



Universiteit Leiden

# Course and Examination Regulations

Valid from 1 september 2014

## Master's Programme Public Administration

These course and examination regulations have been drawn up in accordance with Section 7.13 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (*WHW*) (henceforth the Act) and additional quality marks as set out in the framework document Leiden University Register of Study Programmes [*Leids universitair register opleidingen*].

Pursuant to Section 7.14 of the Act the faculty board regularly evaluates the course and examination regulations and assesses, for the purpose of monitoring and, if necessary, adjusting the study load, the time it takes students to comply with the regulations. In conformity with Section 9.18 of the Act, the department teaching committee is assigned the task of annually assessing how the course and examination regulations are implemented.

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Components of the Master Programme Public Administration

e-prospectus

# Chapter 1 General Provisions

## Article 1.1 Scope of the Regulations

These regulations apply to the teaching and examinations of the master's degree programme of Public Administration, hereinafter referred to as the programme.

The programme is instituted in the Faculty Campus The Hague of Leiden University, hereinafter referred to as: the faculty, and is taught in The Hague by the Department Public Administration.

## Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Admissions Board: The Board, appointed by the Faculty Board, which has as its task, by applying the entry requirements, specified in these regulations and in accordance with the number specified by the Executive Board pursuant to Section 7.30b (3) under (b) of the Act, to assess which applicants will be granted admission to the master's programme;
- b. Board of Examiners: The Board of Examiners of the programme, established and appointed in accordance with Section 7.12a of the Act;
- c. Component: A study unit of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. Every component involves an end-of-course examination;
- d. Credit: The unit expressing the course load of a course component pursuant to the Act. According to the ECTS one credit equals 28 hours of studying;
- e. ECTS: The European Credit Transfer System;
- f. E-prospectus: The electronic prospectus containing specific and binding information about the programme. The e-prospectus is included as an attachment to these regulations;
- g. Examination [tentamen]: An evaluation of the knowledge, understanding and skills of the student with respect to a particular component, and an assessment thereof, in accordance with Section 7.10 of the Act, by at least one examiner appointed for this purpose by the Board of Examiners. An examination can consist of more than one component;
- h. Examiner: The person appointed by the Board of Examiners to conduct examinations, in accordance with Section 7.12c of the Act;
- i. Final examination [examen]: The interim examinations [tentamens] linked to the components of the programme, including, where the Board of Examiners has so decided, an examination in accordance with Section 7.10 (1) of the Act carried out by the Board itself;
- j. Leiden University Register of Study Programmes [*Leids universitair register*]: Register<sup>1</sup> of the programmes offered by Leiden University, maintained under the supervision of the Executive Board, referred to in Article 7 of the Executive and Management Regulations;

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<sup>1</sup> The framework document *Leids universitair register opleidingen* [Leiden University Register of Study Programmes] can be found at the following website: [www.onderwijs.leidenuniv.nl/onderwijsbeleid](http://www.onderwijs.leidenuniv.nl/onderwijsbeleid)

*opleidingen*]:

- k. Level: The level of a component according to the abstract structure as defined in the framework document of the Leiden University Register of Study Programmes;<sup>1</sup>
- l. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- the writing of a thesis,
  - the writing of a paper, the design and implementation of a project, or the creation of a technological design,
  - the implementation of a research assignment,
  - the participation in fieldwork or an excursion,
  - the completion of a traineeship, or
  - the taking part in another educational activity aimed at acquiring particular skills;
- m. Programme: A coherent set of components, aimed at the realisation of well-defined goals in the area of knowledge, understanding and skills that a graduate of the programme is supposed to have acquired. Each programme ends with a final examination.
- n. Student: a person registered with Leiden University for the purpose of taking courses, and/or the sitting of examinations and the taking of examinations of the programme;
- o. The Act: The Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek] (WHW).
- p. Working day: Monday to Friday, excluding public holidays;
- q. Supervisor: the examiner who guides the student in the research and writing of the thesis and evaluates the result;
- r. Second examiner: the examiner who assesses and grades the final thesis after the supervisor has approved the thesis for assessment;
- s. Master's thesis: the result of one of the practicals as referred to under l.

Other terms have the meaning assigned to them in the Act.

### Article 1.3 **Codes of conduct**

1.3.1 The Code of Conduct for Teachers and Students in ICT-supported Education,<sup>2</sup> as well as (additional) faculty codes of conduct, apply to the programme and its courses.

