MAiSI

Master of Arts in Sports Ethics and Integrity

Student Handbook

2026-2028

Co-funded by the European Union

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DISCLAIMER

The Consortium has made all reasonable efforts to ensure that the information contained within this publication is accurate as at the date of publication. However, some changes, for example to programmes, courses, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons, or due to other circumstances outside the reasonable control of the partner Universities. The Consortium will endeavour at all times to keep any changes to a minimum and to keep students informed appropriately.

You are advised to contact the Programme coordinators in each partner University directly if you require further information relating to that particular University or have any queries regarding any changes you may be notified of.

If you require any further information, please use the contacts listed at the end of this handbook to directly contact the relevant service.

Please note that this handbook has been drafted by the Consortium partners and they are not responsible for any use that may be made of the information it contains.

If you read anything, read this:

A student's guide to the most important information in this handbook:

- ✓ Check your emails daily in your university email account(s). Please note that communications through university email account(s) is the most important means of communication.
- ✓ Reach out to your course tutors, the MAiSI administrator, and the Programme Co-Directors if you have issues with the course, the administration, or the management of the programme, respectively.
- ✓ Make sure you know your class and assessment/exam timetables – this is your responsibility.
- ✓ Turn up to all your timetabled classes and exams and make sure you submit your assignments on time. If you do not, you are likely to be withdrawn from your programme of study.
- ✓ Ask your Student Representative to pass on any academic issues you have.
- ✓ Take advantage of the services offered by each of the consortium partner Universities, including student support and health and well-being support.
- ✓ Make yourself familiar with key information outlined in each University's information to you.
- ✓ Do not expect emails to be answered within 1 day, nor outside working hours or over the weekend. Your professors have multiple commitments in addition to teaching, including research and service roles in their respective universities.

Welcome to MAiSI by the Programme Directors

Welcome to the Erasmus Mundus Master of Arts in Sports Ethics and Integrity (MAiSI). This is an exciting programme that has been developed to establish sports ethics and integrity as a new and internationally recognized profession within the field of Sports Administration.

We look forward to welcoming you at KU Leuven and hope you will find your postgraduate studies at each institution a rewarding and enjoyable experience.

In this handbook, you will find out how the Erasmus Mundus Masters in Sports Ethics and Integrity will work, and what you can expect from the programme. The handbook outlines the structure of the programme and courses to be undertaken, along with the assessment regulations for the programme. You'll also find procedures for dealing with any problems you may encounter.

Please read this handbook carefully as it is in your interest to familiarise yourself with the regulations and procedures that apply to this programme. In case you have any questions about the content of the handbook, do not hesitate to contact your Programme Administrator. All contact details can be found in Section 4. We hope that you will enjoy being a member of our MAiSI community and that you will find your time at each university rewarding and enjoyable.

Best Wishes,

Professor Silvia Camporesi, Professor Thomas Könecke

MAiSI Programme Directors
Chairs of The Consortium Board, Erasmus Mundus Master in Sports Ethics and Integrity (MAiSI).

1. Consortium Partners

The Erasmus Mundus Master in Sports Ethics and Integrity has been designed by an international consortium of five leading European higher education and research institutions. All of the partners have a long-standing tradition in the fields of ethics, philosophy, sport and exercise science, sports management and law, etc., which combine highest standards in both research and teaching from the different national educational cultures. The consortium partners are as follows:

Coordinator	Name of Institution	City	Country	Abbr	Website
Coordinator	KU Leuven	Leuven	Belgium	KUL	http://www.kuleuven.be/english
Partner	Charles University	Prague	Czech Rep.	CUNI	https://cuni.cz/UKEN-1.html
Partner	University of Peloponnese	Tripolis	Greece	UoP	https://www.uop.gr/en/
Partner	Johannes Gutenberg Universität Mainz	Mainz	Germany	JGU	http://www.uni-mainz.de/eng
Partner	Pompeu Fabra University	Barcelona	Spain	UPF	http://www.upf.edu/en/

Each of the partner institutions where you will be studying will provide you with supplemental information that will give you practical advice on their specific institution, including:

✓ Pre-arrival information such as visa advice and applying for accommodation; enrolment and induction information;

✓ Information on the Department/Faculty/College where you will be studying such as information on staff, any key office information such as opening hours or emergency contacts;

✓ General University information such as Health and Safety Regulations, Emergency information and Data Protection;

✓ Information on other University support for students such as Student Support Services, International Office, Disability office, any financial aid; English language support etc.;

✓ Information on any local regulations that will apply while you are studying at that institution;

✓ Education and Examination regulations and Information on Academic Integrity and Academic Misconduct or Unfair practice regulations that apply in that institution;

✓ Information on when and how you can apply for an absence or extension due to extenuating circumstances;

✓ Information on how to appeal or complain;

Plus information on procedures for dealing with any problems that you may encounter.

Students who are uncertain about any of the information in this handbook should also ask their institutional course coordinator or contact any of the supporting departmental offices.

Academic Contact List

Programme Directors Prof Silvia Camporesi (directormaisi@kuleuven.be) and Prof Thomas Könecke (directormaisi@kuleuven.be).

