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INSTITUT AFRICAÏN DE DEVELOPPEMENT ECONOMIQUE ET DE PLANIFICATION
AFRICAN INSTITUTE FOR ECONOMIC DEVELOPMENT AND PLANNING
(IDEP)

ACADEMIC RULES AND **REGULATIONS**

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1. INTRODUCTION

1. The United Nations African Institute for Economic Development and Planning (IDEP) offers an innovative 18-month professional Master of Arts (M.A.) Degree Programme in Economic Policy and Management. The programme is designed to expose mid-career professionals and policy makers to a graduate course relevant to Africa's economic, social and political environment.

2. The programme aims to prepare candidates for senior-level policy-making positions in government, public and private corporations, financial institutions and inter-governmental sub-regional, regional and international organisations. It is designed to meet a rapidly-growing demand for managers and policy makers with expertise in economic policy analysis and management. It will provide participants with knowledge that will assist them in tackling the problem of development and economic policy more effectively and will contribute to improving their skills in economic policy analysis, management and planning.

2. ACADEMIC PROGRAMMES

3. The Training Programme of the Institute has four main components:

- (i) Master of Arts (M.A.) degree programme in Economic Policy and Management (18 months)
- (ii) Sectoral Specialisation Courses (1-3 months each)
- (iii) Short-term Economic Management Workshops (2-6 weeks each)
- (iv) Tailor-made Training Workshops and Programmes (on request particularly from Member States)

The following awards based on the programmes are available:

- a) A higher degree: Master of Arts (M.A.),
- b) Sectoral Specialisation and Short term courses: Certificates

3. M.A. PROGRAMME

4. The M.A. degree programme consists of course work, seminars/workshops, field work, examinations, and thesis. The coursework is designed to sharpen participants' analytical skills through exposure to the latest developments in economic theory and quantitative techniques. The seminars/workshops and fieldwork are designed to strengthen participants' practical understanding of economic policy and management. Policy papers and case studies are examined to illustrate experiences at the country level in economic policy analysis and management. In the seminars/workshops, participants are encouraged to explore alternative options, question assumptions, debate differences, and collaborate in developing policy papers.

5. The diversities in participants' backgrounds and perspectives are used to encourage more balanced, better informed, and more imaginative policy-dialogue and policy-making. As part of the requirements, candidates must complete their theses on topics of their choice approved by the Academic Committee. Candidates are encouraged to indicate their thesis topics even before they register for the programme, and may bring necessary materials from their home countries to facilitate work on their thesis research.

4. ADMISSION CONDITIONS

6. Admission conditions to Masters Degree and Certificate Programmes.

General requirements:

- The minimum academic qualification for MA candidates with Anglophone-type educational background is a recognised Bachelor's degree or its equivalent in economics or a related discipline, and at least a Second Class Lower Division or a B average. For candidates with a Francophone-type educational background, the minimum requirements is a "Maîtrise" or its equivalent in economics or a related discipline, delivered by a recognised academic institution. In both cases, also a relevant professional experience of at least two years is required.
- Short term courses or specialised programmes are targeted at middle and senior professionals who are in a position to influence policies in the area covered. Criteria for eligibility also include a University degree and a relevant work experience of at least two years
- The Institute has the right to ask a candidate to withdraw from a programme in which s/he has registered if the admissions or graduation requirements are not satisfied. This is done notwithstanding progress made in the Programme.

7. Admission to the M.A. Programme is open to all qualified candidates without discrimination. The following procedure can be followed:

- a) Complete the application form and return it with a one to two-page covering letter type-written in English or French, which includes the problem area the candidate plans to work on for the MA thesis.
- b) Two letters of recommendation, one professional and one academic, are to be sent directly to the Head of Training Division.
- c) Applications must be received at least two months prior to the anticipated enrolment for the academic year which starts in early November.

8. Submission of an application authorises IDEP to investigate the accuracy of the information provided.

False information or documents submitted by any applicant, when discovered, will result in denial or revocation of admission.

