MAIA DEGREE REQUIREMENTS
(Master of Arts in International Affairs)

Requirements for candidates entering from a cooperative program (spending one year at SAIS Europe).

Research Proposal

Upon matriculation at SAIS Europe, candidates entering the MAIA program from partner schools should begin immediately to focus on the topic of their thesis.

At the beginning of the academic year, all students are assigned to the Director of the MAIA program for academic advising. The program director will work with students and faculty to find a FIRST READER for each thesis.

Students must then prepare a research proposal and present it to the FIRST READER by NOVEMBER 15. Once accepted, the proposal will become the principal focus of the student's work in the second semester (sample proposals are available from the Registrar). The topic of the thesis must be different from any written by the candidate for any previous degree. The proposal must be approved and endorsed by the first reader whose name should appear on the cover of the proposal together with the title of the thesis and the name of the candidate.

The FIRST READER must approve and submit a written evaluation of the proposal to the Director of the MAIA Program by December 10. The FIRST READER, together with the MAIA Program Director, will be responsible for identifying a suitable second reader by the middle of the second semester.

REQUIREMENTS FOR THE AWARD OF THE MAIA DEGREE

Course Requirements:
Assuming cooperative degree students have already completed the established number of ECTS credits at the partner program, they will be required to successfully complete at least six non-language courses with an average GPA of 2.67 or higher.

Economics Requirements:
The six required non-language courses must include Microeconomics, Macroeconomics, Int’l Trade and Int’l Monetary Theory (or the corresponding waiver exam). Students who can demonstrate competence in all four areas need to take at least two economics courses (with an SA.300... prefix). Students are encouraged to consult with the head of the economics program in Bologna if they have questions.

Language Requirement:
Native English-speakers are required to pass a proficiency exam in one of the modern foreign languages offered at SAIS Europe prior to graduation from SAIS.

Non-native English speakers must pass the English proficiency exam prior to graduation.

Note on language requirement for admission to the MAIA:
Students who do not reach the following scores on one of the English language tests at the time of admission will be required to attend the Intensive English course during pre-term:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
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<tbody>
<tr>
<td>TOEFL</td>
<td>105</td>
</tr>
<tr>
<td>IELTS</td>
<td>7.5</td>
</tr>
<tr>
<td>Cambridge Proficiency (CPE)</td>
<td>grade B</td>
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Students who wish to attempt to waive the requirement to attend the Intensive English course in pre-term may re-take the English test, but the new score must be submitted by June 30.
Thesis preparation and defence:

The central requirement for the MAIA degree is the presentation and defense of a research thesis (approximately twenty thousand words including footnotes and bibliography). The topic of the thesis must be different from any written by the candidate for any previous degree. The thesis should:

- be based on an original and clear central argument;
- show mastery of the secondary literature in the area of research; this implies taking a critical approach to the existing literature;
- be written in such a way that an informed reader who has no specific knowledge of your field will be able to follow the argument without difficulty;
- contain a clear affirmation of the type of methodological approach that the candidate intends to follow and, if necessary, a justification of the methodological choices made;
- possess a logical structure in which each chapter or subdivision of the thesis makes a contribution to the whole;
- conclude with a chapter that reiterates and re-elaborates the central points made by the thesis.

The First Reader:

The first reader exercises regular supervision over the progress of the thesis. In particular, s/he should:

- Help the candidate frame the research question;
- Meet the candidate regularly during the first and second terms;
- Provide timely feedback on questions raised by the candidate;
- Attend the thesis seminar (by the end of week 7 of the candidates second semester);
- Provide written feedback after the seminar (copying the program Director);
- Find or recommend an appropriate second reader by the date of the seminar (see below).

The Second Reader:

The second reader reads the definitive thesis and acts as a discussant during the defense, where candidates should be prepared to answer challenging questions posed by the second reader. The second reader does not provide feedback on the thesis but may make suggestions to the first reader.

The Seminar:

To ensure that students are making adequate progress with their thesis preparation, candidates are required to hold an MAIA seminar on their thesis subject by week 7 of their final semester.