Each of the consortium partner has a dedicated Programme Academic point of contact:

Partner institution	**Coordinator name**	**Email address**
KU Leuven	Prof Silvia Camporesi Prof Thomas Könecke	directormaisi@kuleuven.be
UPF Barcelona	Prof Alberto Carrio	Alberto.carrio@upf.edu
Charles University Prague	Prof Irena Martinkova	martinkova@ftvs.cuni.cz
JGU Mainz	Prof Holger Preuss	preuss@uni-mainz.de
University of Peloponnese (UoP at the IOA)	Prof Konstantinos Georgiadis	kgeorgia@uop.gr / maisi@uop.gr

2. About the Programme

The MA in Sports Ethics and Integrity is an integrated programme of two years of full-time study offered by a consortium of 5 European partners, leading to the award of a recognised joint degree. This is an arrangement under which two or more awarding bodies together provide a programme of study leading to a single award conferred jointly by some or all partners. A single certificate or document (signed by the appropriate authorities) attest to the successful completion of this jointly delivered programme, replacing the separate institutional or national qualifications.

2.1 Programme Kick-off

The usual start of the programme is the symposium taking place in September before the graduation ceremony. Participation on campus or online is expected.

The Orientation Days are a special programme to help you settle in during the first few days in Leuven and learn more about our university. They take place a week before the official start of the programme. **We strongly advise you to participate in order to get a good start of your academic adventure in Leuven.**

Some of these sessions are **compulsory**, including the information session on 'Living in Leuven' which provides "Need-to knows" about everyday life as a citizen of and a student in Leuven and all information on registration at city hall, while other sessions, including information sessions explaining the ins and outs of the KU Leuven educational system, the academic culture and grading systems, are optional but **highly recommended**.

Please note it is **not** the responsibility of your Programme Directors to answer your questions about settling in in Leuven, or registration at city hall. The University provides one full week of sessions especially to that purpose. It is your responsibility to sign up for them.

For the academic year 2026/2027, the Orientation Days take place in the week before classes start: 14 - 18 September 2026.

Do not forget to sign up via https://www.kuleuven.be/english/studentservices/pangaea/orientation-days to get all the info, tips and tricks you need to begin your stay in Leuven successfully and to meet your fellow students.

Sign-up is available from mid-June.

2.2 Programme Structure

The MAiSI programme is taught over two years with 4 main mobility periods or semesters of +/-30 ECTS each. The programme commences with the foundation that is delivered in semester 1 at KU Leuven. This comprises a critical introduction to the fields of sports ethics and integrity domains and athlete welfare and protection. In the context of applied ethics, students are presented with what is traditionally considered the most important ethical threat to sport integrity: doping. Sports law will also be introduced, in cooperation with professors from UPF. The focus of this semester is to introduce students to the programme, the conceptual-theoretical frameworks and key issues in sports ethics and integrity.

Semester 2 is taught in Prague at CUNI, where students will develop their philosophical and ethical thinking. Thematically, it focuses on concepts of sport, sport rules, discrimination in all its forms, disability, the phenomenology of the athlete's experience, values in sport, sport education, and theories of fair play and sport justice. During this semester, students will also meet professors from UoP and JGU and will be introduced to their year 2 courses. During the summer school at UoP at the International Olympic Academy (IOA) in Ancient Olympia, students will be introduced to research methods. Students will also be able to interact with professors from all Partner Universities.

Semester 3 focuses on the initial planning, design and literature review of the Master's thesis (6 ECTS) and courses driven by expertise in law, governance (taught by UPF) and sport economics and management (taught by JGU).

Semester 4 is devoted to the second part of the Master Thesis (24 ECTS), which is seen as the most substantial and important academic output of the students during the MAiSI programme. The thesis brings together relevant aspects of philosophy, ethics, governance, history, law, management and science of sports ethics and integrity on, inter alia, the experience, participation, administration, management and organisation of sport across all levels, and around the globe. The programme is concluded with a summer school on Olympism and the Olympic Movement. During the summer school, the thesis defenses also take place with the year 1 students comprising the audience.

Programme Guide: https://onderwijsaanbod.kuleuven.be/opleidingen/e/SC_54023324?faseIds=1%2C2

2.3 Programme Specification

Year 1

Semester 1 (Location: Leuven)		
Course	**Coordinator(s)**	**ECTS**
Introduction to Sports Ethics and Integrity Discourses	Silvia Camporesi (KUL) Olivia Howe (KUL)	5
Integrity, Equality, Inclusion, Safe Sport	Thomas Könecke (KUL) Silvia Camporesi (KUL)	7
Ethics, Anti-doping Policy and Sport Medicine	Pascal Borry (KUL) Silvia Camporesi (KUL)	10
Sports Law and Integrity Regulations	Hendrickx Frank (KUL) Alberto Carrio Sampedro (UPF) José Luis Pérez Triviño (UPF)	8

Semester 2 (Location: Prague)		
Course	**Professor(s)**	**ECTS**
Sport Values, Fair Play and Integrity	Irena Martinkova (CUNI) Jim Parry (CUNI)	15
Issues in Disabilities and Paralympic Sports	Irena Martinkova (CUNI) Klára Daďová (CUNI)	3
Olympic Studies and Olympic Management	Kostas Georgiadis (UoP) Holger Preuss (JGU)	4
Research Methods (Summer School)	Ethan Strigas (UoP)	8

