social Sciences and Solvay Business School | Neuwelaan 6 |
| Engineering | Neuwelaan 6 |
| Gym | Neuwelaan 6 |
| Institute for European Studies (IES) | Neuwelaan 6 |
| International Relations | Neuwelaan 6 |
| Inec | Neuwelaan 6 |
| Karel Van Miert building | Neuwelaan 6 |
| Law and Criminology | Neuwelaan 6 |
| Library | Neuwelaan 6 |
| Medical practice: GP Dentist, Company doctor, Consultants UZ Brussel | Neuwelaan 6 |
| Physical Education and Physiotherapy | Neuwelaan 6 |
| Psychology and Education Sciences | Neuwelaan 6 |
| Rectorate | Neuwelaan 6 |
| Registrations | Neuwelaan 6 |
| Sciences and Bio-engineering Sciences | Neuwelaan 6 |
| Security | Neuwelaan 6 |
| Semper (CVO) | Neuwelaan 6 |
| Social Legal & Financial Support, Student Jobs | Neuwelaan 6 |
| Sport & Exercise | Neuwelaan 6 |
| Standard Student Shop | Neuwelaan 6 |
| Student Administration | Neuwelaan 6 |
| Student Information Hub | Neuwelaan 6 |
| Student residence | Neuwelaan 6 |
| Schoolsilaan 10 | Neuwelaan 6 |
| Triomflaan 32 | Neuwelaan 6 |
| Neuwelaan 6 | Neuwelaan 6 |
| Student Guidance | Neuwelaan 6 |
| U-residence | Neuwelaan 6 |
| Vesalius College | Neuwelaan 6 |
| VUB Career Center | Neuwelaan 6 |
| VUB-Dilemma | Neuwelaan 6 |
| Waverse 1055 | Neuwelaan 6 |

Notes

Notes



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Facebook: [IESBrussels](#)
www.ies.be