

## Frequently Asked Questions (FAQs) about MAEM/MEMA

The FAQs are grouped in four sections:

- A. Academic Information
- B. Admission & Application
- C. Financial Information
- D. Practical Information

### **A. Academic Information**

*(last updated: 10 March 2008)*

#### **1. MAEM/MEMA Objectives**

##### **Q1. Why should I apply to the MAEM/MEMA Master Programme?**

A: MAEM/MEMA is a unique Programme from several perspectives: its contents, courses, approach, teaching staff, students, internship and living experience in different EU and non EU Mediterranean countries. For more information see the section “In brief” on the web pages.

##### **Q2. What kind of job does the MAEM/MEMA Master Programme prepare me for?**

A: MAEM/MEMA graduates will be extremely well suited for positions in local, national and international, public and private institutions and organisations that deal with the management and/or regulation of different Euro-Mediterranean issues, such as: International Relations; Legal and Institutional Systems; Human Rights; International Cooperation and Sustainable Development; Economic Policy; International Trade; Security; Migration, etc. (the full range of fields is larger and is reflected in the MAEM/MEMA curriculum).

##### **Q3. How can the MAEM/MEMA Master Programme improve my career opportunities?**

A: MAEM/MEMA graduates will be capable of working in multicultural environments and understand the different cultural, historical and political perspectives of issues of common interest to all those that live in the Euro-Mediterranean Area. Graduates will also be capable of intervening concretely on relevant political, social, economic, cultural, security and legal issues that concern the Euro-Mediterranean Area and actively contribute to the advancement of sustainable development, integration among all parties, increased observance of Human Rights, furthering of political reform and democratisation in the Euro-Mediterranean Area.

#### **2. Curriculum – Tracks & Courses**

##### **Q1. What does the MAEM/MEMA Master Programme offer?**

A: The Second Session of the MAEM/MEMA Master Programme, 2008/9 Academic Year, offers a general Introductory Track and 24 Courses that are grouped in 3 Specific Tracks (for the detailed description of each Track and their respective Courses, please visit the “Curriculum” section on this website).

**Q2. Is the MAEM/MEMA Master Programme every year the same?**

A. Not necessarily. Each year the MAEM/MEMA Network tries to activate more Tracks and Courses and may also change some Tracks.

**Q3. Which Tracks should I attend in order to complete the MAEM/MEMA Master Programme?**

A: Students enrolled in MAEM/MEMA are required to successfully complete the General Track in the introductory term (10 Introductory Courses), one Specific Track (8 Regular Courses) in the first semester, one Specific Track (8 Regular Courses) in the second semester, and the Internship (or alternatively, an Essay) in the concluding term.

**Q4. Is the description of Tracks and Courses on the website definitive?**

A: No, it is not. The list of the Courses may be adjusted. However, eventually the changes are expected to be minimal.

In any case, the final description of Tracks and Courses will be made available by May 2008 and by any means before admitted students will be asked to confirm their participation in the Programme.

**Q5. How is the academic calendar structured?**

A: All students are required to attend the introductory General Track (August – September 2008). Subsequently in the First Semester (October 2008 – January 2009), all students should take Track No. 1. Subsequently, in the Second Semester (January – May 2009) students should take either Track No. 2 **or** Track No. 4. In the Concluding Term (June – October 2009), they will do their Internship (or write their Essay).

**Q6. Does the MAEM/MEMA Master Programme have a specific teaching methodology?**

A: The MAEM/MEMA has invested significantly in designing an innovative combination of teaching methodologies. First of all, MAEM/MEMA is inherently comparative since all issues that are dealt with are analysed contemporarily from an European and a non-European perspective. As a matter of fact, each course is taught by two lecturers (one expert of Europe and one of the Southern and Eastern Mediterranean). This approach allows to combine different perspectives and to emphasise different points of view.

Furthermore, MAEM/MEMA favours an active participatory approach of students (and professors). Thirdly, it is truly multidisciplinary.

**Q7. What is the balance between taught hours and self-study?**

A: The General Track is made of 10 Courses. Each Course corresponds to 25 hours of student work, of which approximately 12 hours of classroom teaching and 13 hours of self-study.

Therefore, the General Track implies 250 hours of student work, of which approximately 120 hours of classroom teaching and 130 hours of self-study.

Concerning the Specific Tracks, each of them is made of 8 Courses. Each Course corresponds to 75 hours of student work, of which approximately 24 hours of classroom teaching and 51 hours of self-study.

Therefore, each Specific Track implies 600 hours of student work, of which approximately 192 hours of classroom teaching and 408 hours of self-study.

### **Q8. Is attendance compulsory?**

A: Yes, it is. Students are required to attend all lessons. Detailed information will be made available on the web page “Curriculum”. The “Student Evaluation, Participation, Absence & Credits” (SEPAAC) will be published in April 2008 and in any case before the admitted students will be asked to confirm their participation in the Programme.

## **3. Internship**

### **Q1. Does MAEM/MEMA include an internship?**

A: MAEM/MEMA in principle offers an internship to all students admitted to the Programme who successfully conclude the General Track as well as the two Specific Tracks.

### **Q2. How long does the internship last?**

A: Internships should last at least three months full-time (approximately 350 hours) but may be longer. The employment conditions for interns (working hours, possibility of part-time hours, etc.) will be agreed with the hosting organisation.

### **Q3. Where does the internship take place?**

A: MAEM/MEMA Internships take place in local, national or international, public or private, profit or non-profit, institutions or organisations which deal with (Euro-)Mediterranean issues.

For a list of institutions where students of the First Session did their internship, please consult the list on our web pages: Master => I Session 2006/7 => Internship.

A more complete list of potential hosting organisations is available on our web pages: Master => II Session 2008/9 => Programme => Internships.

### **Q4. How does placement for Internship take place?**

A: There will be a competitive system in which MAEM/MEMA students apply to available positions. The final decision of whom will be offered an Internship is entirely of the hosting organisation or institution.

### **Q5. Can I avoid doing an Internship?**

A: Yes, you may. In fact, in exceptional and specific cases MAEM/MEMA allows students who are not able to do their Internship (e.g. because they need to return to their employer from which they have taken a leave) to write an Essay.

## **4. Languages of Instruction**

### **Q1. What are the languages of instruction of the MAEM/MEMA Master Programme?**

A: Courses will be taught in English and/or French, being the MAEM/MEMA a fully bilingual Programme (English and French).

### **Q2. Is there any language facilitation?**

A. There are no translation facilities.

All students should have an active and passive working knowledge (speaking, writing, oral and written comprehension) of English or French and at least a passive (oral and reading comprehension) working knowledge of the other language.

In cases readings exist in languages other than English and French, they will be all made available to the students.

In addition, two bilingual tutors will support students for any academic and logistic matters.

### **Q3. Can other languages be used for communication?**

A. Yes, if the interlocutors concerned agree to use a third language.

However, this will not be the case during lectures, but it may be the case in small working groups or between single students and professors.

### **Q4. Will MAEM/MEMA offer language courses?**

A. MAEM/MEMA will not offer language courses in English or French. Students should have sufficient knowledge of English and French before joining the Programme. Introductory courses for Mediterranean languages may be offered. Such courses are not part of the formal Programme.

## **5. Academic Calendar**

### **Q1. How long does the MAEM/MEMA last?**

A: MAEM/MEMA lasts 14 months, generally from August to October.

### **Q2. When does the Second Session of MAEM/MEMA start and when will it end?**

A: The Second Session will start on 11 August 2008 and end on 16 October 2009.

### **Q3. How is the academic calendar organised?**

A: The academic year for the Second Session is divided into the following periods:

1. Introductory Term: August – September 2008;
2. First Semester: September 2008 – January 2009;
3. Second Semester: January – May 2009;
4. Concluding Term: June - October 2009.

## **6. Locations**

### **Q1. Where will MAEM/MEMA be taught?**

A. Each MAEM/MEMA Track (General and Specific) is taught in a different location.

Locations may change from session to session. Where exactly the General and Specific Tracks will be offered will be announced before the enrolment starts.

### **Q2. Which will be the teaching locations for the Second Session of the Master's Programme?**

A: In the Second Session 2008/9 it is planned that the locations where teaching takes place will be:

1. Introductory Term: Terni (Umbria Region - University of Perugia) and Bibbiena (Tuscany Region - University of Firenze) – Italy;
2. First Semester: Cairo (Cairo University) – Egypt;
3. Second Semester: Granada (University of Granada) – Spain and Ankara (Middle East Technical University) – Turkey;
4. Concluding Term: To be defined with each student and internship hosting institution.

## 7. Diploma

### Q1. What Diploma will I obtain if I complete successfully MAEM/MEMA?

A: Students will obtain a single MAEM/MEMA Diploma from a University member of the MAEM/MEMA Network. For the Second Session, the Diploma-issuing universities are: Universitat Pompeu Fabra (Barcelona, Spain), Universidad de Granada (Spain), University of Pisa (Italy) and the University of Firenze (Italy).

## 8. Credits

### Q1. Which credit system does MAEM/MEMA use?

A: MAEM/MEMA has adopted the European Credit Transfer System (ECTS). This system takes into account students' classroom attendance as well as self-study.

For more information about ECTS, see:

[http://europa.eu.int/comm/education/programmes/socrates/ects\\_en.html](http://europa.eu.int/comm/education/programmes/socrates/ects_en.html).

### Q2. How many credits does MAEM/MEMA give?

A: The total amount of credits for MAEM/MEMA is 72 ECTS.

This is the sum of the following components:

- 10 credits for the successful completion of the General Track (Introductory Term);
- 48 credits for the successful completion of two Specific Tracks of 24 credits each (First and Second Semesters);
- 14 credits for the successful completion of the Internship or Final Essay.

For more details on credits, see the web page "Credits".

### Q3. Can I use credits earned in other programmes from one or more MAEM/MEMA Network universities?

A: No, you cannot. MAEM/MEMA credits can only be earned in the MAEM/MEMA Master Programme.

### Q4. Can I use MAEM/MEMA credits earned in other programmes from one or more MAEM/MEMA Network universities?

A: Possibly, but that depends on the Admission Committee of the specific Course/Programme.

## 9. Faculty & Staff

### Q1. Who are the faculty of the MAEM/MEMA Programme?

A: MAEM/MEMA provides the students with a highly qualified faculty. The core lecturers are drawn from the teaching staff of the Network Member Universities and Academic Institutes. Each course will be taught by two professors who complement each other in terms of academic and national background. All of them are trained in active teaching methods, teaching for multicultural classes as well as in the co-teaching of courses.

The list of professors and their profiles will be announced in Spring 2008 and in any case before the students will be asked to confirm their participation in the Programme.

In addition, the MAEM/MEMA faculty will include professors from other universities and especially experts from organisations and institutions working on key issues in the Euro-Mediterranean Area.

**Q2. What support staff does the MAEM/MEMA Programme have?**

A: In each Track two experienced tutors assist both students and professors. They are competent in courses of each Track and are proficient in English and French. In addition, there will be a significant number of general support staff available, both at the Secretariat based in Florence as well as in each teaching location.

**10. Types of Students and Courses**

**Q1. Does MAEM/MEMA also offer a diploma to part-time students?**

A: No, it does not. MAEM/MEMA is a full time Master Programme only. However, without offering the possibility to obtain the MAEM/MEMA diploma, it is possible for individuals to attend only one or more courses from the MAEM/MEMA Programme (see next question).

**Q2. Does MAEM/MEMA allow Special Students to take one or a few courses?**

A: Yes, it does. MAEM/MEMA welcomes individuals who want to take one or a few courses from the MAEM/MEMA Programme. Generally, these so called “Special Students” need to have the same academic and language requirements as the full-time students. Special students will receive credits for the courses they have completed successfully and will receive a certificate. For more information see the web page “Special students”.

**Q3. Is it possible to select any of the courses offered by the MAEM/MEMA as special student?**

A: In principle special students can choose any of the 24 regular courses offered by MAEM/MEMA in the First and Second Semester.

**Q4. Can MAEM/MEMA offer a package of courses to a group of special students?**

A: Yes, it can. MAEM/MEMA will be able to offer a special package of courses to a group of special students (for example from a specific institution). For more information, please contact the Network Secretariat.