Provisionally admitted candidates who have not secured funding can obtain letters of recommendation from IDEP in their search for fellowships.

9. If a candidate is accepted but does not register after two academic years, a new application must be submitted when the person wants to enrol. For short term programmes leading to the award of diplomas or certificates, the candidates must possess at least a first degree in the field of study concerned, have the relevant work experience and be nominated by their Institutions or agencies.

5. ENROLMENT REGULATION

10. For each training programme, participants shall register on a **full time** basis.

Registration fee covers the regular period for each programme.

Interruption of enrolment for any reason does not give the right to refund.

11. For long term programmes, interruption not exceeding one semester, motivated by medical reason or duly approved by the Training Division, gives right to resume the programme without obligation to register again. Allowed interruption shall not be taken into account when calculating the time limit for completion of the programme.

6. IDENTITY CARD

12. IDEP's identity card is provided to each participant in programmes of more than one month duration. The identity card is strictly personal and no one else can use it for any purpose. The identity card remains the property of IDEP and shall be surrendered upon completion of the programme, or at any time the trainee withdraws from IDEP.

7. RESIDENCE

13. At registration, every participant shall indicate both home and residential addresses.

Any change of address shall be immediately reported to IDEP.

8. PAYMENT OF FEES

14. All fees are fully due at registration. However, special arrangements may be made with the Head Administration and Finance Division for an instalment scheme. But full payment must be made before the end of the specified deadline, which is 31st December following registration.

a) IDEP may suspend the enrolment of any participant whose payment of fees or any other financial obligation is in arrears.

b) Any outstanding debt to IDEP shall preclude the award of a degree, diploma, certificate or academic transcript to the participant.

c) A participant who withdraws or who is excluded for any reason before completion of the programme shall not be entitled to fee refund.

15. The Office of Administration and Finance is responsible for billing and collection of tuition. Trainee tuition accounts, identified by registration number, are established and maintained for each trainee. Tuition may be paid by cash (strongly discouraged for security reasons), travellers check, money order, certified check. Checks must be made payable to IDEP. Payments may be made to IDEP's bank accounts in JP Morgan Chase Bank – New York or BICIS – Dakar/Senegal with remittance copy to IDEP, Office of Administration, P.O. Box 3186, Dakar/Senegal, Fax No. (221) 822-29-64.

16. Details of IDEP's bank addresses will be given upon request. An official receipt will be issued for payments made.

If a check is returned by the bank, IDEP may impose a service charge and/or refuse to accept further checks on the trainees account.

Failure to pay Tuition by the Deadline

17. If a trainee's tuition account reflects an unpaid balance by 31 December after registration, the trainee may be denied admission to classes and registration for the second half of the programme may be prevented or cancelled; grade reports, transcripts and academic certification may be withheld.

Withdrawal

18. In case of withdrawal:

- Registration deposit is non-refundable.
- 50% of the balance of the tuition fee is refundable if a trainee withdraws before 31 December following registration.
- No tuition fee will be refundable for withdrawal after 1 January the following calendar year after registration.

9. ATTENDANCE AND ACADEMIC DUTY

19. For all IDEP training programmes, participants shall enrol on a full-time basis. Attendance and participation in courses are required and also counts towards final grading. Any participant who wishes to be temporarily absent must obtain permission from the Training Division.

10. EXTERNAL PARTICIPANTS

20. All trainees will normally stay at IDEP until completion of their programme. For long term training programmes, a trainee may however, be allowed to spend part of the enrolment period away from IDEP, particularly for need of data collection and field research.

11. ADMISSION COMMITTEE

21. The Admission Committee assesses the applications for admission into the MA Degree Programme and other programmes. The Committee, chaired by the Head of the Training Division, is composed of three members of the teaching staff, including the Chair person. It meets at least 5 times a year (February, April, July, August, October), and when there is need.