The seminar should be arranged by the candidate in agreement with the first reader. Once an agreement has been reached on the date and time of the seminar, the candidate must inform the Registrar who will make a room reservation. Typically, the seminar lasts approximately one hour. The seminar normally starts with a presentation (with or without the electronic support) of about 15-20 minutes by the candidate followed by a discussion between the candidate and the first reader. Participants are also welcome to comment or ask questions. The seminar is open to the public.

Thesis Completion Deadline and Thesis Defense:

BY APRIL 30, THE DEFINITIVE THESIS MUST BE SUBMITTED TO THE FIRST READER. S/he will provide written comments to the candidate within two weeks. At that stage, the first reader will indicate whether or not the thesis is defendable. If the thesis is deemed defendable, the candidate will arrange a date and time for the defense in agreement with the FIRST AND SECOND READER. The FIRST READER will immediately send a copy of the thesis to the second reader with his/her comments. Where possible, the readers should be present in person at the defense, but it may occasionally be necessary to conduct the defense by skype or VTC. The thesis defense is considered a serious academic exchange, the result of which will affect the candidate’s final grade for the thesis. The defense is open to the public and usually follows a format similar to that of the seminar, or another format agreed between the readers and the candidate.

In order to graduate in May, the defense must take place no later than the end of May. Exceptions can be made to this rule only under extenuating circumstances. For students completing the MAIA in the Fall term, the defense must take place by January 15.
After the defense:

Following the defense, the candidate and other participants may be asked to leave the room so that the readers can discuss the thesis and defense privately. The readers may take one of the following three actions:

1. **Accept the thesis** with or without minor revisions; in that case, the readers should **award a letter grade** using the grading scale of:

   - A   Outstanding
   - A-  Excellent
   - B+  Very Good
   - B   Good
   - B-  Pass

   The ‘C’ grade is not used for the MAIA thesis and a grade below B- is not considered a passing grade.

2. **Require substantial revisions** in the thesis. In this case, the final grade cannot be indicated (and the degree cannot be granted) until the revisions are approved by the both readers;

3. **Reject the thesis**

The Final Version and Graduation Deadlines

1. The candidate is responsible for the typing and editing connected with the thesis, as well as for any expenses involved.

2. **ONE FINAL CLEAN HARD UNBOUND COPY** of the thesis, accompanied by the first reader's critical written evaluation, must be deposited with the Registrar by JUNE 10. This copy will be bound by the school and added to the library collection.

3. Students are expected to complete all requirements for the degree by the end of the academic year following their admission to the MAIA program.

4. If a candidate has not completed and successfully defended her/his thesis by the end of May of the year following admission to the MAIA program, an extension may be given until the next graduation session (late August). Further extensions may be granted only in extenuating circumstances and if requested by the first reader. In any case, MAIA candidates are required to complete the degree no later than one year after the end of their final semester of enrollment. Students who do not meet this deadline may be dismissed from the program.

5. Candidates defending their thesis after the final semester of enrollment must pay an additional fee of €200 (two hundred euro).

**Guidelines on incorporation of course work into MAIA theses:**

It is common and accepted academic practice for authors to incorporate work done by themselves for other purposes into a subsequent project. For example, articles or parts thereof are frequently incorporated into the text of books. Following are some guidelines for MAIA students in this regard:

1. Incorporating material verbatim from term papers or other written work from regular classes into the final thesis should always be done in consultation with the first reader.

2. The incorporated material should be properly cited in the thesis text.

3. As a rule of thumb, no more than 15-20 percent of the final text of the thesis should be composed of text incorporated directly from prior course-work.
COOPERATIVE DEGREE PROGRAMS

MAIA and MAIS Program, Diplomatische Akademie, Vienna, Austria
This program is open to students at SAIS Europe and the Diplomatische Akademie (DA) in Vienna. First-year students at SAIS Europe may apply to spend a second year at the DA. Upon successful completion of an interdisciplinary thesis (22 ECTS) and other MAIS requirements (worth at least 38 ECTS credits), they will be awarded the MAIS by the DA.

First-year students enrolled at the DA may apply to SAIS Europe. They must submit the standard SAIS Europe application by the regular application deadline, and must provide an indication of their research area so that they can be matched with a faculty supervisor as early as possible. DA students must have completed at least 60 ECTS credits at the DA-Vienna prior to enrolling at SAIS Europe.

