

MASTER OF INTERNATIONAL DEVELOPMENT POLICY ACADEMIC GUIDELINES

CURRICULUM AND REQUIREMENTS

The MIDP is an interdisciplinary graduate program where fellows self-design their own course of study according to their personal and professional goals. Fellows participating in the Rotary Peace and Conflict Resolution program, the International Taxation program, and the Public Financial Management program follow a more specific curriculum of coursework as outlined in their course brochures. To facilitate course selections and academic planning, fellows are assigned to academic advisors who will assist them in designing a curriculum to meet their needs and in accordance with the graduation requirements of their program specialization. Fellows may choose to take advantage of Duke's interdisciplinary options and build their program of study in certain topic areas. These areas of focus, outlined below, provide course curriculum guidance to allow for a more specialized set of skills and competencies.

DEGREE AND CERTIFICATE REQUIREMENTS

The MIDP offers three program tracks: the two-year Master's degree, the one-year Master's degree and the one-year, non-degree certificate. Fellows are admitted to one of these tracks based on their application. Below are the academic regulations and guidelines for each one. Please read these guidelines carefully and consult your academic advisor or the MIDP administrative staff if you have any questions.

TWO-YEAR DEGREE

Forty-eight (48) course credits are required to obtain the two-year degree. The courses are spread over four academic semesters and must be divided as follows: 24 credit courses must be MIDP seminars while the remaining 24 credits may be courses chosen at any department at Duke or outside institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement.

Students in the two-year degree program must complete minimum 24 course credits offered by the MIDP Program (or at least 8 MIDP seminars of three credits each), including the following mandatory seminars:

- PUBPOL 700S Policy Analysis for Development: 3 course credits. Required of all students.
- PUBPOL 701 Economic Foundations for Development: 3 course credits. Required unless exempted through the assessment. If exempted, take PUBPOL 598.01 Economic Growth and Development (or PUBPOL 890.10 for those with a strong economics background).
- PUBPOL 598.01 Economic Growth and Development: 3 course credits. PUBPOL 890.10 International Development may be taken as alternative to PUBPOL 598.01. Offered in Fall 2020.
- PUBPOL 741 Empirical Analysis for Economic Development: 3 course credits. Required of all two-year degree seekers except those exempt fellows through the orientation assessment. Offered in Spring 2020.
- PUBPOL 704 Master's Project Preparation seminar: 1 course credit. Required of all students.
- PUBPOL 705 Master's Project: 2 course credits. Required of all students.
- PUBPOL 800.01 Career and Professional Skills Development Practicum: 0 credits. Required for two-year degree seeking fellows. This practicum course will cover various professional development topics in preparation for fulfilling the internship requirement as well as help with U.S. style career searches.
- Public Policy Writing and Communication Practicums: these courses support the work done in the core classes but do not count towards the degree. Required for some based on their orientation assessment, and highly encouraged for all. Open to all domestic and international fellows.

The remaining MIDP seminars may be chosen from courses offered by MIDP each semester or those listed as MIDP substitute courses on the MIDP course information sheet distributed each semester.

Non MIDP Courses (24 credits)

Fellows may choose the remaining half of their courses from any department at Duke or partner institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement. For any course taken at a partner institution, one of equal credit must be taken at the home institution. Elective courses must be selected in consultation with the academic advisor to ensure that the course is appropriate. Please note important regulations regarding elective courses:

- **Courses numbered below the 500 level do not count toward the required credits needed for the MIDP.** They also do not count towards the GPA.
- Physical Education, music, foreign language, and other recreational elective courses do not count toward the degree.
- English language and pronunciation courses offered at Duke are not included in tuition but are charged at an additional cost. These courses are not recommended to fellows. They do not count towards the degree and require extensive extra coursework.

Summer Internship

The summer internship is required for the two-year degree and is performed between the first and second year of study. The internship is a full-time position lasting at least 10 weeks. A self-assessment and supervisor assessment must be submitted to the Director of Global Careers upon completion of the internship.