22. The basic criteria include: level of academic qualification, area of previous studies in relation to economics, or other specific areas of study, professional experience, current job position, motivation of the candidate, etc.

23. The Committee may set up a list of additional criteria which can be revised each year. However, for any given academic year, all applications are assessed on the basis of the same criteria, depending on the programme. - Based on the set criteria, the applications are evaluated, and grades (between 0% and 100 %) are awarded.

The grades are recorded in table form. Each case is discussed and a consensus is arrived at.

A minimum average of 65% is required for provisional admission into a programme.

12. FELLOWSHIPS

24. Applicants are encouraged to seek a variety of sources of funding which include their own government and other local sources. Also applicants could seek funding from private and international organisations or institutions supporting higher education or capacity building/strengthening. Example of some options are:- Ministry of Education, Ministry of Finance, Economy and Planning, Central Bank of the country, UNDP, Commonwealth, French Co-operation, European Union, etc.

13. PROGRAMME OF STUDY

25. All admitted candidates are required to follow the programme of study within the prescribed time. Lectures are delivered in French or English with simultaneous interpretation into English or French particularly in the M.A Programme.

14. M.A. DEGREE PROGRAMME SCHEDULE

26. The programme of study leading to the award of the M.A. Degree in Economic Policy and Management spans a period of 18 months, comprising 2 semesters mainly devoted to course work and the other two periods devoted to the thesis.

- (i) The first semester runs from the first week of November to the third week of March (18 weeks), and is devoted to core courses, especially in economic theory, techniques and tools of analysis.
- (ii) The second semester begins in the first week of April and ends in the second week of August (18 weeks). Work in this semester focuses on policy-oriented courses, workshops/seminars and field work.
- (iii) The third period begins in the third week of August and ends in October (10 weeks), and is devoted to second session (or make-up) examinations, preparation and presentation of thesis proposals for approval.
- (iv) The fourth period begins in the first week of November and ends in April of the following year (24 weeks), and is devoted to thesis preparation, defence and final completion of thesis requirement.

27. The maximum period for completing the M.A. programme, including the thesis preparation, defence and depositing the required copies at the Training Division is three years starting from the date of registration. After the first 18 months within the three years, if the programme is not completed, registration is required again for completion of the programme, also to be in good standing at IDEP.

15. ACADEMIC COMMITTEE

28. An Academic Committee of 5 members is presided over by the Deputy Director & Head of Training. It is composed of 3 lecturers in the M.A. programme and 2 other resource persons. The Committee is responsible for the supervision of all academic activities related to the training programme.

29. An Academic Sub-Committee, comprising IDEP staff, is responsible for the review of research proposals as well as theses.

The functions of the Sub-Academic Committee include:

- i) assisting the trainees in formulating their theses topics;
- ii) reviewing the trainees' progress at the end of each semester or period including trainees' performance at the Training Seminar/Workshop;
- iii) taking special interest in the trainee's Progress;
- iv) with the Academic Committee, reviewing and proposing improvements of the academic programmes.

16. BREAK IN STUDY PROGRAMME AND WITHDRAWAL

30. Any break in the study programme must be approved by the Institute. The trainee applies through the Training Division. However, the trainee may be required to apply again for admission into the programme if the break is longer than one semester.

- If a trainee is unable to complete the MA Degree Programme within the maximum specified duration, her/his candidature is cancelled.

- At the end of second semester and second session examinations, a MA Degree candidate may be asked to withdraw from the programme if his/her performance is not satisfactory.
- A trainee who fails to obtain the required average coursework grade after repetition shall withdraw from the programme.
- A trainee who fails to complete the thesis after a specified deadline shall also withdraw from the Programme.
- A participant may be required to withdraw if a full progress review indicates that successful completion of the programme within the maximum period allowed is unlikely.

17. EXAMINATION REGULATIONS

31. For each course, there is continuous assessment as well as a final examination. The continuous assessment may earn 40 percent of the final grade, while 60 percent may be awarded for the final 3-hour-examination in each course.