MAIA and the Laurea Magistrale in Scienze Internazionali e Diplomatiche (International Relations and Diplomatic Affairs), Facoltà di Scienze Politiche, Università di Bologna
This program is open to students at SAIS Europe and Laurea Magistrale candidates at the University of Bologna. Students enrolled in the first year of the Laurea Magistrale at the University of Bologna’s Facoltà di Scienze Internazionali e Diplomatiche may apply to spend a year at SAIS Europe. Candidates from the University of Bologna must submit the standard application to SAIS Europe by the regular application deadline, and must also provide an indication of their research area so that they can be matched with a faculty supervisor as early as possible. UniBO students must have completed 56 CFU before enrolling at SAIS Europe.

MAIA and the Master cycle at Sciences Po Lille
This cooperative program is open to students in the first year at SAIS Europe and students enrolled in the first year of the Master cycle at Sciences Po Lille. Sciences Po students in the first year of the Master cycle must submit the standard SAIS Europe application by the regular deadline, and must provide an indication of their research area so that they can be matched with a faculty supervisor as early as possible. The Board of Sciences Po will pass a majority resolution on SAIS Europe candidates for admission to the Master’s cycle at Sciences Po Lille. Students at SAIS may be awarded up to 60 ECTS credits for courses taken at SAIS Europe. Those awarded 60 ECTS credits may be admitted into the second year of the Master’s cycle at Sciences Po Lille.

MAIA and Leiden University Faculty of Humanities
This cooperative program is open to students in the first year at SAIS Europe and students completing the first year of the Master of Arts in International Relations at Leiden University Faculty of Humanities. Students from Leiden applying to the MAIA at SAIS Europe must meet the entrance and advanced standing requirement for the MAIA program. Such students may receive credit for up to eight courses in the MAIA program. If the maximum number of credits are granted, they will be admitted to the second year of the MAIA degree at SAIS Europe.

SAIS Europe students who have completed either a Master of Arts in International Affairs degree or the Diploma in International Studies from SAIS Europe are considered to have met the academic entry requirements set by the Master of Arts in International Relations at Leiden, with the exception of the English test score. SAIS students are required to submit proof of English language proficiency unless they can be exempted from this requirement.
M.A.I.A. DEGREE REQUIREMENTS
(Master of Arts in International Affairs)
2 years at SAIS Europe

ADMISSION TO THE PROGRAM

Application Requirements
Students enrolled in their first semester at SAIS Europe may apply to spend a second year at SAIS in Bologna. Two-year MAIA program candidates must make a formal application to the MAIA program by 1 November of their first year.

Research Proposal
The application consists in the submission of an application form and the presentation of a research proposal. This proposal will become the focus of the student's work in the second year (samples are available from the Registrar). The topic of the thesis must be different from any written by the candidate for any previous degree. The proposal must be approved and endorsed by at least one member of the faculty who is willing to act as principal advisor and whose name should appear on the cover of the proposal, together with the title of the thesis and the name of the candidate. If the applicant is admitted to the program, this faculty sponsor normally directs the student’s research activities as Supervisor during the second year of the MAIA program.

During their first semester, applicants to the two-year MAIA program must obtain from the Registrar the “2-year MAIA program application form”. This form must be completed and submitted to the Registrar by 1 November.

The deadline to submit the thesis proposal to the Primary Supervisor is December 1 of the first semester. The Supervisor must then submit a written evaluation of each proposal to the Acting Director of the MAIA Program by the end of January.

English Proficiency
Candidates enrolled at SAIS Europe whose native language is not English must pass the English proficiency written examination prior to admission to the MAIA program.

Economics Requirement for applicants to the program
Applicants to the 2-year MAIA program must have passed either Microeconomics or Macroeconomics (or both) by the start of the second semester (or must have passed the equivalent waiver exam/s).

Admission Procedures
At the beginning of the second semester, a faculty committee will interview candidates. The interview will normally consist in a discussion of the research proposal as well as the applicant's background and ongoing academic program, in order to determine her/his competence and suitability for the MAIA program.