Master's Project

Two-year fellows are required to complete a final Master's Project during their second year of study. The master's project is a thirty to thirty-five-page paper required of all candidates for the master's degree. It is intended to demonstrate mastery in defining a policy problem, analyzing it in an interdisciplinary manner, and recommending a specific course of action to address that problem. More specifically, the master's project must also measure up to the standards of good analysis, including a precise definition of the problem, careful evaluation of the evidence from an interdisciplinary viewpoint, review of other countries' experiences, identification of important costs and benefits, and feature a clear presentation of the results and recommendations. Additional guidelines on the master's project are issued annually.

Fellows who complete the two-year degree within a different timeframe will have a different sequencing of classes but must still complete at least 48 credits to graduate. Please see the Orientation Letter #4 for your particular course sequence.

ONE-YEAR DEGREE

30 course credits are required to obtain the one-year degree. The courses are completed over two academic semesters and one summer session. Students in the one-year degree program must complete a minimum of 12 course credits offered by the MIDP Program (at least 4 MIDP seminars of 3 credits each), including these mandatory seminars:

- PUBPOL 700S Policy Analysis for Development: 3 course credits. Required of all students.
- PUBPOL 598.01 Economic Growth and Development: 3 course credits. Required of all one-year degree seekers. (One-year fellows are required to have strong economics and should place out of PUBPOL 701. Note: PUBPOL 890.10 International Development may be substituted for PUBPOL 598.01)
- PUBPOL 701 Economic Foundations for Development: 3 course credits. Formal audit required for one-year fellows if not exempted through the assessment. PUBPOL 598.01 Economic Growth and Development **required at the same time.**
- PUBPOL 741 Empirical Analysis for Economic Development: 3 course credits. Highly encouraged but optional for one-year degree seekers. Offered in spring.
- PUBPOL 704 Master's Project Preparation seminar: 1 course credit. Required of all students.
- PUBPOL 705 Master's Project: 2 course credits. Required of all students.

- PUBPOL 800.01 Career and Professional Skills Development Practicum: 0 credits. Optional for one-year degree seeking fellows. This practicum course will cover various professional development topics in preparation for fulfilling the graduate internship requirement as well as help with U.S. style career searches and professional networking. Recommended for those not returning to their previous employer.
- Public Policy Writing and Communication Practicums: these courses support the work done in the core classes but do not count towards the degree. They are Credit/No Credit classes. Required for some based on their orientation assessment, and highly encouraged for all. Open to all domestic and international fellows.

The remaining MIDP seminars may be chosen from courses offered by MIDP each semester or those listed as MIDP substitute courses on the MIDP course information sheet distributed each semester.

Non MIDP Courses (18 course credits)

Fellows may choose the remainder of their courses from any department at Duke or outside institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement. For any course taken at a partner institution, one must be taken at the home institution. Elective courses must be selected in consultation with the academic advisor. Please note important regulations regarding elective courses:

- **Courses numbered below the 500 level do not count toward the required credits needed for the MIDP degree.** They also do not count towards the GPA.
- Physical Education, music, foreign language, and other recreational elective courses do not count toward the degree.
- English language and pronunciation courses offered at Duke are not included in tuition but are charged at an additional cost. These courses are not recommended to fellows, as they do not count towards the degree and require extensive extra coursework.

Summer Internship

The summer internship is not required for completion of the one-year degree, but is optional. One-year degree candidates who wish to perform an internship may do so upon completion of their studies. They should check with sponsors and Duke Visa Services to confirm eligibility.

Master's Project

One-year fellows are required to complete a final master's project and will start this process during their first semester of study. The master's project is a thirty to thirty-five-page paper required of all candidates for the master's degree. It is intended to demonstrate mastery in defining a policy problem, analyzing it in an interdisciplinary manner, and recommending a specific course of action to address that problem. More specifically, the master's project must also measure up to the standards of good analysis, including a precise definition of the problem, careful evaluation of the evidence from an interdisciplinary viewpoint, review of other countries' experiences, identification of important costs and benefits, and feature a clear presentation of the results and recommendations. Additional guidelines on the master's project are issued annually.

Fellows who are completing the one-year degree within a different time frame will have a different sequencing of classes but must still complete at least 30 credits to graduate. Please see the Orientation Letter #4 for your particular course sequence. One-year 18 month fellows who place out of PUBPOL 701 should take PUBPOL 598 in Fall 2019. As an option, they may take PUBPOL 702 in Fall 2020 with their academic adviser's approval.