For a grade below 60 percent in any subject, the trainee is required to take a make-up examination in the second session examinations. This is the last chance (usually the first week of October).

Note that to move into the Thesis Stage candidates must have a global grade average of at least 65% in the courses of the two semesters.

32. The Academic Committee shall issue rules to be observed by examiners regarding the method of grading.

33. Examinations shall be supervised by an invigilator designated by the Training Division.

- No candidate shall be allowed to enter the examination room after the lapse of one third of allocated time.
- No candidate shall be allowed to leave the examination room, except in emergency, before the elapse of one third of allocated time.
- Any candidate committing irregularity or creating disturbance shall be reported to the Training Division which will take the appropriate decision.
- Candidates must ensure that their examination answers are legible and written on appropriate paper.
- If the examiner requires a legible transcript of the answers, the candidate concerned will bear the cost for doing so.

- The Training Division shall supply the examiners with duplicate copies of mark sheets containing the list of candidates.
 - All graded answer booklets remain confidential and may be destroyed 12 months after declaration of examination results.
34. Graded answer booklets are strictly confidential and disclosure of grades to a candidate shall be done in a way which protects the confidentiality of the other candidates' grades.
35. A candidate's overall performance may be taken into account for assessing the result of a particular examination.
36. When the performance of a candidate is adversely affected by medical or other exceptional factors, the candidate may convey the evidence to the Head of Training Division who may make recommendations to the Academic Committee to take the appropriate decision.

17. GRADING SCHEME

37. Grading scheme:
- (i) The pass grade in coursework, final examinations and continuous assessment is not less than 60%.
 - (ii) For short term courses, the evaluation of trainees or participants is based on attendance, participation and assignments. An average grade of at least 60% is required for an award of a certificate.
 - (iii) The evaluation scheme is as follows:

Excellent	85% and above
Very good	75% - 84%
Good	65% - 74%
Pass	60% - 64%

Fail	below 60%

19. ASSESSMENT OF TRAINEES

38. Trainees' achievements shall be assessed for each course by means consistent with IDEP's rules and regulations.

Closely linked courses may be jointly assessed and carry a single mark.

39. A trainee who fails to attend or complete an examination required for assessment without adequate reason shall obtain a grade of 0 (zero) for that course.

40. A trainee who fails a course in the first session examinations is given the opportunity to take the examination for that course in the second session examinations.

20. EXAMINATION IRREGULARITIES

41. Any apparent irregularity concerning a written examination shall be reported to the Head of Training Division by the invigilator or the examiner.

42. If a candidate does not take all the required examinations, the Academic Committee shall determine the appropriate course of action.

21. RESIT EXAMINATIONS

43. A candidate who obtains a grade below 60 percent in any course may take a resit examination during the second session examinations period. A candidate who fails the resit examination may be required to withdraw from the programme.

22. CHEATING AND PLAGIARISING

44. Cheating, particularly during examination, and plagiarising are not allowed. These acts could result in immediate expulsion from the programme.

23. M.A. THESIS PREPARATION AND DEFENCE

45. A major purpose of M.A. thesis is to introduce participants to original supervised research. Upon completion of the thesis, the participant should have demonstrated a good understanding of the topic as well as the research process and related analytical methods.

Successful MA candidates will particularly be able to:

- adequately formulate a research problem;
- make critical use of available literature;
- use appropriate research methods and tools;
- organise and present a research report in a clear, logical, and convincing method.

46. M.A. candidates should discuss topics of interest with IDEP's staff and resource persons at the earliest stage possible.

47. Thesis proposals are typically between 10 and 20 pages written in accordance with guidelines provided by the Training Division.

48. Thesis proposals are presented in internal seminars and submitted for approval by end of November (for second year MA candidates)

49. All members of the teaching staff are available to offer guidance on methodological, theoretical and practical issues.