1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students<sup>3</sup> applies and is intended to create a framework for a good, safe and stimulating work and study environment within Leiden University, in which teachers and students associate with each other respectfully and in which mutual acceptance and trust are important values.

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<sup>2</sup> The Code of Conduct for Teachers and Students in ICT-supported education was adopted by the Executive Board on 30 June 2005 and can be found on the following website: [www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html](http://www.regulations.leiden.edu/education-students/code-of-conduct-in-ict-supported-education.html)

<sup>3</sup> The Code of Conduct for the Behaviour of Teachers and Students was adopted by the Executive Board on 19 October 2010 and can be found at the following website: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

## Chapter 2 Description of the Programme

### Article 2.1 Objectives of the Programme

The Master of Science program in Public Administration is an academic programme that emphasizes the ability to understand and analytically apply insights from different approaches within Public Administration to problems of policymaking and public sector management. The program aims to educate students to become scientifically trained public administration experts in a broad sense. The program is rooted in social science research and aims to teach students to develop a critical attitude and adopt a perspective of scholarly independence. The programme strives to convey both general knowledge of the core themes and approaches in Public Administration and an awareness of specific problems and issues in specialized areas such as public management or governance beyond national administrations. Furthermore, the program emphasizes the ability to reflect on the ethical and normative dimensions of government and their consequences for the behavior of government officials and civil servants. The graduate is thus capable of recognizing and analyzing a broad range of complex problems in the domain of the public sector, both at the national and the international level. The graduate is able to undertake independent research at graduate level, applying a broad range of theoretical approaches relevant to public administration.

### Article 2.2 Specialisations

The programme Public Administration offers the following specialisations:

- Governing Markets: Regulation and Competition
- International and European Governance
- Public Management: Between Politics and Policy

### Article 2.3 Achievement Levels

Graduates of the programme have reached the following achievement levels:

#### *A. Knowledge and understanding:*

A Master's student in PA has:

- 1.1. Knowledge and advanced understanding of the broad intellectual tradition of Public Administration and insight into the most important public administration theories;
- 1.2. Knowledge and advanced understanding of dynamic processes in society as well as in government at various levels, and their interconnectedness, with specific emphasis on a defined area of expertise depending on the chosen Master's specialization;
- 1.3. Knowledge and advanced understanding of normative issues and ethics of government;
- 1.4. Knowledge and understanding of the distinctive nature of governance in the public sector including the functioning of organizations, policymaking, management, and public service delivery in a multi-actor and multi-level context. This includes specific emphasis on one distinct area of knowledge in which the students are expected to apply general knowledge and analyse issues relevant to that specific specialization.

#### *B. Applying knowledge and understanding:*

A Master's student in PA has:

- 2.1. Skills in defining and analyzing problems in the public sector, both theoretically as well as empirically, and suggesting policymaking solutions;
- 2.2. Advanced capacity to develop and implement empirical research based on a suitable theoretical

- framework using quantitative and/or qualitative research methods;
- 2.3. Skills in combining and applying knowledge in the field of Public Administration, including relevant insights from law, political science, economics, and sociology;
  - 2.4. Advanced capacity to make arguments and to reflect upon the arguments of others; and
  - 2.5. Awareness of relevant normative and ethical issues, particularly the principles of democratic government, good government, and reliable government.

#### *C. Communication and skills:*

A Master's student in PA has:

- 3.1. Advanced capacity to function effectively in positions related to governance in the public sector;
- 3.2. Advanced capacity to function in multi- and inter-disciplinary teams as a broker between specialists;
- 3.3. Advanced capacity to use argumentative and communication skills in oral and written presentation; and
- 3.4. Critical attitude and international orientation.

#### **Article 2.4 Structure of the Programme**

The programme offers full-time tuition only. The programme consists of core courses, specialisation courses and electives. The specialisation courses together with the master's thesis form a track within the master's programme Public Administration.

#### **Article 2.5 Study Load**

The course load of the programme is 60 credits.

#### **Article 2.6 Start of the Programme; Uniform Structure of the Academic Year**

The programme starts on 1 September and 1 February of every year. As far as courses are concerned, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters.<sup>4</sup>

#### **Article 2.7 Final Examination of the Programme**

The programme includes a final examination.

