

# Frequently Asked Questions

International Master's Degree in Conflictology

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## 1. What is the price or cost of the Master's degree?

UNITAR has adopted a pricing system designed to provide access to its activities to individuals with limited resources while ensuring the financial viability of the programme. In this regard, UNITAR offers three categories of prices:

- Normal price: The 'normal price' applies to all applicants who do not meet the criteria to receive a LCD tuition fees discount or a UNV price. As of 2014, it amounts to US\$ 11,400 and may change depending on the exchange rate. It applies to United Nations staff and staff of international organisations.
- Discounted price for citizens from Least Developed Countries (LDC): The discount is available to some applicants from LCD countries but is not automatically applied. The following persons are not eligible for discounted tuition fees:
  - Individuals with dual nationalities one of which is not from a LDC;
  - UN staff (this does not include UNVs or national staff originating from LDCs) and staff from international organisations;
  - Individuals with the means to afford the normal tuition fees.

The applicable tuition fees are decided by the Selection Committee. Applicants may be asked to submit additional documents to justify their status including their UN index number, proof of income, etc. As of 2014, the discount is of US\$2,000, putting the tuition fees at US\$ 9,400. Fees may change depending on the exchange rate.

- United Nations Volunteer (UNV) price: Tuition fees for UNVs reflect their contribution to the work of the United Nations as well as their financial situation. It is the lowest price available for all fee paying applicants. As of 2014, the price for UNVs is US\$ 8,400. All UNVs must submit a proof of their status during the pre-registration process to benefit from the discount.

Also, discounts may be available for participants who previously took courses with the UNITAR Peacekeeping training Programme (see answer to questions 6-9).

## 2. What is the price or cost of the Postgraduate Diploma?

UNITAR has adopted a pricing system designed to provide access to its activities to individuals with limited resources while ensuring the financial viability of the programme. In this regard, UNITAR offers three categories of prices for the Postgraduate Diploma in Peacekeeping and Peacebuilding:

- Normal price: The 'normal price' applies to all applicants who do not meet the criteria to receive a LCD tuition fees discount or a UNV price. As of 2014, it amounts to US\$ 7,100 and may change depending on the exchange rate. It applies to United Nations staff and staff of international organisations.
- Discounted price for citizens from Least Developed Countries (LDC): The discount is available to some applicants from LCD countries but is not automatically applied. The following persons are not eligible for discounted tuition fees:
  - Individuals with dual nationalities one of which is not from a LDC;
  - UN staff (this does not include UNVs or national staff originating from LDCs) and staff from international organisations;
  - Individuals with the means to afford the normal tuition fees.

The applicable tuition fees are decided by the Selection Committee. Applicants may be asked to submit additional documents to justify their status including their UN index number, proof of income, etc. As of 2014, the discount is of US\$ 1,900, putting the tuition fees at US\$ 5,200. Fees may change depending on the exchange rate.

- United Nations Volunteer (UNV) price: Tuition fees for UNVs reflect their contribution to the work of the United Nations as well as their financial situation. It is the lowest price available for all fee paying applicants. As of 2014, the price for UNVs is US\$ 4,800. All UNVs must submit a proof of their status during the pre-registration process to benefit from the discount.

Also, discounts may be available for participants who previously took courses with the UNITAR Peacekeeping training Programme (see answer to questions 6-9).

### 3. I cannot afford the tuition fees, what are my options?

Scholarships covering part or all of the fees may be available to outstanding candidates on a very competitive basis. If you want to be considered for a scholarship, you must tick the relevant box during the pre-registration process and submit your pay slip and any documents needed to make your case.

Discounts may be available for candidates from Least Developed Countries (LDCs) to cover parts of the fees. Once the discount of US\$ 2,000 has been applied, the Master's degree fees will amount to US\$ 9,400.