Year 2

Semester 3 (Location: Barcelona)		
Course	**Professor(s)**	**ECTS**
Governance, Law and Sport Integrity	Alberto Carrio Sampedro (UPF) José Luis Pérez Triviño (UPF)	12
Sport Management and Integrity	Holger Preuss (JGU) Mathias Schubert (JGU)	12
Master's Thesis	Mike McNamee (KUL)	6

Semester 4 (Location depending on thesis specialism)		
Course	**Professor(s)**	**ECTS**
Olympism and Olympic Values (Summer School)	Kostas Georgiadis (UoP)	6
Master's Thesis and its defence	ALL PARTNERS	24

Please note that this overview reflects the status of the programme in June 2026 (at the time of finalizing this handbook for 2026/2027) and may be subject to change.

2.4 Campus Locations

KUL	Faculty of Movement and Rehabilitation Sciences Building Gymnasium Tervuursevest 101 3001 Heverlee (Belgium) https://faber.kuleuven.be/eng/contact	
CUNI	Faculty of Physical Education and Sport Charles University José Martího 31 Prague 6, 162 52 Czech Republic https://www.ftvs.cuni.cz/en	
JGU	Institute of Sport Sciences Johannes Gutenberg-Universität Albert Schweitzer Straße 22 55128 Mainz https://sport.uni-mainz.de/kontakt/	
UPF	Faculty of Law (campus de la Ciutadella) Ramon Trias Fargas, 25-27 08005 Barcelona https://www.upf.edu/web/dret/contacte	
UoP	International Olympic Academy 52, Dimitrios Vikelas Avenue 152 33 Halandri, Athens 27 065, Ancient Olympia, Ilia https://ioa.org.gr/	

2.5 Programme Aims

The aim of the EMJMD in Sports Ethics and Integrity (MAiSI) is to develop sports administrators, sports policy personnel, and related professionals (who will be able to operate as Sports Ethics and Integrity Officers). The programme will provide students a systemic and coherent view of the ethical potential of sport and the ethical dimensions of governance, in order to enable them develop the capacity to improve the practices of sports organisations and individuals operating in sporting environments. The integrated design and structure of this international programme, along with the joint approach to its delivery and management, represents a coherent interdisciplinary programme responding to the multidisciplinary nature of the problems manifest globally in sport governance. The objective of this EMJMD is to offer a high level integrated international study programme delivered by a Consortium of excellent higher education institutions that award full degree scholarships to Masters students under the Erasmus+ programme,. This integrated and joint approach will result in a programme that will train

professionals to work on an international basis to protect the integrity of sports, sports organisations, and sportspersons.

2.6 Courses

Definition
A course (also called a 'module') is a discrete educational component of a programme, which has specific aims, a syllabus (also called 'handbook'), a reading list, a teaching and learning pattern, a method of assessment, and specific learning outcomes. All courses are assigned a unique reference number. Each course has a specific credit weighting and is timetabled for a certain semester based on staff commitments. All MAiSI courses are core courses, which means that students are required to pass all courses.

Course Assessment
It is your responsibility to ensure you are aware of how each course is assessed, how each assessed piece of work contributes to the modular grade, and what you should do in the case of failing an assessment or course.

Timetable
You can access your timetable on the link or document provided by the partner university. For your first semester of year one, you can find the schedule on https://onderwijsaanbod.kuleuven.be/opleidingen/e/SC_54023324.htm#bl=all (click on Class schedule). Any timetable clashes should be reported to your course leader(s) and maisi@kuleuven.be as a matter of urgency, who will then take appropriate action to resolve the issue.

Sessions typically take place from Mondays to Fridays from 9 am to 17 pm CET. Occasionally, a class or activity may be scheduled outside these hours, such as symposiums, field trips and other events.

At postgraduate level it is planned that there will be scheduled time in which you do not have classes but are expected to study on your own and prepare for classes. Reading between classes as assigned by your professors is compulsory.

Please note that the schedule is subject to change and that alterations may occur at any time within the framework of the regular class hours. Therefore, it is important to check the schedule regularly.

3. Teaching, Assessment and Feedback

The following passages summarise important information. Legally binding are the official releases of the partner institutions. Please note that the Memorandum of Agreement is the legally binding instrument, affirming where appropriate partner regulations.

3.1 Teaching and learning methods

Teaching and learning methods vary from institution to institution to reflect the differing local and national practices. More information will be given to you by the academic teams in each partner

institution. Assessment, Submission of Work, and Schedule: You should expect to experience a variety of assessment methods across your modules, for example: coursework essays, presentations, projects and examinations, where you will have the opportunity to demonstrate and further develop a range of skills.

Summative Assessment: This is a formal type of assessment that will contribute to your final degree classification.

Formative Assessment: This is an informal type of assessment that provides you with the opportunity to practice for, or reflect on, your formal assessment by receiving feedback.

Submission of Assessment: Submitted electronically via an online system which is accessed via the Toledo pages for each of your respective modules.