#### **Article 2.8 Language of Instruction**

In compliance with the Code of Conduct on the Language of Instruction and Examination [*Gedragcode voertaal*<sup>5</sup>] the language(s) of instruction and examination in the programme are English and Dutch.

Students are expected to have an adequate command of the language(s) of instruction of the programme.

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<sup>4</sup> The uniform structure of the academic year and the explanatory notes to the new semester structure were adopted by the Executive Board on 14 October 2004 and reviewed on 12 January 2010.

<sup>5</sup> The Code of Conduct on the Language of Instruction and Examination [*Gedragcode voertaal*] was adopted by the Executive Board on 28 May 2013 and can be found on the following website: [media.leidenuniv.nl/legacy/language of instruction.pdf](http://media.leidenuniv.nl/legacy/language%20of%20instruction.pdf)

## Article 2.9 **Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO) and complies with the applicable national and international quality requirements, and with the quality standards with regard to teaching set out in the framework document Leiden University Register of Study Programmes.

# Chapter 3 **Curriculum**

## Article 3.1 **Compulsory Components**

- 3.1.1 The programme includes compulsory components totalling a study load of 60 credits. These compulsory components include the specialisation courses and/or electives from which a student is obliged to choose.
- 3.1.2 The e-prospectus contains a further specification of the study load, the level,<sup>6</sup> the contents and the structure of the curriculum components.
- 3.1.3 If fewer than 8 students participate in a non-mandatory course (a specialization course or an elective), the departmental board may decide not to offer this course or to offer it in a different form; in this case, students will be offered an alternative.
- 3.1.4 If more than 30 students participate in a non-mandatory course (a specialization course or an elective), the departmental board may decide not to offer this course or to offer it in a different form; in this case, students will be offered an alternative.

## Article 3.2 **Freedom of Choice**

- 3.2.1 Not applicable.
- 3.2.2 Not applicable.
- 3.2.3 In addition to the components taught at this university and subject to the approval the Board of Examiners, optional courses may also include , components offered by other Dutch universities or a foreign university or another legal entity offering accredited programmes (for first-degree programmes).
- 3.2.4 A student who is enrolled for the programme can, with the permission of the most apt Board of Examiners, put together a programme consisting of components which are taught by an institution to which a final examination is attached. In granting permission, the Board of Examiners will also indicate under which programme of the institution this programme is intended to fall.<sup>7</sup>

## Article 3.3 **Practicals**

- 3.3.1 The e-prospectus lists for each component which practicals they include, what the nature of these practicals is, and the student's workload for these practicals, as well as whether participation in these practicals is mandatory for entry to the examination of the component. The Board of Examiners may grant exemption from a practical, in which case the Board may or may not impose alternative requirements.

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<sup>6</sup> In accordance with the 'abstract structure' as described in the framework document Leiden University Register of Study Programmes.

<sup>7</sup> In accordance with Section 7.3d of the Act ('free programme in Academic Education').

3.3.2 The e-prospectus specifies the scope and study load of the final report. It also contains a description of the standards that the final report must meet and the further procedure applying to the supervision.

#### **Article 3.4 Participation in courses**

Participation in courses takes place in order of registration, with the provision that students who are registered in a programme are guaranteed access to the obligatory courses of that programme.

#### **Article 3.5 Recording Lectures**

Students are not allowed to make audio or video recordings of lectures without explicit prior permission from the relevant lecturer. Should such permission be granted, the student is only legally allowed to use the recording for his/her own use; all forms of duplication or publication of the recordings are prohibited.

## **Chapter 4 Examinations, Final Examination and Further Education**

#### **Article 4.1 Frequency of Examinations**

- 4.1.1 For each component offered in an academic year, examinations will be held twice during that year.
- 4.1.2 If a component contains a practical, students may only sit the examination as referred to in paragraph 4.1.1 if they have successfully completed the practical, unless the Board of Examiners decides otherwise.
- 4.1.3 If the mark for a component is made up of several partial marks, it is possible to deviate from the number of examinations as referred to in 4.1.1. Where applicable, this is stated in the e-prospectus.
- 4.1.4 In accordance with Section 7.13, second paragraph under (h) of the Act, the e-prospectus specifies the dates of the examinations.
- 4.1.5 The student is required to sit the examination on the first occasion after the course has ended, unless the Board of Examiners decides otherwise in individual cases.
- 4.1.6 Admission to a second opportunity to sit the examination is subject to certain conditions set by the Board of Examiners. These conditions are specified in the Rules and Regulations of the Board of Examiners.
- 4.1.7 In special cases, the Board of Examiners may allow for an additional resit, at the student's request.
- 4.1.8 If an examination has been passed successfully, the opportunity to do a resit for this particular component lapses. Should a student nevertheless take part in a resit without explicit permission from the Board of Examiners, no grade will be given. The result of the first test will remain valid.