If you do not get a scholarship and cannot pay LDC tuition fees, UNITAR can send you a recommendation letter to support you in your search for external funding from potential donors. We suggest that you contact foundations, trusts, companies and embassies. UNITAR does not have a list of potential donors and you should do your own research to secure external funding. Registration on the degree will only be officially confirmed upon payment of the fees. Application must be made after the deadline for the payment of the tuition fees/first instalment

### 4. Do I qualify for the discount for citizens from Least Developed Countries?

The discounted tuition fees are available to some applicants from LDC countries but are not automatically applied. The following persons are not eligible for the discount:

- Individuals with dual nationalities one of which is not from a LDC;
- International UN staff and international staff from international organisations;
- Individuals with the means to afford the normal tuition fees.

The list of Least Developed Countries is available at:  
[http://www.un.org/esa/policy/devplan/profile/ldc\\_list.pdf](http://www.un.org/esa/policy/devplan/profile/ldc_list.pdf)

The tuition fees to be paid by the applicant are decided by the Selection Committee in line with the criteria set herein. Applicants may be asked to submit additional documents to justify their status including their UN index number, proof of income, etc. As of 2014, the discount is of US\$ 2,000, putting the tuition fees at US\$ 9,400. Fees may change depending on the exchange rate.

### 5. Can I pay in instalments?

Any applicant may request to pay tuition fees in instalments. UNITAR provides the possibility to pay in three instalments over a period of 10 months. If the applicant fails to pay any of these instalments, his or her registration on the programme will be suspended until the instalment has been received. In all cases, no certificate, diploma or degree will be delivered by UNITAR or UOC until all fees have been paid.

In 2015, the full cost of the Master's degree is US\$ 11,400. The first instalment of US\$ 6,000 is due before the start of the programme, the second payment of US\$ 3,000 is due approximately five months later and the third payment of US\$ 2,400 is due approximately ten months from the date of the first instalment.

For recipients of a tuition fees discount for LDCs, the first instalment of US\$ 6,000 is due before the start of the programme, the second payment of US\$ 2,000 is due approximately five months later and the third payment of US\$ 1,300 is due approximately ten months from the date of the first instalment.

For United Nations Volunteers, the first instalment of US\$ 5,500 is due before the start of the programme, the second payment of US\$ 1,500 is due approximately five months later and the third payment of US\$ 1,400 is due approximately ten months from the date of the first instalment.

The tables below summarises the amount to be paid for each instalment.

<b>FULL FEES – NORMAL PRICE</b>							
	TOTAL	1st Instalment		2nd Instalment		3rd Instalment	
		Date	Fee	Date	Fee	Date	Fee
Master's degree	<b>\$11,400</b>	06/02/15	\$6,000	30/06/15	\$3,000	30/11/15	\$2,400
Postgraduate Diploma	<b>\$7,100</b>	06/02/15	\$2,500	30/06/15	\$2,500	30/11/15	\$2,100

<b>LDC PRICE</b>							
	TOTAL	1st Instalment		2nd Instalment		3rd Instalment	
		Date	Fee	Date	Fee	Date	Fee
Master's degree	<b>\$9,400</b>	06/02/15	\$6,000	30/06/15	\$2,000	30/11/15	\$1,400
Postgraduate Diploma	<b>\$5,200</b>	06/02/15	\$2,000	30/06/15	\$1,600	30/11/15	\$1,600

<b>UN VOLUNTEER PRICE</b>							
	TOTAL	1st Instalment		2nd Instalment		3rd Instalment	
		Date	Fee	Date	Fee	Date	Fee
Master's degree	<b>\$8,400</b>	06/02/15	\$5,500	30/06/15	\$1,500	30/11/15	\$1,400
Postgraduate Diploma	<b>\$4,800</b>	06/02/15	\$1,800	30/06/15	\$1,500	30/11/15	\$1,500