3.2 Assessment Regulations

3.2.1 General Principles

3.2.1.1 Institutions will inform students which modules are assessed and the method and manner of reassessment for redeeming a failure through handbooks and/or module information sheet.

3.2.1.2 All written examinations attempted at the Partner Institutions will, so far as national practice allows it, be marked in the anonymous state. This means that Students in such examinations will be identified only by their student number until such time as both first and second marking and any moderation process have been completed.

3.2.1.3 Partner Institutions will so far as possible, and in accordance with national practice, mark other forms of assessment in the anonymous state. It is, however, recognised that feedback from certain elements of assessment form an integral part of the learning experience and that, for practical reasons, it might not be possible to follow the policy in relation to anonymity at all times. Methods of assessment, which involve observation, interaction and oral/aural elements will not be subject to anonymity.

3.2.1.4 Each Partner Institution will be responsible for the academic standards of any award made in its name and hence, decisions relating to the award of marks, grades and degrees shall be taken by the appropriate Examination Board within the Partner Institution.

3.2.1.5 A student's progress will be assessed at the end of each Semester by the Partner Institution. The Partner Institution will be responsible for agreeing and confirming module results, awarding supplementary assessments or second attempts to students who have not passed modules and confirming the results of any such supplementary assessments. Module results confirmed through the assessment procedures of the Partner Institution may not be subsequently altered.

3.2.1.6 Students who have failed a module will be offered one opportunity to redeem the failures through supplementary assessment. Supplementary assessment or second attempts shall be set by the Partner Institution at the earliest possible date.

3.2.1.7 The Consortium has established its own Examination Board that will review the results of students over the course of each year, including supplementary assessment results.. This Board acts in

an advisory capacity and makes recommendations to Institutional Examination Boards, unless authority is delegated to act on behalf of the Partner Institutions.

3.2.1.8 Modules will be marked according to local marking practices in accordance with these general assessment rules agreed by all Partner Institutions. The following indicative grade conversion was agreed by the Consortium to convert marks from one system to another:

Conversion from UPF, JGU, UoP, CUNI to KUL

KUL	UPF	UoP	CUNI	JGU
20 Highest Excellent	10	10	1	1
19 Highest Excellent	-	-	1	1.3
18 Excellent	9.5	9.5	1	1.3
17 Excellent	-	-	1	1.3
16 Lower Excellent	9	9	1	1.3
15 Lower Excellent	8.5	-	1	1.3
14 Lowest Excellent	8	8.5	1	1.3
13 Higher Good	7 - 7.5	7.5 - 8.0	2	1.7 - 2.0
12 Lower Good	6.5	6.5 - 7.0	2	2.3
11 Higher Satisfactory	6	5.5 - 6.0	3	2.7 - 3.3
10 Lower Satisfactory	5 - 5.5	5	3	3.7 - 4.0
<10 Fail	Fail	4.9	4	5.0

This table will be reviewed by the Partner Institutions annually and any changes agreed by the Consortium Board (and the Partner Institutions through their appropriate quality processes) and made available to students through student handbook. Confirmed module results will be disclosed to students by the Partner Institution. A full profile of results will be made available to students on an annual basis by the Coordinating Partner via electronic means.

3.2.1.9 To ensure consistency of marking within the Consortium, a sample selection of examinations and course work will be reviewed by a second marker for purposes of moderation. This must be undertaken in accordance with Appendix 5, clause 5 of the Memorandum of Agreement. This work may be

undertaken by a member of staff from another Institution within the Consortium or the Programme Directors provided this individual is eligible to do so, in accordance with the regulations of the Partner Institutions.

3.2.1.10 The Consortium will employ the Quality Assurance mechanisms of the Coordinating Partner to review the programme and make recommendations to the Consortium Board and the Partner Institutions, on any instances of best practice and or alterations necessary to ensure the overall quality of the degree.

3.2.1.11 Any changes to these Assessment rules must be agreed by all Partner Institutions and approved by the Consortium Board. Any such changes will be made available to students through the student handbook.

3.2.2 General Assessment Regulations:

3.2.2.1 The Pass mark for modules will be set at 50% (or an equivalent grade used at a Partner Institution). Credits will be awarded to students who pass a module. All modules will be designated as "core" modules (i.e., must be passed before a student can qualify for an award).

3.2.2.2 Students who accumulate 120 ECTS credits in total (including a successful defence of a Master's thesis), qualify for the award of the degree. The defence will take place at the end of year 2 and will be conducted under the rules of the university responsible for that module.

3.2.2.3. Requests from students for the consideration of extenuating circumstances affecting assessment will be considered and processed by the relevant institution in accordance with that institution's policy. The Programme Directors will monitor such decisions and make recommendations as appropriate to the Partner Institutions in order to ensure consistency.
3.2.2.4 Students who have been unsuccessful in any modules may be permitted one additional attempt to redeem their failure in each such module, provided that this can be achieved within the time limit for the Master degree (i.e. a maximum period of candidature of 36 months from the initial enrolment date). In applying this rule, due consideration shall be given to extenuating circumstances of students, as in clause 3.2.2.3 above.