50. It is important to conduct the MA thesis research with the view to deriving publications from the final product.

51. At the end of the second semester, candidates are expected to start working on the Master of Arts thesis, starting with the preparation of the thesis proposal. The following procedures are recommended for the preparation of the thesis.

With assistance from the Training Division, each candidate must prepare the thesis proposal, present and submit it for evaluation by the Academic Sub-Committee (ASC) before a stipulated deadline (usually end of October). On approval of the thesis proposal, a thesis supervisor is assigned by the Head of Training, based on the advice of the ASC and the trainee concerned.

52. The outline of the thesis proposal must cover, among other things, the following:

- (a) the thesis title or topic
- (b) nature of the problem and justification of the research
- (c) preliminary literature review
- (d) the research objectives and hypotheses
- (e) the methodology to be adopted, including a model or analytical framework
- (f) empirical application with preliminary analysis
- (g) sources and limitations of data and problems or limitations
- (h) references.

The outline of the proposal forms a solid basis for the thesis.

53. After a candidate's thesis proposal is approved by the ASC, the candidate is assigned a supervisor. The candidate then starts working on the thesis or main chapters of the thesis. The candidate works closely with the designated supervisor, (and also keep in touch with the Head of training and other resource persons) until the thesis is completed. During the thesis preparation, the thesis supervisor provides status reports to the Academic Sub-Committee on progress of the thesis:

54. The completed thesis must be approved by the supervisor before it is submitted to the Academic Sub-Committee through the Head of Training.

55. On receiving the thesis, the Academic Sub-Committee reviews the thesis for defence. All comments and observations made are communicated through the thesis supervisor or directly to the candidate who incorporates them in the thesis draft. This may be before or after the training seminar/workshop. The MA candidate must present his/her thesis in the Training Seminar before the defence.

56. The jury for the defence is made up of a panel of three members of the thesis committee (including the external examiner) and the Director of the Institute or the Deputy Director as the Chairperson. The jury's evaluation of the candidate is based on the mastery of the subject matter by the candidate and the quality of the thesis. Each thesis examiner or member of the jury must give a comprehensive thesis report indicating the candidate's knowledge or mastery of the area of learning where the thesis falls. The following questions are also addressed in evaluating the candidate: 1) Does the candidate demonstrate a good knowledge of the subject matter? 2) Is the presentation of thesis satisfactory? 3) Does the thesis meet the requirements?

57. The verdict reached by the jury as proclaimed by the chairperson is summarised in one of the following :

- i) Thesis acceptable as it is.
- ii) Thesis acceptable after minor corrections.
Thesis acceptable after major corrections (or after revision)
- iii) Thesis rejected (Failed)

24. EXAMINERS' REPORTS

58. Each member of the MA thesis committee (jury)-particularly the external examiner and the member of the jury - shall provide an assessment report of the thesis before or immediately after the oral defence.

59. These reports shall be made available to the candidate, the supervisor and the Head of Training Division.

25. MINOR CORRECTIONS, MAJOR CORRECTIONS, AND REJECTION OF A THESIS AFTER ORAL DEFENCE

60. Minor corrections are essentially of a clerical nature and do not significantly change the results and conclusions of the thesis. They may be related to typing, omissions, phraseology, structure and arrangement of the text, and so on. When there are minor corrections, award of the degree is withheld until the Head of Training Division, after consultation with the thesis supervisor, is satisfied that the corrections have been adequately made.

61. Major corrections are essentially related to the substance of the thesis but are not sufficient to require a restart of the work. Revisions may involve rewriting sections, correcting calculations, clarifying arguments or revising some methodological aspects. When there are major corrections, award of the degree is withheld until the Academic Committee, after consultation with all jury members, confirms that the corrections are adequately made.

62. A third situation is the rejection of the thesis with or without the possibility to redo the work and submit another document within a specified time limit

63. When the thesis is finally accepted, the candidate deposits three hard copies and an electronic version of the thesis at the Training Division. There is a maximum period of six (6) weeks to do the corrections or to revise the thesis. In case of major corrections or revision, the Thesis may finally not be accepted by IDEP if the comments or remarks of the jury are not properly and fully addressed.

64. A Masters degree or Certificate is conferred on a candidate only after the examiners or the jury are satisfied that the candidate has satisfied all the requirements, and it is endorsed by the Academic Committee. Thereafter, under the seal of the Institute, the degree or certificate is conferred on each successful candidate.

65. Before receiving the Degree, candidates may be given an attestation after full completion of the programme requirements.

26. GRADUATE RESEARCH PAPER SERIES

66. All accepted Theses are condensed into 25 pages by the authors and published under the Graduate Research Paper series. The publication, *inter alia*, facilitates the dissemination and use of the trainees' research output by a larger audience.

27. PRATICAL WORK

67. A part of the courses in the second semester of this programme will be conducted in the form of workshops/seminars and field work. The teaching techniques employed are participatory, drawing upon and extending the existing experience of course participants. The courses will also consist of lectures, discussion groups, case studies, and computer-based applications. Trainees are encouraged to obtain data from their own countries for quantitative evaluation. They are also encouraged to use the analytical tools embodied in the programme in presentations.

68. Field visits and/or short placements in Senegal or neighbouring countries in the relevant institutions may be arranged as integral components of some courses.

28. GRADUATION REQUIREMENTS

- Graduate Degree (M.A.)

69. To obtain the Master of Arts degree in Economic Policy and Management, candidates must pass the examinations in all subjects in the two semesters with at least an overall average grade of 65 percent and an acceptable MA thesis.

70. Candidates who do not obtain the required 65% as well as those who do not satisfactorily complete their theses may just be asked to withdraw from the programme.

71. The MA candidate shall demonstrate through the thesis an adequate knowledge of the subject area, a good control of research methods and analytical tools, sufficient skills in writing original and coherent scientific documents, presenting results and putting forward arguments.

72. Personal work already submitted by a trainee for a degree cannot be re-submitted as such or with minor adjustments for a degree award at IDEP.

73. Thesis is written either in English or in French.

29. CONDUCT AND SAFETY

74. All participants are required to comply with the rules governing IDEP and conduct themselves in an orderly manner.
75. Smoking, gambling and carrying weapons are not allowed within IDEP's precincts.
76. Physical facilities and equipment should be used with the maximum care.
77. Damage to any IDEP property shall be repaired or replaced at the expense of the person concerned. There may be disciplinary action also.
78. Any participant suffering from a contagious illness which is a danger to the others may be required to cease attendance until a medical officer recognised by IDEP certifies that the danger of contamination no longer exists.

30. VEHICLES

79. IDEP will not be responsible for any loss or damage concerning vehicles not registered in the Institute.
80. Any person using, driving or parking vehicles not belonging to IDEP do so at their own risk.

31. LIBRARY

a) Access to the Library

81. IDEP's Library is basically intended for its trainees , faculty and research staff.

Other staff members of the United Nations and its specialised agencies may also use the Library.

82. Persons outside the United Nations system may also be authorised to use IDEP's Library under the following conditions:

- (i) They shall apply to the Chief Librarian for membership to the Library;
- (ii) After authorisation, they will pay a membership fee in order to obtain Membership and User Cards;
- (iii) These cards which are strictly personal, shall be valid for only one academic year, and shall be subsequently renewed each year in October through the same procedure.

b) Opening Hours

83. IDEP's Library shall be open:

From Monday to Friday, from 8:30 a.m. to 5 p.m.

The Library shall be closed each year in September for stock-taking purposes.

c) Control

84. On entering the Library, readers shall be required to leave their brief cases, files, bags and parcels either at the place indicated for this purpose or present them for checking at the exit point on departure. A staff may be at the entrance/exit and may request users to submit their bags for checking.

d) Borrowing and Consultation of Documents

85. Readers may be authorised to take the books of interest to them from the shelves. After consultation, they shall leave them at the place indicated for this purpose (only the Library personnel shall be authorised to return them to their original places on the shelves; this procedure is adopted to avoid putting the books in the wrong shelf).

86. Books borrowed for use at home shall be returned after a maximum period of two weeks days in the case of trainees and two weeks in the case of permanent lecturers and researchers. However, an exception to this rule may be granted by the Chief Librarian.

87. Reference books and "detached" delivery documents shall under no circumstances be taken out of the Library.

Periodicals may only be borrowed under the authorisation of the Chief Librarian.

The "loaning" period shall be fifteen days; this may be renewed on condition that the book is not requested by others. Books requested by other users may be recalled before the loan due date.

Before taking any documents which shall be under his/her responsibility, the borrower shall complete and sign a book loaning slip. Hence, he/she shall not be allowed to transfer the documents to another person without prior authorisation of the Library personnel

e) Return of Documents

88. Return of Documents

Any borrowed document shall be returned within the prescribed period and in the condition in which it was given to the reader.

The reader who loses a document or returns it in bad physical condition shall be required to pay for it.

The borrowing and lending of documents may be suspended or banned indefinitely by the Chief Librarian in case of non-observance of the deadlines for returning them.

f) Access to Rooms and Store Rooms in the Library

89. Access to Rooms and store Rooms

Access to the various rooms of the Library shall be granted exclusively to IDEP's Faculty members and trainees. Unauthorised persons, i.e. persons who are not members of the Library staff, shall have no access to the store rooms.

90. There shall be absolute silence in the reading room and the surroundings of the Library. Failure to comply with this regulation shall lead to exclusion. Furthermore, smoking in the Library shall be absolutely forbidden. Use of Mobile phones in the Library and adjacent areas is prohibited.

g) Annual Stock-Taking

91 Prior to the general annual stock-taking activity, all borrowed books shall be returned to the Library. At the end of each annual stock-taking, the Chief Librarian shall address to IDEP Director a note on the general situation of the stock of documents in the Library and the names of readers who have unduly delayed the return of documents in their possession.

92. The Administration and the Chief Librarian shall be jointly and severally responsible for the implementation of these rules of procedure which shall be disseminated widely and where necessary.

32. COMPUTER CENTRE

a) Facilities

93 There are two air-conditioned computer rooms in the IDEP; The main computer centre is in room 117 and is equipped with 20 Pentium IV networked computers with the latest Windows OS. They are fitted with Statistical and econometrical software. A matrix printer is also available. The second computer centre is in room 030 and is equipped with 4 Pentium III networked computers with Windows OS. They are fitted with econometrics and statistical software.

b) Access

94. There are two main computer rooms. Only those with the appropriate badges are allowed into the computer rooms. The computer rooms should not be littered with papers, tins, bottles etc. Food and drinks are not allowed into the computer rooms.

c) Computer equipment

95. No computer equipment should be removed from where it is installed. The computers should be properly used and with care. The users are not allowed to copy from the IDEP's computer nor install any computer programme into IDEP's computers.

d) Availability of the computer rooms

96. The main computer room (117) is opened every working day and is closed on weekends and holidays. The second computer room (030) is opened everyday.

e) Use of the computer rooms facilities

97. Every user must comply with the notices posted in the computer rooms, particularly for the correct use of the computers. Any malfunction of any equipment must be reported to the computer assistant.

f) Noise

98. Talking, playing music, telephoning, etc are not allowed in the computer rooms.

g) Login the computer

99. User login to a computer is secured at IDEP and trainees have a special login account. They must use only the login provided and no one else to connect to the computers

h) Print Management

100. A matrix print is available in the main computer room and its use is free of charge. A print-demand laser printer is also available at the computer assistant office for high quality printing and is charged 25 francs CFA per page. This printer is available every working day from 09:00 to 16:30.

i) Personal equipment

101. Users are allowed to use personal equipment (laptop, zip, modem, usb or other portable devices or equipment) on any computer in the computer rooms. Only the use of floppies is allowed. But the computer assistant must check them before usage.

j) Internet connection

102. A permanent Internet connection is available and is free of charge. During Internet browsing, users should be careful with suspicious files or sites.

l) Email usage

103. Email usage is allowed only for 3rd party free email accounts by the Internet and users will not set any permanent mail client on the computers. During Internet mail consultations, users should be careful with suspicious attachments.

33. ARTS AND CULTURE

104. Benefiting from long experience since the founding of IDEP in 1962, the Institute has assumed a proactive and visionary orientation in responding to the specific needs and circumstances of its Member States. This means the deepening and expansion in its scope of activities as well as imaginative forward thinking on strategies that enhance the socio-economic development of its Member States..

105. In relation to this vision, the introduction of new considerations, such as an arts and culture policy, will give greater meaning, relevance, visibility, outreach and an African consciousness to IDEP's image and operations. This dimension constitutes one of the foundations of sustainable African development. The policy will introduce innovative inputs to enhance the aesthetic beauty of the institution's premises and make the working environment more conducive and stimulating for learning and intellectual reflection. This would add meaning, visibility and relevance to IDEP's mandate and vision as an African institution.

106 It would provide a showcase for the material and artistic culture of IDEP's member States. It would evoke among IDEP's Trainees and visitors nostalgia, national pride and a feeling of being at home; and enhance the aesthetic value of IDEP's premises. While rules and regulations would be established to manage this African patrimony, the IDEP's community and visitors are expected to treat the arts and cultures with the greatest respect and care.

34. CHANGING CURRICULA AND ACADEMIC POLICIES

107. The curricula, admission conditions and graduation requirements for a degree programme are approved by the Governing Council.

APPENDIX

M.A. PROGRAMME CONTENT

The course work for the M.A. programme is done over a period of two semesters.

First Semester

During the first semester, which covers 18 weeks, the following courses are delivered :

ECN 801	Microeconomic Theory and Applications
ECN 802	Macroeconomic Theory and Policy Analysis
ECN 803	Development Economics: Theories, Problems and Policy Strategies
ECN 804	Quantitative Techniques for Economic Management:
ECN 804A	Econometric Methods and Applications
ECN 804B	Computer Applications and Economics of Information and Communication Technologies (ICTs)
ECN 805	Macro and Multi-Sectoral Modelling
ECN 811	Population and Development
ECN 813	Research Methodologies

Second Semester

During the second semester, which covers a period of 18 weeks, the following courses are offered:

ECN 804B	Computer Applications and New Information Technologies
ECN 806	Public Finance, Expenditure Policy and Management
ECN 807	International Trade, Finance and Debt Management:
ECN 807A	International Trade and Finance
ECN 807B	Debt Management
ECN 808	Regional Economic Co-operation and Integration:
ECN 808A	Regional Integration
ECN 808B	Issues in Trade and WTO Negotiations
ECN 809	Project Analysis and Evaluation
ECN 810	Regional Development and Planning
ECN 812	Development Planning:
ECN 812A	National Planning Experience,
ECN 812B	Strategic Planning and Long Term Perspective Studies
ECN 814	Financial Programming and Policies
ECN 815	Governance and Economic Policy in Africa

CERTIFICATE PROGRAMME

Based on short term courses:

A. Global Issues

- A.1 Regional integration
- A.2 Global WTO negotiations and trade
- A.3 Commodity-based WTO negotiations
- A.4 Globalisation and Economic Development in Africa

B. Sectoral Policies

- B.1 Capital budgeting for infrastructure
- B.2 Agricultural development policy
- B.3 Finance and development
- B.4 Financial markets
- B.5 Regulation and supervision
- B.6 Human development
- B.7 Poverty and labour market policy
- B.8 Economics of ICTs

C. Applied Quantitative Techniques

- C.1 Statistical techniques for surveys
- C.2 Applied quantitative methods for economic policy making
- C.3 Computable General Equilibrium (CGE) Modelling