## 6. Am I eligible for a scholarship?

Scholarships covering part or all of the fees may be available to outstanding candidates on a very competitive basis. If you want to be considered for a scholarship, you must tick the relevant box during the pre-registration process and provide documents to support your case. UNITAR actively searches for funds to sponsor the tuition fees of qualified applicants. The terms and conditions associated with the award will be agreed by UNITAR and the donor on a bilateral basis. In case a donor does not wish to apply specific criteria, UNITAR will select applicants based on the following criteria:

- Knowledge of issues related to peace and conflict (+ 2 points max)
- Professional experience (+ 2 points max)
- Ability to work as a peace worker (+ 2 points max)
- Relevance of the degree for their career (+ 2 points max)
- Under 30 years of age (+1 point max)
- Citizenship from a Least Developed Country (+ 1 point max)

The quantitative assessment is made out of 10 points. Points are deducted for previous studies at the postgraduate level (-1 point for each Master's degree or equivalent). Postgraduate diplomas and certificates do not count as postgraduate studies since they do not require the previous completion of an undergraduate degree.

In case of equal qualifications, female applicants and applicants from LDCs will be considered preferably. Note that UNITAR does not offer full scholarships covering the entire tuition fees and that scholarship recipients must pay part of the fees.

**7. I have paid for UNITAR courses in the past, can I get a discount?**

Former participants who have paid for UNITAR courses delivered by the Peacekeeping Training Programme and which are now part of the International Master's degree in Conflictology may receive a discount equal to the tuition fees paid up to a maximum of US\$1,000. The discount may not bring the cost of tuition fees lower than the price applied to United Nations Volunteers. In such cases, the UNV fees will apply. The courses which give way to a discount include *Introduction to Peace Operations, Understanding Conflict and Conflict Analysis, Conflict Resolution, Human Security in Post-Conflict Peacebuilding and Milestones in United Nations Peacekeeping*. Courses delivered by other UNITAR programmes may not be considered for discounts or exemptions.

United Nations Volunteers, scholarship recipients and citizens from [Least Developed Countries](#) who previously completed UNITAR PTP courses delivered by the Peacekeeping Training Programme which are now part of the Master's degree are not eligible for a discount for these courses. However, they may be exempted from taking the courses again as long as they received a certificate of completion.

**8. I have completed courses at the Peace Operations Training Institute (POTI), can I receive a discount or be exempted from taking similar courses?**

Since 2008, the Peace Operations Training Institute (POTI) is independent from UNITAR and the content of its courses is not aligned with the learning objectives of the degrees jointly delivered by UNITAR and UOC. As a result, you cannot be exempted from taking UNITAR and UOC courses and no discount or fee reduction may be claimed.

**9. I have completed courses on peace and conflict at other universities or training centres, can I be exempted from similar courses included in the Master's degree?**

UNITAR does not accredit courses taken by applicants and participants in other institutions besides the Open University of Catalonia. As a result, applicants will not be exempted from taking UNITAR or UOC courses on the basis that they have previously completed similar courses. Likewise, they may not receive a discount for the tuition fees.

**10. I completed UNITAR PTP courses, can I be exempted from taking them again?**

If you successfully completed courses delivered by the UNITAR Peacekeeping Training Programme in face-to-face or online mode, you may be exempted from taking them again. This only applies to courses which are formally included in the Master's degree (*Introduction to Peace Operations; Understanding Conflict and Conflict Analysis; Conflict Resolution; Human Security in the Practice of Peace Operations; Human Security in Post-Conflict Peacebuilding; Milestones of United Nations Peace Operations*). It does not apply to other UNITAR PTP courses. Contact us at [ptp@unitar.org](mailto:ptp@unitar.org) for further information.

**11. What is the difference between a Master's degree and a Postgraduate Diploma?**

The two study programmes are different. The Postgraduate Diploma is shorter and cheaper than the Master's degree and is open to applicants who do not have an undergraduate university degree. Courses in the Postgraduate Diploma are of the same quality and standard as those in the Master's degree. The Postgraduate Diploma is not of the same level as the Master's degree since it is shorter and no thesis has to be written. Instead, a research Paper has to be produced. The Diploma is not a university qualifications which is accredited. It is compulsory to have an undergraduate degree in order to do the Master's programme and a participant who completes the Postgraduate Diploma may not be accepted into the Master's programme without an undergraduate degree.