#### **Article 4.2 Obligatory Order**

- 4.2.1 The e-prospectus specifies which components with their attendant examinations cannot be taken before the examinations of one or more other components have been successfully completed.
- 4.2.2 For the components and their attendant examinations which must be completed in a given sequence, the Board of Examiners may in special cases, and upon motivated written request of the student, decide on a different sequence.

### Article 4.3 **Examination Formats**

- 4.3.1 The e-prospectus states whether assessment may take place by means of either a written or oral examination or a skills test.
- 4.3.2 In special cases, on request of the student, the Board of Examiners may allow the student to take the examination in a manner that deviates from the one prescribed in the e-prospectus.
- 4.3.3 Students with a disability or chronic illness may take examinations in a manner that has been adjusted to their particular disability, in order to accommodate their disability as much as possible. These adjustments may not affect the quality or level of difficulty the examination. If necessary, the Board of Examiners will seek expert advice, as provided for in the Protocol on Studying with a Disability, before reaching a decision.
- 4.3.4 The Board of Examiners decides upon requests to adjust the manner in which examinations are taken.
- 4.3.5 The examination shall take place in the Dutch language or in another language, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragcode voertaal*].
- 4.3.6 Students will be assessed on an individual basis if a component involves presentations, research, reports or other course activities that require students to work in groups.

### Article 4.4 **Oral Examinations**

- 4.4.1. An oral examination may involve only one student at a time, unless the Board of Examiners has decided otherwise.
- 4.4.2. At least two examiners are present during an oral exam, unless the Board of Examiners or the examiner concerned has decided otherwise owing to special circumstances.

### Article 4.5 **Rules set by the Board of Examiners**

- 4.5.1 In accordance with Section 7.12b (3) of the Act, the Board of Examiners has set out rules concerning the execution of their tasks and responsibilities and the measures they can take in this respect. The Board of Examiners has formulated a number of rules and regulations for this contingency.
- 4.5.2 The Board of Examiners guarantees the right of a student to appeal against decisions of the Board or the examiners.
- 4.5.3 In addition, the Board of Examiners is responsible for formulating a procedure for the appointment of a first and second examiner for the final report, as well as the procedure surrounding the assessment of the final report and how the responsibilities, including determining the mark, are divided between the first and the second examiner.

### Article 4.6 **Assessment**

- 4.6.1 Immediately after the oral examination, the examiner shall inform students of their results and hand them a written notification of these results.
- 4.6.2 Within fifteen working days after the date of the examination or test, the examiner shall mark any written examination or other test and provide the administration office of the department with the information necessary to present the student with a written or electronic notification of the examination results.
- 4.6.3 If the examiner is unable to comply with the period of 15 working days specified in article 4.6.2, the student shall be notified thereof within said time limit. The student shall also be informed of the relevant procedure in such cases.



4.6.4 The result of the examination shall be expressed as a whole or fractional number with one decimal between 1.0 and 10.0, including both limits. The result shall not be expressed as a number between 5.0 and 6.0.

4.6.5 The examination is considered to be successfully completed if the result is 6 or higher.

4.6.6 The successful completion a practical may qualify as the successful completion of an examination in the sense of Article 7.10 of the Act.

4.6.7 The written or electronic notification of the examination result informs students of their right to inspect their marked examination papers referred to in Article 4.8 below and of the appeals procedure.

4.6.8 The Board of Examiners formulates regulations which specify the conditions under which the Board may exercise its authority as specified in Section 7.12b (3) of the Act to determine that not every examination needs to be successfully completed and/or what the conditions are under which the results of partial examinations can compensate for one another. These regulations are included in the Rules and Regulations of the Board of Examiners.

#### **Article 4.7 Period of Validity of Results**

4.7.1 Every examination and exemption granted has a validity period of 3 years.

4.7.2 The Board of Examiners may, in accordance with the guidelines it has formulated, and at the request of the examination candidate, extend the period of validity by one year each time (Article 4.9 of the Rules and Regulations of the Board of Examiners).