3.2.2.5 In permitting a student the opportunity to redeem a failure, the Partner Institution, in accordance with the local regulations, has the discretion to allow a student to

- be re-examined in the module as a whole through one assessment (module mark capped at 50, final attempt); or
- be re-examined in those parts of the module which he/she has failed where more than one piece of work contributes towards the final module mark (module mark capped at 50, final attempt) or
- be re-examined without any restriction on mark.

3.2.2.6 Students who fail to achieve a pass mark in a failed module(s) at the second attempt will be withdrawn from the programme. Such Students will have no further opportunity to complete their programme of study.

3.2.2.7 Students who do not attempt to redeem the failed module(s) by the given deadline will normally be awarded a mark of 0% in such modules and will not be given a further opportunity to redeem the failure.

3.2.2.8 A Student who is to be re-examined in set projects or other forms of course assessment will not normally be permitted to re-submit modified versions of his/her original work, but will be required to submit for assessment new work on different topics from those which originally failed to satisfy the examiners.

3.2.2.9 Students shall not be allowed to repeat any module which has been passed in order to improve their performance.

3.2.3 Examination of the Master's Thesis/Dissertation

3.2.3.1 Students who fail to submit their Master's thesis by the deadline may be required to withdraw from the programme.

3.2.3.2 Students who submit their Master's thesis by the deadline and who fail to obtain a pass mark may be permitted to resubmit within three months of the official publication of results or, if local legislation requires, are permitted to repeat the thesis with a new topic.

3.2.3.3 Students who are unable to meet their submission deadline may apply for an extension to their submission deadline in accordance with the procedures of the Institution responsible for the module.

3.2.3.4 The Institution responsible for the module reserves the right to charge a re-examination fee in respect of the re-submission.
3.2.3.5. To qualify for the Master's degree, a student will have to pass each module and obtain 120 ECTS. The degrees awarded to successful candidates, shall be classified into five categories:

- cum fructu, if they obtain a weighted percentage of less than 68%;
- cum laude, if they obtain a weighted percentage of at least 68%;
- magna cum laude, if they obtain a weighted percentage of at least 77%;
- summa cum laude, if they obtain a weighted percentage of at least 85%;
- summa cum laude with the congratulations of the examination committee, if they obtain a weighted percentage of at least 90%.

3.3 Academic Appeals

Academic appeals will be considered in accordance with the procedures agreed by the Consortium Partner Institutions and articulated in the Student Handbook. They will be based on the principles that:

- ✓ An appeal may be considered by the university(ies) which agreed the decision against which the student is appealing;
- ✓ The student shall have right of access to the national ombudsperson, if relevant;
- ✓ The student shall have access to local support during the process of the appeal;

Details will be published in the supplemental information provided by each institution. Please note that for KU Leuven the appeal process may be found at:
https://www.kuleuven.be/english/education/student/appeal

3.4 Suspension of Studies

Students will be entitled to apply for suspension of studies on the grounds of exceptional personal circumstances, such as health, which render it impossible for the student to engage with the programme. Suspensions represent a period of 4 weeks or more and would normally mean that the student will not be able to continue with the cohort and would instead resume studies the following year, resulting normally in the student's end of candidature being extended by one year. Requests should be made to the MAiSI Programme Directors in the first instance who will deal with the requests in accordance with the principles agreed by the Consortium Board. The Chair of the Consortium Board has the power to approve or reject suspension requests provided that the request has been processed in a manner that respects national and data protection legislation.

3.5 Module and Assessment Schedule

All partner institutions will provide information to students on the means by which modules will be assessed and the method of reassessment for redeeming a failure.

You are strongly advised to take note of the various methods that each University/Faculty/Department has decided to adopt for the assessment of students and to raise any queries that you may have with your lecturers early in the session. You should also know in advance whether an essay/practical report would contribute to the overall mark for the module. Please also note any deadlines set by your Institution for the submission of work and the consequences of failing to meet them. You are also advised that they are required to complete all elements of a module's assessment pattern.

3.6 Grade Conversion

Modules will be marked according to local marking practices in accordance with the general assessment rules and grade conversion table agreed by all partners in 3.2.1.8 above. A final score out of 20 will be provided by the Partner Universities to the lead partner and this will be the grade recorded in KU Leuven University Student Records Systems. The exact conversion of your grade will be ratified by the Examination Board.

3.7 Dissemination of Results

Results will be disseminated by the module leader. Please check with your module leader how and when you will receive the results for that module.

3.8 Extensions to Deadlines

The assessment deadlines for each module will be given to you by module leader at the start of the course. There should be no reason therefore for missing these deadlines. In exceptional circumstances due to ill health or exceptional personal reasons you may find that you are unable to meet a deadline. In this case you should follow the appropriate procedures that apply in host institution and inform the Programme Directors. In general, you should state your case in writing and provide appropriate documentary evidence (e.g., medical certificate) to support you. Extenuating circumstances submitted beyond the deadlines provided by each institution will not normally be accepted.

You should be aware that the time limit for assessments and the time limit for the final completion of the degree, may be extended in exceptional cases only. In this case you should contact the relevant professor/tutor or administrator as soon as you become aware that there is an issue. A reasoned application, supported by appropriate independent evidence, must be submitted to the Examination Board and the appropriate academic committees within the institution.