**12. Is the Master's degree recognised by other universities?**

The Master's degree is based on the European Credit Transfer and Accumulation System (ECTS) which is recognised throughout Europe and the world. There is no difference between the credits obtained in this Master's degree and those obtained through face-to-face studies in other European universities.

**13. Is the Master's degree recognised by the United Nations?**

The Master's degree is recognised by the United Nations, including for employment purposes. In Inspira, you should select 'Universitat Oberta de Catalunya' in Spain.

**14. Where will the courses be held?**

The entire programme is web-based and all courses take place online. You are not required to travel, even for your graduation. All you need is a reliable internet connection.

**15. How are the courses organised?**

The programme is entirely web-based and no travelling is involved. It is designed to maximize learning and requires the full participation of each member. Adult education is very specific in that it entails the learner to use the knowledge they already possess and build upon it through application, reflection and feedback. The activities are interactive and require the learner to engage not only on the topic but with other participants and the facilitator. This programme does not allow the participant to simply sit back and be given the knowledge. Instead it pushes the learner to maximize their own abilities and resources. UNITAR and UOC courses differ. Each UNITAR course may contain some of the following components:

- *Reflection Exercise* – Adult learners bring a wealth of knowledge and experience that should be applied to their learning process. This reflection exercise gives you an opportunity to reflect on a topic, bringing your own thoughts and experiences forward. It enriches the learning environment by exposing participants to a plethora of different ideas coming from all the other participants.
- *Interactive Learning Component* – This contains the structure, learning objectives and essential information for the module in an interactive format. The interactive learning component will help you to prepare and pass the assessment.
- *Lesson Narrative* – It is the core element used to transfer knowledge and it contains detailed information on the subjects treated in the module. It contains everything that you need in order to conduct the activity and complete the course.
- *Activity* – This enables you to apply the concepts being taught, using research, analysis and construction of your own knowledge. It also allows you to evaluate your level of comprehension of the different topics discussed.
- *Discussion Forum* – The social activity is conducted in the form of a discussion forum. This forum enables you to reflect on your activity and to exchange your own thoughts and experiences for discussion with others. It facilitates the exchange of lessons learned as well as collaborative learning. The discussion forums are an integral part of the learning process.
- *Quiz or Self-Assessment* – This component enables you to check your knowledge and grasp of the information provided in the course material. It is based on a series of questions about the key elements covered in the narrative.

- *Support Forum* – This provides you with a space where to make queries, clarify doubts, reflect on specific issues or share ideas/experiences with other participants.
- *Evaluation* – This questionnaire enables you to provide feedback and to comment on the strengths and weaknesses of each module. It is used for quality control purposes as well as to improve the course.

#### **16. Are there deadlines or is it flexible?**

In general, courses require participants to submit activities on a weekly basis and you may organise your study time in any way you want to meet the deadlines. If you go on mission, extensions may be granted by the course facilitator on a case-by-case basis. You must request the extension beforehand.

#### **17. Who are the teachers and facilitators?**

Beyond UOC and UNITAR staff, we invite experienced practitioners from our partner institutions, universities and organisations to participate. With guest trainers and lecturers from various continents, the Master's programme creates a stimulating balance between the theoretical and the practical and ensures that students receive cutting-edge and relevant knowledge.