#### **Article 4.8 Access to Marked Examinations and Evaluation**

4.8.1 Students have the right to view their marked examination for a period of thirty days following the publication of the results of a written examination.

4.8.2 During the period referred to in 4.8.1, the examination questions and assignments, as well as – if possible – the marking criteria, may be inspected.

4.8.3 Students are given the option to review their marked tests or papers, and receive feedback on their grades at a pre-determined time. The review moment will be announced in advance at the time when examination results are made known.

4.8.4 The Board of Examiners is authorised to decide whether feedback on the test will be organized collectively or individually.

4.8.5 The Board of Examiners determines where and when the evaluation will take place.

4.8.6 Students who, due to circumstances beyond their control, are unable to attend the evaluation referred to in paragraph 4.8.3 shall be granted another opportunity for evaluation, if possible within the period referred to in 4.8.1.

#### **Article 4.9 Exemption from Examinations and/or Practicals**

At the student's request and after consultation with the examiner involved, the Board of Examiners may grant the student exemption from one or more examinations or practicals under the following conditions:

- The student has successfully completed, at a university or an institute of higher professional education, a programme component that is similar in content and level to the component for which the student requests exemption, or
- The student has demonstrated, through relevant work or professional experience, that he or she has acquired sufficient skills and knowledge in relation to the relevant component.

## Article 4.10 **Final Examination**

- 4.10.1 The student will be awarded a diploma by the Board of Examiners once he or she can provide sufficient proof that all the tests of the final examination have been successfully completed and the student is in possession of a bachelor's degree as referred to Article 5.1 or a proof of admission as referred to in Article 5.2.
- 4.10.2 The Board of Examiners is entitled to perform an additional test of the knowledge, understanding and skills of the examination candidate and assess the results.
- 4.10.3 Graduation does not take place before the Executive Board has declared that all procedural requirements (including the requirement to pay tuition fees) have been met. One diploma will be awarded for each programme. It is recorded on the diploma that the programme or the specialisation has been delivered by Leiden University.
- 4.10.4 Pursuant to the regulations referred to in Section 7.11 (3) of the Act a student who is entitled to graduate may ask the Board of Examiners to postpone the event, as long as the enrolment period for the programme in question has not exceeded the nominal duration of studies plus one year.
- 4.10.5 This request must be submitted within five working days of the student receiving his or her examination results. In this request the student must state when he or she wishes to graduate.
- 4.10.6 The Board of Examiners can also approve the request if not approving it would lead to extreme unfairness.
- 4.10.7 A supplement written in English complying with the agreed European standard format is attached to the degree certificate. The certificate also includes a translation of the certificate and a Latin certificate.

## Article 4.11 **The Degree**

- 4.11.1 A degree of Master of Science is awarded to those who have passed the final examination of the programme.
- 4.11.2 The degree certificate states the degree awarded.

## Article 4.12 **Distinctions**

- 4.12.1 The Board of Examiners may attach a distinction to the result of a final examination.
- 4.12.2 The distinction is determined on the basis of the weighted average of all the components, with the exception of the components for which an exemption was granted and components for which the student only obtained proof of attendance.
- 4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) of each component by the highest grade awarded for this component, then adding these up, and finally dividing the result by the number of study credits obtained.
- 4.12.4 The diploma and the diploma supplement will contain the 'cum laude' distinction if the following conditions are met:
- All courses were completed with a minimum grade of 7.0.
  - The weighted average of the student is 8.0 or higher.
  - The grade for the master's thesis is 8.0 or higher.
  - The master's final examination was completed within two years.
- 4.12.5 The diploma and diploma supplement will contain the 'summa cum laude' distinction if the following conditions are met:

- All courses must be completed with a minimum grade of 8.0.
- The student must have a weighted average grade of 9.0 or higher.
- The master's thesis was graded 9.0 or higher.
- The master's final examination was completed within one year.

4.12.6 Other considerations may play a role in determining whether a student is awarded a distinction. Examples include such aspects as the development of the student throughout his/her study programme, possible exceptional performances on the part of the student in completing the final assignment or thesis, or other relevant exceptional circumstances.

4.12.7 If a student was found guilty of fraud in the course of his or her studies, he or she will not be awarded a distinction.

4.12.8 The distinction awarded by the Board of Examiners may not deviate by more than 0.5 credits from the distinction indicated by the weighted average.

#### Article 4.13 **Further Education**

The diploma awarded grants access to the PhD track.

## Chapter 5 Admission to the Programme

### Section 5.1 Admission

#### Article 5.1 **Confirmation of Admission**

5.1.1 A confirmation of admission can be issued by the Faculty Board if the student fulfils the entry requirements specified in Article 5.2 in so far as the maximum number of enrolled students as determined by the Executive Board for the programme is not exceeded.

5.1.2 The confirmation of admission must be applied for according to the rules set out in the Regulations for Admission to the Master's programmes.<sup>8</sup>

#### Article 5.2 **Admission to the academic year 2014-2015**

5.2.1 Without prejudice to the stipulations of Article 5.1.1 regarding maximum capacity, persons who are in possession of the following degree are granted direct admission to the programme:

- A Bachelor's degree obtained after completion of the Bestuurskunde programme at Leiden University.

5.2.2 Without prejudice to the stipulations in Article 5.1.1 regarding maximum capacity, persons who do not meet the entry requirements set in 5.2.1 will be granted admission to the programme:

- If they are in possession of a bachelor's degree from a university programme, or can demonstrate that they meet the requirements set by such a degree; and:

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<sup>8</sup> The Regulations for Admission to Master's Programmes of Leiden University was established by the Executive Board on 27 April 2005 and modified by degree on 20 December 2005 and 6 March 2007; it can be found on the following website: [www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html](http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html)

- If they are in possession of qualities in the areas of knowledge, understanding and skills which should have been acquired by the end of the bachelor's programme referred to in Article 5.1; and
- If they have, in the opinion of the Faculty Board, sufficient command of the language(s) of instruction of the programme to be assessed by the board of admissions, based on the following tests:

TOEFL: internet based 100, computerbased 250, paper based 600

IELTS: test level 7

5.2.3 Not applicable

### Article 5.3 Admission to the academic year 2015-2016

5.3.1 Direct admission is not applicable.

5.3.2 Without prejudice to the stipulations in Article 5.1.1 regarding maximum capacity, persons who do not meet the entry requirements set in 5.3.1 will be granted admission to the programme:

- If they are in possession of a bachelor's degree obtained after completion of the Bestuurskunde programme at Leiden University; and:
  - If they have, in the opinion of the Faculty Board, sufficient motivation for the programme evidenced by a motivation letter; or
- If they are in possession of a bachelor's degree from a university programme, or can demonstrate that they meet the requirements set by such a degree; and:
  - If they are in possession of qualities in the areas of knowledge, understanding and skills which should have been acquired by the end of the bachelor's programme referred to in Article 5.1; and
  - If they have, in the opinion of the Faculty Board, sufficient motivation for the programme evidenced by a motivation letter; and
  - If they have, in the opinion of the Faculty Board, sufficient command of the language(s) of instruction of the programme to be assessed by the board of admissions, based on the following tests:

TOEFL: internet based 100, computerbased 250, paper based 600

IELTS: test level 7

5.3.3 Not applicable

### Article 5.4 Deficiencies

5.4.1 Students who possess a bachelor's degree or an equivalent diploma but who nevertheless still have 1 study credit worth of deficiencies, can be admitted to the programme if it can be reasonably expected that they will be able to meet the entry requirements within a reasonable period of time.

5.4.2 Students who still have deficiencies as referred to in 5.4.1 may follow the course, after being admitted to the programme, but they may not take final examinations or examinations which are specified by the Faculty Board in their decision to allow admission.

5.4.3 For admission as referred to in 5.4.1, the Admissions Board will formulate a catching up programme with examination opportunities.

5.4.4 If on the grounds of 5.4.1 a student is admitted to the programme, the tests which must be completed in order to fulfil the entry requirements do not in any way form part of the curriculum of the master's programme.

#### **Article 5.5 Bridging Programmes (Premasters)**

5.5.1 The department had organised bridging programmes in order to remedy deficiencies; these programmes are announced in the e-prospectus.

5.5.2 Information regarding the bridging programmes can be requested from the department.

5.5.3 The bridging programme must be successfully completed within one semester and in a single attempt to be admitted to the programme.

5.5.4 The bridging programme cannot be followed more than once by a student.

## **Chapter 6 Student Counselling and Study Advice**

#### **Article 6.1 Student Progress Report**

6.1.1 The department administration keeps records of the study results of individual students.

6.1.2 The department administration provides each student with an overview of the study results obtained at least once a year.

6.1.3 If, in the opinion of the department, the student is seriously lagging behind compared with the required study progress, the department will draw the student's attention to the possibility of support in formulating a study plan.

#### **Article 6.2 Introduction and Student Counselling**

The department provides an introduction and counselling for all students.

#### **Article 6.3 Supervision of the Final Assignment**

6.3.1 The student makes a plan for the final assignment together with the supervisor as referred to in 3.3.2. This plan is based on the study load specified for this component in the appendix referred to in 3.3.2.

#### **Article 6.4 Professional Sports**

Students who play sports at a professional level are offered the opportunity to adjust their study programme to their sporting activities wherever possible. The department follows the guidelines drawn up by the Executive Board to determine who fits into this category.

#### **Article 6.5 Disability or chronic illness**

Where possible, students with a disability or chronic illness are offered the opportunity to adjust their study programme in accordance with the limitations resulting from their disability or illness. These adjustments will be made as much as possible in accordance with the limitations resulting from their disability or illness but may not affect the quality or level of difficulty of a course unit or the examination programme. The Board of Examiners will give every consideration to the limitations of each individual student, however the Board also will bear in mind the achievement levels of the programme and the proportionality of the possible adjustments.

## **Chapter 7      Transitional Provisions**

### **Article 7.1      Provisions Concerning Students Previously Enrolled in the Programme**

- 7.1.1    As of 1 September 2012, for students who are enrolled in the programme for the first time, the Course and Examination Regulations apply for the duration of one year.
- 7.1.2    Not applicable.
- 7.1.3    For students who were enrolled in the programme for the first time before 31 August 2012 at a time no longer than five years before the date on these regulations entered into force, or upon request of the student, the Board of Examiners may choose to apply the Course and Examination Regulations as it was in any year no longer than five years prior to the date at which these regulations entered into force.
- 7.1.4    If components as referred to in 3.1.1 and 3.2 of the Course and Examination Regulations applicable pursuant to 7.1.1 and 7.1.2 are no longer on offer, the Board of Examiners will indicate components to replace them. If necessary, components may be indicated that are offered by another institution.

## **Chapter 8      Final Provisions**

### **Article 8.1      Amendments**

- 8.1.1    Amendments to these regulations are implemented by a separate order of the Faculty Board with the prior consent of the Faculty Council.
- 8.1.2    Amendments to these regulations which apply to a particular academic year shall be implemented before the beginning of that year and published in the prescribed manner, unless earlier implementation of an amendment to the regulations is strictly necessary and in all reasonableness does not harm the students' interests.
- 8.1.3    Amendments to these regulations may not adversely affect any prior decision pertaining to students taken by the Board of Examiners on the basis of these regulations.

### **Article 8.2      Publication**

The department is responsible for the publication of these regulations, of the rules and guidelines set by the Board of Examiners, and of any amendment to these articles via the university website.

### **Article 8.3      Entry into Force**

These regulations will enter into force on 1 September 2014.

## Appendix: Components of the Master programme Public Administration

	<b>ECTS</b>	<b>Level</b>	<b>Track-course</b>
Public Institutions	5	500	IEG, PM, GM
Public Management	5	500	IEG, PM, GM
Public Policy	5	500	IEG, PM, GM
Public Values & Ethics	5	500	IEG, PM, GM
Research Design	5	500	IEG, PM, GM
Report and Presentation	5	500	IEG, PM, GM
International Organizations and Good Governance	5	500	IEG
Non-State Actors	5	500	IEG
EU Decision making	5	500	IEG
Building Democratic Institutions	5	500	IEG
Governance in de EU: Policies	5	500	IEG
Current Issues in International Organizations	5	500	IEG
Interest Representation	5	500	IEG
Peacebuilding after Conflict	5	500	IEG
Executive Accountability	5	500	PM
Performance Management	5	500	PM
Politicians and Civil Servants	5	500	PM
Democracy, Bureaucracy & Public Choice	5	600	PM
Networking and Performance	5	600	PM
Politics, Governance and Media	5	500	PM
Comparative Public Management	5	500	PM
States, Markets and Politics	5	600	GM
Economics of Regulation	5	500	GM
Future Proof Regulation	5	500	GM
Markets and Competition	5	500	GM
Regulation and Governance	5	500	GM

Markets in the Welfare State	5	500	GM
Thesis	20	500	IEG, PM, GM