NON-DEGREE CERTIFICATE REQUIREMENTS

24 course credits are required to obtain the non-degree certificate. The courses are taken over two academic semesters. Because this certificate is considered non-degree, it must appear on Duke transcripts as 'discontinued', as non-degree programs cannot be conferred. A note will be added to the transcript that all requirements have been met and completed. Students in the non-degree certificate must complete a minimum of 12 MIDP course credits, including these mandatory seminars:

- Public Policy 700S Policy Analysis for Development: 3 course credits
- Public Policy 701 Economic Foundations for Development: 3 course credits
- Public Policy 598.01 Economic Growth and Development: 3 course credits
- Public Policy 741 Empirical Analysis for Economic Development: 3 course credits
- Public Policy Writing and Communication Practicums: these courses support the work done in the core classes but do not count towards the degree. They are Credit/No Credit classes. Required for some based on their orientation assessment, and highly encouraged for all. Open to all domestic and international fellows.

Fellows may choose the remainder of their courses (12 course credits electives) from any department at Duke or outside institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement.

Non MIDP courses must be selected in consultation with the academic advisor. Please note important regulations regarding elective courses:

- Undergraduate courses do not count toward the non-degree certificate.
- Language courses do not count toward the non-degree certificate.
- Physical education, music, and other recreational elective courses do not count towards the non-degree certificate.
- English language and pronunciation courses offered at Duke are not included in tuition but are charged at an additional cost. These courses are not recommended to fellows, as they do not count towards the degree and require extensive extra coursework.

Summer Internship

The summer internship is not required for completion of the non-degree certificate.

Master's Project

The Master's Project is not required for the non-degree certificate.

SPECIALIZATIONS

INTERNATIONAL TAXATION PROGRAM (ITP)

This is a specialization within MIDP which requires formal admission. It features a set course of study that focuses on an integrated approach to taxation, including policy, administration and legislation. The program emphasizes the diversity of economic and social development situations across countries in the design and administration of taxes.

PUBLIC FINANCIAL MANAGEMENT (PFM)

PFM is a specialization within MIDP which requires formal admission. It features a set course of study designed to enable international development decision makers and managers to improve public sector budgeting and financial management. Completion of MIDP courses on economic development, public finance, budgeting, macroeconomics, and local government finance is required.

AREAS OF FOCUS

Note: Academic Advisors are assigned according to the Area of Focus indicated in the application.

Areas of focus are optional. They are not listed on the academic transcript, nor is a certificate awarded for their completion. They are intended to help those fellows who are interested in choosing a curriculum that focuses on a particular area of competency. Fellows who choose an area of focus select from a list of recommended courses, and complete a master's project topic in their area of focus (further information is available at the end of the handbook).

DEVELOPMENT MANAGEMENT AND GOVERNANCE

This focus covers a broad area of international development issues allowing fellows the greatest flexibility to choose classes corresponding to their interests. Fellows may focus on such issues as development project management,

entrepreneurship development, not-for-profit management, civil society and governance, decentralization, media policy, aid coordination, science and technology policy, regional planning, rural or urban development, or other sector development issues.

APPLIED ECONOMICS

This focus area emphasizes the economic policy aspects of development—including issues of international trade and competitiveness, public finance and evaluation of public expenditures, banking and financial sector management, privatization, external debt management, and international capital markets.

SOCIAL POLICY

This focus area primarily concentrates on education and health policies, as well as on issues of gender, ethnic and economic inequality, and social entrepreneurship. Those interested in global health can select from courses offered by the Duke Global Health Institute (DGHI)

ENVIRONMENTAL MANAGEMENT AND POLICY

This area emphasizes international environmental and energy policy, security, and institutional development, including the generation of social capital at the community level. MIDP expertise is complimented by the resources from Duke's Nicholas School of the Environment as well Duke's Energy Initiative.

PEACE AND CONFLICT RESOLUTION

This focus area, in conjunction with the Duke-UNC Rotary Peace Center, aims to groom future leaders who will promote greater tolerance and cooperation among people. The program focuses on democracy, negotiation, conflict resolution, and the promotion of effective cooperation in international development, as well as the promotion of sustainable development as a basis for world peace. Those interested may choose to pursue a UNC certificate in Peace and Conflict Resolution offered to MIDP Fellows through the Duke-UNC Rotary Peace Center.