Admission decisions are made by a committee chaired by the resident faculty member responsible for the MAIA program. These decisions are based on: result of the interview, candidate’s academic performance during the first semester, potential to complete the requirements for the degree, and the prospective supervisor’s evaluation of the project. Decisions are normally available by mid-March.


DEGREE REQUIREMENTS

Course Requirements
Students should pass fourteen courses (grade B- or above) for credit. During the first year at SAIS Europe, MAIA candidates must take at least four courses each semester.

All 2-year MAIA students should take for credit, or waive, the four core economics courses: Microeconomics, Macroeconomics, International Trade Theory and International Monetary Theory. Should a student pass waiver exams in three of these subjects, he/she must take one elective economics course. Should a student pass waiver exams in all four of these subjects, he/she must take two elective economics courses. This procedure ensures that ALL students will take a minimum of TWO economics courses at SAIS Europe.

Language Requirement
Native English-speakers are required to pass a proficiency exam in one of the modern foreign languages offered at the SAIS Europe prior to graduation. Non-native English speakers must have passed the English proficiency exam prior to admission to the M.A.I.A. program.

Thesis Requirement
The central requirement for the M.A.I.A. degree is the presentation and defense of a research thesis (approximately 20,000 word, including footnotes and bibliography). The topic of the thesis must be different from any written by the candidate for any previous degree. The primary supervisor has general responsibility for the student’s program and exercises regular supervision over the progress of the thesis.

Following is the schedule and regulations for the completion of the MAIA program:

- In order to ensure that students are making adequate progress with their thesis preparation, candidates are required to hold an MAIA seminar on their thesis subject by week 7 of their final semester. The seminar will be arranged in agreement with the Registrar and the primary thesis supervisor and will be open to the public.

- By April 30, the final draft of the thesis must be submitted to the primary supervisor and the second reader who must return it with their comments to the candidate by May 15.

- The defense of the thesis will be arranged by the Registrar toward the end of the fourth semester. The thesis shall be defended in a public discussion with the main supervisor and a second reader, at least one of whom shall normally be present in the room.

- Following the defense, the supervisor and second reader may take one of the following three actions:
  1. Accept the thesis with or without minor revisions (in that case, the supervisors should award a letter grade (A to C).
  2. Require substantial revisions in the thesis. In this case, the final grade cannot be indicated (and the degree cannot be granted) until the revisions are approved by both supervisors;
  3. Reject the thesis

- The candidate is responsible for the typing and editing connected with the thesis, as well as for any expenses involved.

- One final, clean hard copy of the thesis, accompanied by the supervisor’s critical written evaluation, must be deposited with the Registrar by June 10. The school will bind (one copy) of the thesis which will then be added to the library collection.

- The thesis must be approved before the student is eligible to receive her/his degree.

- All the degree requirements must be completed by the given graduation deadline. For graduation in May, the FINAL deadline for completion of the requirements is JUNE 10 of the final semester.
Guidelines on incorporation of course work into MAIA theses:

It is common and accepted academic practice for authors to incorporate work done by them for other purposes into a subsequent project. For example, articles or parts thereof are frequently incorporated into the text of books. Following are some guidelines for MAIA students in this regard:

1. Incorporating material verbatim from term papers or other written work from regular classes into the final thesis should always be done in consultation with the thesis supervisor.
2. The incorporated material should be properly cited in the thesis text.
3. As a rule of thumb, no more than 15-20 percent of the final text of the thesis should be composed of text incorporated directly from prior course-work.

Deadlines

1. Students are expected to complete all requirements for the degree by the end of the academic year following their admission to the M.A.I.A. program.
2. In order to graduate in May, the defense must take place no later than the end of May. Exceptions can be made to this rule only under extenuating circumstances.
3. If a candidate has not completed and successfully defended her/his thesis by the end of May of the year following admission to the M.A.I.A. program, an extension can be given until the following graduation session (usually August). Further extensions may be granted only in extenuating circumstances and if requested by the supervisor. In any case, M.A.I.A. candidates are required to complete the degree no later than one year after the end of their final semester of enrollment. Students who do not meet this deadline may be dismissed from the program.
4. Candidates defending their thesis after the final semester of enrollment must pay a penalty fee of €200 (two hundred euro).

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