#### **18. What courses must be completed to receive the Master's degree?**

To receive the Master's Degree in Conflictology, issued by the UOC in partnership with UNITAR, candidates must complete the following courses equivalent to 60 ECTS (1500 hours) in no more than two years:

##### UNITAR COURSES:

- Introduction to Peace Operations
- Milestones in UN Peacekeeping
- Conflict Analysis
- Conflict Resolution
- Human Security in Post-Conflict Peacebuilding

##### UOC COURSES:

- Philosophy of Peace
- Media and Peace Building
- Crisis Management
- Economy and Conflict
- Deconstructing the War
- The Intercultural/Ethnic Conflict and the Management of Diversity
- Family Mediation
- Non-violence
- Business Mediation
- Implementation of Conflict Strategy in Workplace and Commercial Conflicts
- Business Ethics
- Mandate Evaluation
- Postgraduate Project 1
- Master Project

More information on each course can be found in our brochure.

## 19. What are the technical requirements?

Minimum hardware and software requirements:

- *Platform:* Windows 95, 98, 2000, NT, ME, XP or superior; MacOS 9 or MacOS X.
- *Hardware:* 64 MB of RAM, 1 GB of free disk space.
- *Software:*
  - Adobe Acrobat Reader (download for free at: <http://www.adobe.com/products/acrobat/readstep2.html>).
  - Adobe Flash Player (download for free at <http://get.adobe.com/flashplayer>)
  - Microsoft Office (Windows or Apple version) or Open Office (download for free at <http://www.openoffice.org> )
- *Browser:*
  - Internet Explorer 8 (download for free at: <http://www.microsoft.com/windows/internetexplorer/worldwide-sites.aspx>); works better with Firefox 3.6 or higher (download for free at <http://www.mozilla-europe.org/en/firefox>). Note JavaScript & Cookies must be enabled.
- *Modem:* 56 K

## 20. Who is eligible to apply?

Each application will be reviewed by the Selection Committee of UNITAR and UOC. To gain admission on the official Master's course, candidates must have an official university degree. However, UNITAR and the UOC may admit candidates with pending degrees, as long as all necessary courses for said degrees were passed. The Selection Committee will verify prior to enrolment that the courses taken were the equivalent level of a university degree and that they allow admission to postgraduate courses in the country of issue of the qualification. Candidates must be proficient in English and have reliable access to the internet.

## 21. I do not have experience in or with a peace operation, is this degree for me?

The degree is not only for United Nations peacekeepers and the target audience includes:

- Peace operation personnel;
- Military and police personnel;
- Civil servants and staff of international, regional and national organisations involved in peace and security;
- NGO representatives and humanitarian workers;
- Indigenous people's representatives;
- Researchers and Academics;
- Students;
- Any person with responsibilities and interest in solving conflicts.

## 22. What should I include in my application?

- A completed application form (compulsory);
- A copy of a valid passport (compulsory);
- Copies of your previous degrees (compulsory);
- An essay (compulsory): a text of approximately 400 words on a subject related to inter-state or intra-state conflicts in which you display an intermediate level of knowledge on peace and security issues, sufficient proficiency in English and an academic writing style. All your sources and citations must be referenced and plagiarism may lead to the rejection of the application;
- A cover letter/personal statement (optional): letter explaining your current position and why the chosen degree would be relevant for your career. You must convince the Selection Committee

that you have the relevant experience or intellectual capacities to complete the programme and that you have the potential or ability to work in the field of peace and security;

- A letter of reference (optional): letter written by someone who knows you well professionally or personally and who can comment on your ability to complete the programme (see answer to question below for additional information).
- A copy of UNV contract and contract extension (compulsory to get a UNV discount);
- A recent pay slip (compulsory for scholarship applicants);
- A letter to request a scholarship (compulsory for scholarship applicants): letter where the applicant provides all reasons why the Selection Committee should award them a scholarship.

### **23. What is a reference letter and who should write it?**

A reference letter is a letter written by a person who knows the applicant well and who can comment on her or his profile, skills and suitability for the programme. It may be written by a supervisor or employer, a former professor, a colleague or any relevant person able to provide information about the applicant. The letter should explain the reasons why the applicant is suitable or unsuitable for the programme and may comment on academic skills, character, personality, professionalism, practical skills and any other point of importance for the Selection Committee to make its decision.