INNOVATION AND ENTREPRENEURSHIP

This area of focus draws on Duke's Innovation and Entrepreneurship Initiative and its pioneering leadership in policy and social entrepreneurship education. It aims to further enhance fellows' abilities to explore the I&E ecosystems and complexities, and develop innovative and entrepreneurial methods to address local to global challenges. Fellows will gain the ability to apply knowledge across disciplines to turn ideas into actions, making a tangible positive impact on society.

LAW AND DEVELOPMENT

This area studies the history and current practice of law and development. Participants will develop a familiarity with different institutional conceptualizations of the field, including "rule of law," "rights-based approaches to development," and "good governance." It examines legal issues related to the legal institutions necessary for a market economy; the problems of official corruption or corporate accountability; judicial independence; gender and environmental justice; poverty reduction; international global health; global trading arrangements; and international conflict prevention from legal, economic, public policy, and ethical perspectives.

CONCURRENT GRADUATE CERTIFICATES

MIDP Fellows with an interest in specific areas of development may want to pursue a graduate certificate offered by other departments at Duke. Graduate courses taken toward certificates may also count towards the MIDP degree. See our website for a full listing.

Fellows should discuss their interests in pursuing a graduate certificate with their academic advisors and/or MIDP staff. Formal registration is required in order for courses taken towards a certificate to be counted. It is important to note that if a fellow signs up and then fails to complete the certificate requirements, it will appear on the official transcript as "discontinued" and **cannot** be removed. Certificate seekers registered as Inter-Institutional students will show a status of 'discontinued' on their Duke transcript, as non-degree programs cannot be conferred. A note is added to the transcript that all requirements were successfully completed and the certificate was awarded if that is the case.

OTHER ACADEMIC ISSUES

ASSESSMENTS AND CORE CLASSES

All fellows are required to take MIDP core classes, as well as placement assessments for economics, statistics, and communication and writing.

ECONOMICS ASSESSMENT POLICY

Assessment: All incoming fellows are required to take the online economics assessment prior to their arrival.

MIDP Economics Coursework: PUBPOL 701.01 Economic Foundations, PUBPOL 598.01 Economic Growth and Development, and PUBPOL 890.03 International Development.

Two-year degree seekers:

- PUBPOL 701 Economic Foundations for Development: 3 course credits. Required unless exempted through the assessment.
- Those who have taken Economic Foundations, should enroll in **PUBPOL 598.01 Economic Growth and Development**. Those with a strong economics background should consider taking **PUBPOL 890.10 International Development** to fulfill the requirement.

One-year degree seekers (strong economics is a pre-requisite of the one-year degree program):

- PUBPOL 598.01 Economic Growth and Development. 3 course credits. Required of all one-year degree seekers. (PUBPOL 890.10 may be substituted)
- PUBPOL 701 Economic Foundations for Development: 3 course credits. Formal audit required for one-year fellows if not exempted through the assessment. **PUBPOL 598.01 Economic Growth and Development required at the same time.**

18 month, 30 credit (One-year) degree seekers:

- PUBPOL 598.01 Economic Growth and Development. 3 course credits. Required of all one-year degree seekers. (PUBPOL 890.10 may be substituted)
- PUBPOL 701 Economic Foundations for Development: 3 course credits. Formal audit required for one-year fellows if not exempted through the assessment. **PUBPOL 598.01 Economic Growth and Development required at the same time.**

STATISTICS ASSESSMENT POLICY

Assessment: All incoming fellows are required to take the statistics assessment. This assessment helps the MIDP program understand each fellow's statistical knowledge and skill level in order to assist them with access to a variety of quantitative focused courses offered at Duke they may wish to take.

MIDP Statistics Coursework: PUBPOL 741.001 Empirical Analysis for Development. Required for two-year fellows, optional, but highly recommended, for one-year fellows. Other optional statistics courses include:

- PUBPOL 790.06 Impact Evaluation for Development. 3 course credits. If one does not pass the assessment, PUBPOL 741.001 Empirical Analysis is a required pre-requisite for this course. Those who do not meet either of these required pre-requisites may only enroll in Impact Evaluation as an audit.
- PUBPOL 812.001 Statistics for Policy Makers. 3 course credits. Non-MIDP course, faculty permission required.