3.9 Late Submission of Work

The Partner University can determine in its regulations that if the deadline for assignments is not respected, the assignment will be considered 'not submitted' and the students will obtain a zero or a 'not taken' for this assignment. If this penalty is included in the regulations, it also applies when a new deadline is not respected. If students anticipate that they will not be able to meet the deadline for valid reasons, they have to report this before the deadline, according to the appropriate procedures at the institution that they are studying (see also 3.8. Extensions to deadlines).

3.10 Students with Extenuating Circumstances

Extenuating Circumstances are defined as serious and acute problems or events which are beyond a student's control or ability to foresee which may have affected a student's performance and/or may have impeded a student's ability to attend a compulsory course, to complete or submit an assessment on time or to participate in the examinations.

If you feel that your studies and/or examinations have been affected by such circumstances, you must report this as soon as possible, following the procedure set by the Partner University where you are studying. In general, students should justify an absence for instance with a medical certificate, provided that the certificate has been written by a physician no later than the day of the absence and provided that you present the medical certificate to the faculty student administration or the module leader as soon as possible and preferably within three working days. The certificate states that the student concerned was unable to participate in class (for continuous assessment) or in the examination. Please note that an incomplete or inconsistent certificate; a certificate based solely on the patient's declaration; and/or a post factum certificate (a certificate issued posterior to the illness or after the medical consequences of an accident can no longer be identified) will not be accepted.

3.11 Re-assessment

In the event of a module fail, you will need to consult the module/course information that has been made available to you at the beginning of the semester/module/course, as the exact re-assessment policy may vary for each university and the stage of your studies. If in doubt, please contact your module leader and check the guidelines at the University where you are studying.

3.12 Dissertation/Thesis

General Principles

3.12.1 Each student will be appointed a 'promoter' or 'supervisor' responsible for ensuring that their thesis is conducted and submitted to the appropriate standard. All theses will be examined by both the promoter and an external 'criticus' , a professor from beyond the supervising Partner University.

3.12.2 Dissertations submitted for examination will normally be openly available and subject to no security classification or restriction of access. If the master's thesis for some reason cannot be disclosed to the public, an embargo can be request to the Coordinating Institution (see examinations and assessment).

3.12.3 Retention and disposal of a dissertation will be in accordance with the policy of the Coordinating Institution.

Examination of the dissertation/thesis

3.12.4 The thesis will be marked by the promoter, a criticus (= one other faculty member from a different Partner University), and a chairperson who is independent from the supervision of the thesis.

3.13 Referencing

The Coordinating Partner will provide students with clear notes of guidance on how to reference correctly and their preferred method of referencing, including the responsible use of Generative Artificial Intelligence in an effort to prevent accidental plagiarism (i.e., copying the work (ideas, texts, structures, designs, images, plans, codes, ...) of others or prior personal work in an exact or slightly modified way without adequately acknowledging the sources). These will be provided to you by each institution where you study.

3.14 Academic Integrity and Academic misconduct

3.14.1 Academic Integrity

Academic Integrity is based on 'how you learn' being as important as 'what you learn', and is based on a number of core principles:

- Taking responsibility for your studies
- Respecting others' opinions, even if you do not agree with them
- Respecting the rights of others to study

- Acknowledging the work of others which has contributed to your own studies, research, or publications
- Honestly representing contributions to group work
- Following professional standards and ethical requirements related to your programme
- Avoiding actions which give you an unfair advantage
- Complying with assessment requirements
- Honestly representing results from research or experimental data

3.14.2 Academic Misconduct

Each of the partner institutions will provide you with its university policy on academic misconduct. For KU Leuven you can find the *Irregularities of the KU Leuven regulations on education and examination on* https://www.kuleuven.be/education/regulations/2023/ (section 11).

3.14.3 Collection of Evidence

If the Consortium suspects that you have engaged in academic misconduct, they will be authorised to use appropriate means to gain evidence on the allegations, such as using plagiarism detection software or examining students orally. However, knowledge of available resources, observation of changes in writing styles and the use of 'google' or similar search engines may prove just as effective in identifying potential cases of academic misconduct. You will have the opportunity to respond to allegations of academic misconduct and support and advice will be available from the Students Union Advice Centre or similar institution at Partner Universities. Some Partner Universities may allow you to access this software as a learning tool.

It is also acceptable to conduct an oral examination or viva on any piece of work, if a professor suspects a candidate of academic misconduct. Similarly, a professor may require you to provide copies of notes/earlier drafts of assessments, as proof that the final submission was your own.

The risks associated with academic misconduct are potentially significant, and you should recognise that the penalties incurred when an allegation of academic misconduct is upheld can be enough to close off a career pathway.

The Consortium recognises that your study and preparation for assessment may on occasion be affected by a range of factors, including extenuating circumstances. You are reminded to keep your Module leaders/Programme Directors informed of any extenuating circumstances in accordance with the Policy on Extenuating Circumstances, as it may be possible to request an extension or deferral of your assessment.