### **24. I have applied, when will I know if I have been accepted?**

Applications are reviewed once the deadline for applications has passed. Results are sent by the Selection Committee by e-mail to all applicants within 45 days following the deadline for applications. For example, if the deadline is 01 July, the decision will be sent to you by e-mail before 15 August, even though you may have applied in February of the same year. In general, decisions are sent before the end of January for the Spring intake and before mid-August for the Fall intake.

### **25. I have not yet received my undergraduate/Bachelor degree, can I still apply?**

Yes, your application will be reviewed and you may be pre-registered. However, you will only be registered on the programme once we have received all copies of your certificates and you have paid the tuition fees.

### **26. Is this Master's degree enough if I want to do a PhD afterward?**

Universities around the world have different requirements and we are not in a position to certify that all universities will accept the Master's degree as sufficient. Some Universities require a minimum of 120ECTS while other simply require a Master's degree. You should contact the university where you wish to do your PhD and ask about their entry requirements.

### **27. Will I get a job at the United Nations once I graduate?**

A Master's degree is a valuable qualification that provides multiple benefits. Candidates who choose to pursue postgraduate studies in Conflictology may seek to:

- Acquire up-to-date advanced knowledge on issues related to peace and conflict;
- Learn about cutting-edge methods and strategies to implement effective conflict prevention and conflict resolution programmes;
- Develop transferable skills of interest to employers and the UN system, thus facilitating their recruitment in international or national bodies, NGOS, consultancy firms, etc...
- Receive a degree from an accredited university to advance in their careers.

Graduating from the International Master's degree in Conflictology will not automatically get you a job with the United Nations. However, it imparts knowledge and skills sought after by the United Nations and as such it will increase the quality of your application.

## 28. What are the rights and duties of registered students?

All the information relating to the assessment process, including the final assessment calendar and the periods required for the publication of the final marks and for reviews, is accessible on the course platforms or through the Secretary's Office of UOC and UNITAR. Every student has the right to be assessed in the subjects for which she/he has enrolled, providing it is not a subject that has been validated, recognised or adapted, or to which the student has waived taking the scheduled assessment tests (plagiarism, failure to meet the deadline, inactivity, non-payment, etc.).

Students must be up to date with their financial duties towards the UOC and UNITAR to have the right to be assessed. Enrolment in a subject gives the right to a single assessment sitting per semester. Students have four sittings in which to pass each UOC course and two sittings in which to pass each UNITAR course. Dates for the sittings can be obtained through the Secretary's Office of each institution. Failure to complete an assessment on time and in accordance with what is set out in the corresponding teaching plan or course syllabus will be recorded in the transcript as "Did Not Sit" and will count as one sitting for UNITAR courses. Likewise, deregistration from a course due to a lack of participation or missed deadlines will count as one sitting for UNITAR courses.

## 29. What are the consequences if I breach the rules and regulations in place at UNITAR ?

Any breach of the criteria set out in the academic regulations, the UNITAR Assessment Guide, Course Syllabus and Individual Module Guides and the UOC teaching plan/learning plan will be assessed and resolved by the relevant institution. The lecturer/facilitator in charge of the subject (when they occur in the strict scope of a subject) or the Management of the corresponding Programme (when they occur in the scope of a number of subjects) is authorised to assess and, in light of all the information gathered, decide the academic mark corresponding to the following conducts:

- Plagiarism;
- The literal use of information sources without any type of citation or quotation marks;
- False identity in taking an assignment;
- Copying or fraudulent intent to obtain a better academic result when completing a graded assignment;
- Collaborating with, aiding or abetting fraudulent intent to obtain a better academic result when completing a graded assignment;
- Besides the corresponding verbal or written reprimand, these conducts may give rise to the following academic penalties:
  - Fail mark of '0' for UNITAR courses or 'D' for UOC courses for the subject;
  - When deciding on applications for exceptional enrolment or other academic requests by the student, the programme management may take into account the information relating to these types of conduct.