Two-year degree seekers: Incoming fellows either place into or out of PUBPOL 741.001 Empirical Analysis for Development. Those who place out of Empirical Analysis for Development may not enroll in the course, but have the option of enrolling in a more advanced, optional statistics course such as PUBPOL 790.06 Impact Evaluation for Development, or PUBPOL 812.001 Statistics for Policy Makers (faculty permission is required for enrollment).

One-year degree seekers: One-year fellows who do not place out of Empirical Analysis for Development have the option to enroll or take it as a formal audit, but will not be required to enroll. Should they wish to enroll in Impact Evaluation for Development and do not pass the assessment, Empirical Analysis must be taken for credit as a required pre-requisite.*

Monitoring and Evaluation COURSE POLICY

MIDP fellows may only take one Monitoring and Evaluation class offered by MIDP for credit toward the degree requirements as they are similar in content:

PUBPOL 790.03 Fall Semester Monitoring and Evaluation

PUBPOL 790.01 Spring semester Monitoring and Evaluation

PUBPOL 790.01 Summer Term 1 Monitoring and Evaluation for Development

Rotary UNC Monitoring and Evaluation for Peacebuilding Interventions (2 credits. Required of Rotary Peace Fellows)

UNDERGRADUATE CLASSES

Courses numbered below the 500 level are not allowed toward the required credits needed for the MIDP degree. With the approval of their Director of Graduate Studies, graduate students may enroll in undergraduate courses, but these courses will not count toward any graduation requirements, will not be included in a student's GPA calculation, and will not count towards their full-time status. Graduate students must be classified as full-time students based on their graduate-level course enrollment as a prerequisite for enrolling in courses numbered below 500.

REGISTRATION AND ENROLLMENT (Sanford registration forms are located on the [Sanford School Registrar's website](#))

The drop/add period begins each semester immediately following the last day of registration and extends through the first two weeks of the new semester. You may drop a course through DukeHub any time prior to the end of drop/add, without permission from the instructor, and it will not appear on your Duke transcript.

After the drop/add period ends, you can no longer drop a course, but you may be able to "withdraw" by completing a withdrawal form with the approval of your instructor and the Director of Graduate Studies. You can withdraw from a course up until the last day of classes of the current semester. You will receive a W (withdrawn) grade on your transcript. No class may be added after the drop/add deadline.

SPECIAL ENROLLMENTS

Courses at the Fuqua School of Business, Duke Law School, Pratt School of Engineering, and Inter-institutional Courses require a separate registration process and approval in order to enroll. Instructions and forms will be distributed at the time of registration each semester.

AUDITING

Fellows who wish to complement their studies by auditing an additional course or seminar outside their expertise may do so with the approval of their advisor and the course instructor. A full-time, degree candidate may audit courses without additional charges during the fall and spring semesters. Registering for an official audit must be completed before the end of the drop/deadline. **No credit hours or grades are earned towards degree requirements for auditing a course** but the course will appear on the transcript as AD (audited). Students who officially audit a course are expected to attend and participate in all classes, and may be asked to complete some or all assignments dependent on the faculty's guidelines for auditors in their course. A fellow must obtain written permission from the instructor, either by signature on the Course Audit Form, or by email. The Course Audit Form must be completed and submitted to the Assistant Director of Student and Academic Services. Informal audits require instructor permission, but do not appear on the transcript. **Note: any course that has been audited may NOT be taken later for a grade.*

COURSE OVERLOAD

12 credits is the typical and recommended load per semester for MIDP fellows. The Duke system will allow graduate students to enroll in up to **16 credits per semester**, though this is not advised. If a fellow wishes to take more than 14 credit, he/she must seek the advice and approval of their academic adviser.

COMMUNICATION AND WRITING SERVICES

Unique to the MIDP program is our in-house writing and communication service that includes practicums in writing, editing, and presentations. These courses focus on professional communication skills in an international, policy setting and are designed to serve as a supportive supplement to your existing coursework. These courses are required for some and encouraged for all fellows. Practicums, listed below, carry 0 credits and do not count toward the degree requirements. In addition, the MIDP offers one-on-one tutoring upon request.

- PUBPOL 711 Public Policy Writing Practicum (fall)
- PUBPOL 712 Public Policy Presentation Practicum (spring)
- PUBPOL 713 Professional Editing Practicum (fall)
- PUBPOL 790-1-01 Professional International Public Speaking Practicum (spring)

FOREIGN LANGUAGE COURSES INCLUDING ENGLISH

Foreign language courses do not count towards any MIDP degree. Duke's English for International Students (EIS) courses do not count toward the degree, and cost extra at the expense of the student as they are not included in tuition. These courses are not recommended for MIDP fellows as they require extensive extra coursework.

INDEPENDENT STUDY/RESEARCH

In exceptional cases and during the second year of studies fellows may request an independent study from a MIDP Faculty for a broad topic not otherwise addressed or offered in regular classes. Such requests must be approved by the Director of Graduate Studies according to procedures in Annex 1. Requests from one-year fellows will be considered for their summer semester only.

FIELD RESEARCH

In cases of research involving field interviews and personal or household surveys, fellows are expected to submit their surveys (after prior review by their Master's project advisor) for clearance by Duke University's Institutional Review Board (IRB).

TEACHING ASSISTANTSHIPS

The MIDP has a very limited number of teaching assistantships reserved for 2nd year fellows. Rising second year fellows may apply for a Taship for Economic Foundations of Development, Empirical Analysis for Development, Applied Development Economics, Policy Analysis and Public Finance core classes. There is an application and selection process for prospective TAs for the following year in the Spring Semester.

ACADEMIC EXPECTATIONS

Grades in the MIDP program are as follows: A, B, C, F, I and W.

All MIDP fellows are expected to remain in "good academic standing" throughout their studies at Duke University. They are expected to attend **ALL** classes and complete required assignments, obtain A or B grades, and maintain a 3.0 (B) cumulative Grade Point Average (GPA). Grades starting at a C+ and below are considered unsatisfactory.

Fellows who receive a C+ grade or lower in any core MIDP course (Policy Analysis for Development, Economic Foundations for Development, Applied Development Economics, Economic Growth and Development Policy, and Empirical Analysis for Development), and/or have a cumulative GPA below 3.0 will be placed on academic probation. Academic probation may result in the suspension of financial support awarded by MIDP or other funding sources. If the fellow continues to perform poorly while on academic probation, he/she will be considered for academic dismissal from the program.

A grade of "F" in a core course will normally result in dismissal. Failure to maintain at least a 3.0 (B) cumulative grade point average or receiving a grade of "F" in any other course will result in academic probation, and possibly program dismissal. To remain in good academic standing, and to graduate from the MIDP program, students must maintain at least a 3.0 (B) cumulative grade point average. Students falling below this average jeopardize their financial support and are subject to dismissal.

I (incomplete) indicates that some portion of the student's work is lacking, for an acceptable reason, at the time the grades are reported. Sanford School graduate students have up to one year to resolve an incomplete (I), or it will become a permanent part of the student's record. The student and instructor should coordinate a timeline for submission of the missing work. Program or continuation fees may be charged for students who must register for an additional semester to resolve an incomplete. Incompletes may not count towards graduation requirements.

LEAVE OF ABSENCE

Unforeseen circumstances (e.g., family crisis, medical issue) may require a student to take a leave of absence (LOA) from the program for a period of up to two semesters. A request for a leave of absence should originate from the student and be endorsed by the director of graduate studies. Students who have been on a leave of absence and intend to resume a degree program must give their Director of Graduate Studies and program administrators a written notice of intention thirty days before registration. Typically, a student can request a LOA only after completion of at least one full semester of the program.

TIME LIMIT FOR COMPLETION OF THE MASTER'S DEGREE

Students who are unable to complete the master's degree requirements within 150 percent of the normal time for completion may appeal for an extension due to extraordinary circumstances or reasons approved by the Dean. Students must submit an appeal to and obtain the approval of their Director of Graduate Studies and the Associate Dean for Academic Programs. The change of an expected graduation date may be subject to the completion of new program requirements.

PLAGIARISM AND CHEATING

Duke University and MIDP consider plagiarism and cheating in **any class** to be a violation of the honor code. As provided under University regulations, failure to adhere to academic integrity regulations may result in **immediate dismissal**. Information on how to avoid plagiarism and cheating will be provided in MIDP orientation sessions and in individual courses. Should any fellow require further clarification about the meaning of plagiarism (the use of other people's work without attribution, as if it were one's own) or cheating, it is **his/her responsibility** to consult with his/her Academic Advisor, or course professor. **It is always advisable to ask questions about plagiarism or cheating before turning in an assignment instead of finding out "after the fact"**.

Cheating on exams may include, but is not limited to, copying another student's answers, working as a group on a take-home exam, sharing answers to exams taken in a course, or obtaining copies of an exam prior to the exam period.

Each fellow is required to sign an academic honor contract during orientation. This contract binds the fellow to the academic rules and regulations of MIDP and Duke University.

PERSONAL RESPONSIBILITY

All fellows are expected to be respectful of their Professors and their classmates. Fellows are expected to submit all of their assignments on time and to be punctual for their classes. Any forms of harassment, particularly sexual harassment, **will not** be tolerated and may result in immediate dismissal from the program. We recognize that the definition of harassment differs from one culture to another, so we encourage fellows to seek advice from program faculty and staff and/or International House if they are unsure of appropriate behavior in the United States. A copy of Duke's harassment policy may be found at <https://studentaffairs.duke.edu/conduct/z-policies/harassment>, and is applicable to all Duke students, faculty and staff.

ADVICE

The Director of Graduate Studies (Phyllis Pomerantz), Academic Advisors (Francis Lethem, Natalia Mirovitskaya, Rosemary Fernholz, Phyllis Pomerantz, Gangadhar Shukla, Catherine Admay, Corinne Krupp, Sandeep Bhattacharya, and Roy Kelly), and the MIDP staff provide guidance to fellows in their curricular choices in light of the fellow's academic and professional interests and the interpretation of the above policies. More generally, MIDP faculty and staff are always prepared to provide guidance to fellows experiencing unexpected difficulties. Please consult them as needed, both for academic issues and personal challenges that may be affecting your performance in the program.

MIDP POLICY ON INDEPENDENT STUDIES

General policy: In exceptional cases, and normally for fellows in their second-year of studies, the MIDP program may consider requests for independent studies with MIDP Faculty. Such studies should be for a topic which is not offered through a course and in which the proposed supervising faculty has special expertise. An Independent Study Form as well as a written agreement between the student and supervising faculty detailing assignments and deadlines is required to enroll. Independent studies are not a substitute for the summer internship.

Scope of the study: The independent study project must be narrowly defined enough to lead to a paper in which an answer to a specific policy question is provided, or a specific research tool is developed (e.g., a survey, an evaluation of a past project, construction of a data set, etc.)

Relation with Master's Project: Independent study papers may not serve as the initial draft of one's Master's project, although they may address related or peripheral topics. The Master's project must address a broader issue, and contain analyses that go well beyond the issue considered in any independent study project. (See the guidelines for Master's projects.) Literature reviews in preparation for one's Masters' project are not considered an acceptable independent study project.

Limit per fellow: MIDP fellows may only enroll in one independent study over the 2-year MIDP program.

The Proposal: Fellows considering an individual study must submit a 2-page written proposal to the MIDP Director of Graduate Studies in which he/she: (i) clearly defines the proposed topic and study program (it should have a high intellectual content, equivalent to a 3-credit load; in special cases, fewer credits may be allowed); (ii) explains why he/she wishes to study this topic, (iii) demonstrates that it is not offered at Duke or UNC, (iv) specifies the expected deliverables; (v) provides a preliminary bibliography; (vi) indicates the faculty member with whom they propose to study and why; and proposes a timetable for completion of the study. The proposed faculty member needs to sign the fellow's proposal, indicating his/her agreement to supervise the study, if approved.

Decision process: The deadline for submission of fellows' proposals is one week before the close of registration for the semester when the study would be undertaken. Before close of registration, an ad hoc MIDP faculty committee will evaluate the requests and make decisions about which are acceptable.

One-Year fellows: One-year fellows follow the same procedure for requesting an independent study. One-year fellows are only permitted to do an independent study during the summer semester.

Study Outcome: In addition to the final paper written for the independent study (which must be graded and approved by the supervising faculty member), fellows may occasionally be asked to make a public presentation of their findings for the benefit of the MIDP community.