3.14.3 Use of AI-tools

As for the use of AI-tools in function of your assignments for the MAiSI program: as a student you have full responsibility for what you submit. You make sure that the assignment allows the teaching staff to evaluate which competences you have acquired as a student. Use AI-tools responsibly and check in with the teaching staff members before using GenAI tools for you assignment. Do check the information on the KU Leuven webpage on the responsible use of GenAI.

4. Attendance

4.1 Attendance and Participation Policy

The MAiSI Consortium is committed to providing a high-quality, in-person educational experience. Participation in the programme requires students to be physically present and actively engaged in all compulsory academic and programme-related activities throughout the duration of their studies. As an Erasmus Mundus Joint Master's programme delivered through physical mobility, MAiSI is generally not offered as an online or distance-learning programme. This entails that all students are required to arrive in Leuven and be present for the official start of the programme in September, including any compulsory orientation, registration, and introductory academic activities. Afterwards, the same is applicable to their stays at the other educational institutions and places where activities take place.

Late arrival is permitted only in exceptional circumstances and must be approved in advance by the Programme Directors and the person(s) responsible for the affected courses. Delays related to visa applications, travel arrangements, personal commitments, employment obligations, or other foreseeable circumstances do not automatically justify a late start.

Students who fail to arrive and enroll by the deadline communicated by the Consortium may be denied admission to the programme and, where applicable, may forfeit their scholarship or fee waiver.

Students are expected to attend and participate in person in all scheduled learning and programme activities, including but not limited to:

- Lectures
- Seminars and workshops
- Laboratory and practical sessions
- Tutorials and example classes
- Assessments and examinations
- Supervisory and mentoring meetings
- Field trips, study visits and excursions
- Professional development and employability activities
- Any other compulsory academic or programme events and activities

As attendance and participation are essential elements of successful progression through the programme, they may form part of the assessment of specific courses or activities.

Attendance is monitored by the host institution and the MAiSI Consortium through attendance registration systems, classroom participation records, supervisory meetings, and other approved monitoring mechanisms. The purpose of attendance monitoring is both academic and support, enabling

the Consortium to identify students who may be experiencing academic, personal, health-related, or administrative difficulties and to follow up on consequences and provide appropriate support where possible.

4.2 Absence from Studies

Students are required to inform the person(s) responsible for the course(s) and the specific learning activity/-ies of any short-term absence (for instance, due to illness) as soon as possible.

Any planned (prolonged) absence from the programme must be requested in advance and supported by appropriate documentation where relevant. Students seeking an absence exceeding five working days during lecture periods must submit a formal request to the person(s) responsible for the affected learning activities and the Programme Directors. Approval will be considered on a case-by-case basis, taking into account:

- the reason for the absence
- the duration of the absence
- the timing within the academic year
- the impact on attendance, assessments, mobility requirements, and academic progression
- applicable institutional and Erasmus Mundus regulations

Requests for absence during teaching periods will normally be approved only in exceptional circumstances (e.g., documented prolonged illness (documentation in accordance with the request of the programme) or very severe personal circumstances).

5. Internships

The primary purpose of securing an internship during the MAISI years is to enable students to gain real-life work experiences related to the field of sport ethics and integrity.

An internship is part of the student's total educational experience and is not a job per se, nor is it allowed to interfere with their full-time studies. Rather, it is a learning opportunity having direct relationships to the student's program of study and career interests.

People Involved in the Internship

- ✓ The student: MAISI internships are initiated by the student, who plans the work experience with an academic advisor, the MAISI internship coordinator/programme co-directors and the work supervisor at the work site.
- ✓ The MAISI Internship Coordinator/Programme Co-Directors: The MAISI coordinator approves the internship as an adjunct to the student's degree program, ensuring that it is complementary to the student’s formal education.

- ✓ The Field Supervisor (employer): The supervisor is the contact person at the internship site who is responsible for the day-to-day activities of the intern and who evaluates the student's performance prior to completion of the work experience.

Policies

1. Any of the non-obligatory internships must be part-time and have to be compatible with all study, attendance and examination obligations.
2. Particularly for internships abroad special provisions might apply.

6. Insurance

During your studies in the MAiSI program, you are required to have insurance. The cost of this insurance depends on the type of student you are. In some cases you might have to bear this cost yourself:

1. You are a non-funded EU student: you have to possess a valid European Health Insurance Card (EHIC). Make sure you are affiliated with one of the many Belgian health insurance funds by the start of the AY in September. This is a study cost that is to be made by the student itself.

2. You are a funded EU student: you will have an AIG insurance via KU Leuven. No additional insurance is needed.

3. You are a non-funded non-EU student: you have to possess a valid European Health Insurance Card (EHIC). Make sure you are affiliated with one of the many Belgian health insurance funds by the start of the AY in September. This is a study cost that is to be made by the student itself.

4. You are a funded non-EU student >30 years old: you will have an AIG insurance via KU Leuven. To our knowledge no additional insurance is needed.

5. You are a funded non-EU student <30 years old: you will have an AIG insurance via KU Leuven. Yet another additional insurance is necessary to comply with the regulations in Germany, the home country of our partner institution the University of Mainz. For this academic year this additional insurance cost can be reimbursed by the MAiSI programme on request.