Bad practice results from a lack of rigour in referencing and academic writing for very small sections of an assignment or forum post. This is limited to the absence of reference for citations indicated by quotation marks, incomplete referencing and any other minor mistake resulting from a lack of attention and rigour. Plagiarism is the use of another person's work without adequate quotation marks and referencing.

Cases of repeated or serious breaches of the academic regulations may give rise to the opening of disciplinary proceedings by the relevant institution. The following conducts may constitute a breach and will be subject to the disciplinary proceedings set out therein:

- Recurrence (on more than 3 occasions) of the conducts previously recorded;
- The falsification, theft or destruction of final assessment tests;
- The use of false identity documents to the University;
- The lack of truthfulness or authenticity (including documentary or any other type of fraud) regarding the residence or special needs declared by the student in order to opt for exceptional measures.

### 30. If I register, can I get extensions or go on a study leave?

When a student is registered on a study programme, s/he agrees to follow the set course calendar. It is the responsibility of the student to check the starting and end dates of each course and to follow the subjects on time. All dates for the courses are available in the calendar sent out by UNITAR and on the portals of UNITAR and UOC. Any extension or study leave must be requested in advance. Students will have to re-pay 80% of the tuition fees for all UOC courses missed without an agreed extension or study leave. Students will be able to retake a missed UNITAR courses free of charge on one occasion.

Extensions may be granted at the discretion of the course facilitator in case of emergency including bereavement, illness, hospitalisation or insecurity in area of deployment. Extensions must be requested from the course facilitator at least 24 hours before the deadline has passed. Proofs of status and medical certificates must be provided in due time to enable UNITAR and UOC to make an informed decision. If a student is not granted an extension, s/he must follow the subject.

Any student may request a study leave from both the UNITAR and UOC Management officer, if s/he is unlikely to meet the set deadlines or to follow planned courses. A single study leave may be granted during the entire duration of the programme at the discretion of the programme officer. The study leave may be granted in case of emergency including bereavement, illness, hospitalisation or insecurity in area of deployment. The study leave must be requested before the deadline has passed. Proofs of status and medical certificates must be provided in due time to enable UNITAR and UOC to make an informed decision. In such cases, the student will be allowed to re-join the study programme approximately six months later with the following intake of students. Grades achieved will remain and no fees will be charged. Only one study leave will be granted during the entire duration of the programme. Unauthorised study leaves may lead to the deregistration of the student.

Authorised study leaves do not incur a fee if they are requested:

- Less than two weeks after the start of the first UOC course of the study programme;
- More than two weeks prior to the start of a new UOC semester.

Authorised study leaves will incur a fee equal to the cost of the first subject (around €300) if they are requested before the end of the first subject. Authorised study leaves requested between the end of the first subject and the end of the first semester will incur a fee equal to the cost of the semester (around €1,100). These fees are to be paid to UOC directly.

### 31. In what circumstance can I be deregistered from a course or the study programme?

A student may be deregistered from a UNITAR course upon decision of the facilitator if:

- S/he has been inactive for 14 days or more;
- S/he has failed to submit all required assignments for two consecutive modules without having first obtained an extension from the facilitator;

The student will be recorded as inactive and this will count as one sitting. The student will be offered the opportunity to retake the UNITAR course free of charge on one occasion.

A student may be deregistered from a study programme upon decision of the UNITAR Steering Committee if s/he has:

- Failed to complete a given UNITAR course twice;
- Failed to complete three UNITAR courses;
- Been inactive for a given UNITAR course twice;
- Been inactive on two consecutive UNITAR courses without having first obtained an extension or being on an official study leave.

No reimbursement of fees can be claimed. A student who has failed or been inactive on a course once will be allowed to re-take the course one more time.

**32. I cannot find the answer to my question, who can I contact?**

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