7. Data Protection

KU Leuven as the lead partner complies with the General Data Protection Regulation (GDPR). All personal data of students is processed in accordance with that Regulation. KUL shares data of students with all partner Universities for administrative purposes.

The University is legally required to send certain information to the Government.

Under the Regulation, you have the right to a copy of all data held about you by the University. Please refer to the University Data Protection web pages for more information on this.

8. Student Representation

Students can elect representatives (=reps). These are there to act as a bridge between yourselves and the Consortium staff and to represent the Student Voice at all levels in the Consortium.

The student rep system helps you to take active ownership of your learning experience, provide constructive feedback and to make a difference to how your courses and the consortium supports MAiSI. There are student representatives in each year of MAiSI.

Student Representatives will forward any academic issues that you have to MAiSI staff members at certain meetings throughout the year. All students should be aware of who their representative is; if you are unaware, please ask the MAiSI Programme Support.

Representatives should be available to the students they represent to help with any issues. Before meetings, notices are emailed to all students to ask for feedback; however, it is not necessary to wait until this time, and any issues which you would like to be addressed can be forwarded to the representative, who may be able to offer guidance or address the problem outside of meetings.

9. Communication

Official University information is only sent by e-mail. Such official electronic communication from the University will be sent to your KU Leuven university email account, given to all students when they first enroll. You are responsible for checking your university email account on a daily basis, to ensure that you do not miss any important information. Please note that a MAiSI student needs to be registered as a student at all 5 partner universities to receive the joint degree. You will need to enroll in all the partner universities and some might request additional documents or information to complete the enrollment. Please act upon emails you receive from the partner universities and contact the university directly concerning your questions about specific university procedures such as enrollment.

In order to assist the University in maintaining successful communication with you, it is your responsibility to ensure that your student record is accurate and up-to-date at all times.

10. MAiSI Learning Platform: Ultra

Blackboard Ultra is the common virtual learning environment for the Association KU Leuven which is used by all MAiSI staff to provide students with information concerning the programme, courses or services. At the beginning of each course, you will receive detailed information about the content, prerequisites, assignments and reading material of that course. All course material will be provided on this platform. Once registered for the programme, you will receive a personal login and password in order to access the platform. It is important to check Ultra on a regular basis because the MAiSI staff will communicate any urgent messages, changes to the programme and other relevant information through this channel.

More information on Toledo can be found on https://toledo.kuleuven.be/english/ultra_quick_guide (such as introduction videos, helpdesk, manuals, FAQ, etc.)

Please note Ultra closes courses on **a yearly basis** (in September), so please make sure to copy the desired materials on your personal computer/hard disk in due time.

11. Ombuds & Study

Advice Services

As already mentioned, each of the Partner Universities where you will be studying will provide you with a supplemental information that will give you practical advice on their specific institution including Ombuds & Study Advice Services.

KU Leuven offers a wide range of student guidance. An overview of available workshops and info sessions can be found on https://www.kuleuven.be/english/studentservices/calendar. Any specific questions can be asked via the FABER helpdesk (https://help.faber.kuleuven.be/helpdesk).

The KU Leuven Ombuds (also “ombudsperson") is a designated neutral or impartial conflict resolution practitioner who provides confidential and informal assistance to students on a variety of issues and concerns. The Ombuds office operates independently and has no formal decision-making authority or disciplinary responsibilities. Ombuds do not act as advocates for any one position in a dispute; rather they strive for fairness of process and healthy campus conflict resolution. An Ombuds is someone who helps people to informally resolve conflict by facilitating communication to help all parties reach mutually satisfactory solutions. Ombuds may also provide coaching and education to help their students effectively manage conflict over time. Please contact the KU Leuven ombuds via the FABER helpdesk.

12. MAiSI Administrative / Student Support Contacts

Each of the consortium Partner Universities will have their own support functions and dedicated MAiSI administrators. The consortium partners will provide you with their local team details prior to arrival in the University hosting the MAiSI programme mobility. Below you can already find the most relevant support functions.

Partner institution	**Services**	**Email address**
KU Leuven	international mobility	studentimmigration@kuleuven.be
	MAiSI support	maisi@kuleuven.be
	Admissions	admissions@kuleuven.be
Charles University, Prague	student support	martinkova@ftvs.cuni.cz
University of Peloponnese (UoP at the IOA)	MAiSI administration	maisi@uop.gr
JGU Mainz	international mobility	service@international.uni-mainz.de
	MAiSI administration	kutzinge@uni-mainz.de
UPF Barcelona	MAiSI administration	erasmusmunduslaw@upf.edu
	international mobility	https://cau.upf.edu/

Declaration of Cooperation

Please read carefully through the MAiSI student handbook 2026 - 2028 before the start of the programme.

During the programme, several pictures and video footage will be taken during seminars, events, etc.

Do you grant the Partner Universities permission to use your pictures and/or video footage for promotional materials such as programme brochures, posters, website, etc.?

The Partner Universities guarantee that your images will not be used in an abusive way.

□ Yes

□ No

I hereby declare that I have read and agree to abide by the policies and regulations as stipulated in the MAiSI Student Handbook 2026 – 2028.

□ Yes

□ No

Date:

Name:

Programme: MAiSI 2026 - 2028

Signature: