



Course and Examination Regulations

Valid from 1 September 2015

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 stipulations 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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- E-prospectus Master Public Administration

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

Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. Board of Admissions: The Board, appointed by the Faculty Board, that is responsible for assessing which applicants will be granted admission to the master's programme. The Board applies the entry requirements, specified in these regulations and, where appropriate, in accordance with the maximum number specified by the Executive Board pursuant to Section 7.30b (3) under (b) of the Act;
- 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 component of the programme as defined in Section 7.3 of the Act. The course load of each component is expressed as whole credits. all components involve 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 study;
- 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 may 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] related 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. Final grade: Grade used to indicate a particular average score or ability;

- k. Leiden University Register of Study Programmes [*Leids universitair register opleidingen*]: Register¹ 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;
- l. 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;¹
- m. Practical: Practical assignment as defined in Section 7.13 (2) (d) of the Act, in one of the following forms:
- writing a thesis
 - writing a paper or creating an artistic outcome,
 - conducting a research assignment,
 - participating in fieldwork or an excursion,
 - completing a traineeship, or
 - taking part in another educational activity aimed at acquiring particular skills;
- n. Programme: A coherent set of components, aimed at achieving well-defined objectives in the area of knowledge, understanding and skills that a graduate of the programme is expected to have acquired. Each programme ends with a final examination.
- o. Student: A person enrolled at Leiden University for the purpose of taking courses, and/or sitting examinations and final examinations of the programme;
- p. Working day: Monday to Friday, excluding public holidays;
- q. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*] (WHW).
- r. Supervisor: The examiner who guides the student in the research and writing of the thesis and evaluates the result;
- s. Second examiner: The examiner who assesses and grades the final thesis after the supervisor has approved the thesis for assessment;
- t. Master's thesis: The result of a practical as referred to under to under m.

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

Article 1.3 Codes of conduct

1.3.1 The programme and its courses are subject to the rules established in the Code of Conduct for Teachers and Students in ICT-supported Education,² as well as (additional) faculty codes of conduct.

1.3.2 The Code of Conduct relating to the Behaviour of Teachers and Students³ applies. This Code is intended to create a framework for a good, safe and stimulating work and study environment within Leiden

¹ The Leiden University Register of Study Programmes [*Leids universitair register opleidingen*] framework document can be found on the following website: www.onderwijs.leidenuniv.nl/onderwijsbeleid

² 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/; the code of conduct of the Faculty Campus The Hague can be found at: <http://campusdenhaag.leiden.edu/students/rules-regulations/code-of-conduct.html>

University, in which teachers and students associate with each other respectfully and in which mutual acceptance and trust are important values.

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 academically 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 en European Governance
- Public Management: Between Politics and Policy

Article 2.3 Achievement Levels

Graduates of the programme have reached the following achievement levels:

Knowledge and understanding

1. Knowledge and advanced understanding of the broad intellectual tradition of Public Administration and insight into the most important public administration theories;
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;
3. Knowledge and advanced understanding of normative issues and ethics of government;
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

³ 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 on the following website: <http://media.leidenuniv.nl/legacy/gedragscode-omgangsvormen.pdf>

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.

Applying knowledge and understanding

5. Skills in defining and analyzing problems in the public sector, both theoretically as well as empirically, and suggesting policymaking solutions;
6. Advanced capacity to develop and implement empirical research based on a suitable theoretical framework using quantitative and/or qualitative research methods;
7. Skills in combining and applying knowledge in the field of Public Administration, including relevant insights from law, political science, economics, and sociology;

Judgement

8. Advanced capacity to make arguments and to reflect upon the arguments of others; and
9. Awareness of relevant normative and ethical issues, particularly the principles of democratic government, good government, and reliable government.

Communication

10. Advanced capacity to function effectively in positions related to governance in the public sector;
11. Advanced capacity to function in multi- and inter-disciplinary teams as a broker between specialists;
12. Advanced capacity to use argumentative and communication skills in oral and written presentation;
13. A critical attitude and international orientation.

Learning Skills

14. The learning skills necessary for maintaining and further developing his/her professional qualities, and, in principle, for entering a PhD-programme;
15. The ability to independently plan and organize subsequent studies.

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 the courses that make up the programme are concerned, the programme is based on the uniform structure of the academic year, with the academic year being divided into semesters.⁴

⁴ The uniform semester structure and the accompanying explanatory notes were adopted by the Executive Board on 14 October 2004 and revised on 12 January 2010.

Article 2.7 **Final Examination of the Programme**

The programme includes a final examination.

Article 2.8 **Language of Instruction**

In line with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*⁵] the language(s) of instruction and examination of the programme is English.

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

Article 2.9 **Quality**

The programme is accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO)⁶ 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 further specifies the actual structure of the programme, i.e. the study load, the level, the content and the structure of the curriculum components.

3.1.3 If fewer than 8 students enroll 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 enroll in a non-mandatory course (a specialization course or an elective), the departmental board may decide to offer this course in a different form; in this case, students will be offered an alternative.

Article 3.2 **Freedom of Choice**

3.2.1 In addition to the components referred to in 3.1.1, students select components totalling a study load of 0 credits.

3.2.2 The choice of components requires the approval of the Board of Examiners.

3.2.3 In addition to the components taught at this university and subject to the approval of the Board of Examiners, students may also select components offered by other Dutch universities or a foreign university or another legal entity offering accredited programmes (for first-degree programmes).

⁵ The Code of Conduct on the Language of Instruction and Examination [*Gedragscode 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)

⁶ The Accreditation Organisation of the Netherlands and Flanders.

3.2.4 Students who are enrolled in the programme can put together their own programme by combining components offered by an institution to which a final examination is attached. This requires the permission of the most appropriate Board of Examiners. In granting this permission, this Board of Examiners also indicates under which programme of the institution the chosen programme should fall.⁷ If necessary, the Executive Board will mandate a Board of Examiners to take this decision.

Article 3.3 Practical

3.3.1 The e-prospectus lists for each component which practicals they include, what the nature of these practicals is, and the students' 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.

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

Article 3.4 Participation in Components

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

Article 3.5 Dissemination of Study Material

3.5.1 Students are not allowed to make audio or video recordings of lectures without the explicit prior permission of 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.

3.5.2 Students are not allowed to disseminate or publish study materials in any shape or form. Students are only authorised to use the materials for their personal use.

Chapter 4 Examinations, Final Examination and Subsequent Education

Article 4.1 Frequency of Examinations

4.1.1 Examinations will be held twice during the academic year for each component offered in 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 once 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, on the condition that the student is at least given the opportunity to successfully complete the component by means of a representative resit test. Where applicable, this is specified in the e-prospectus.

⁷ In accordance with Section 7.3d of the Act ('Individual curriculum in higher education').

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. If a student fails to sit an examination on the first occasion, he or she will be excluded from the resit.

4.1.6 Participation in a second opportunity to sit the examination may be 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 the examination at the end of a component has been completed successfully, and a student takes the resit of this examination without having obtained permission to do so from the Board of Examiners, the results of the last examination will not be assessed.

Article 4.2 **Obligatory Sequence**

4.2.1 The e-prospectus specifies which 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 related examinations that must be completed in a given sequence, the Board of Examiners may in special cases, and following a motivated written request by the student, agree to an alternative sequence.

Article 4.3 **Examination Formats**

4.3.1 The e-prospectus states whether an examination or partial examination will take the form of a written or oral test, or a skills test.

4.3.2 In special cases, at the request of the student, the Board of Examiners may allow the student to take the examination in a manner that deviates from that 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 as far as possible to accommodate their particular disability. 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 Disability⁸, before reaching a decision.

4.3.4 The Board of Examiners will decide on requests to adjust the manner in which examinations are taken.

4.3.5 The examination will take place in English or in another language, in accordance with the Code of Conduct on the Language of Instruction and Examination [*Gedragscode voertaal*].

4.3.6 Students will be assessed on an individual basis in case of presentations, research, reports or other course activities that require students to work in groups.

4.3.7 Completion of the Master's thesis is specified in the e-prospectus.

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.

⁸ <http://www.regulations.leiden.edu/education-students/protocol-on-studying-with-a-diability-at-leiden-university.html>

- 4.4.2. At least two persons, including the examiner, are present during an oral exam besides the student, unless the Board of Examiners or the examiner concerned has decided otherwise, owing to special circumstances, or unless the student objects.

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 sets out rules concerning the execution of their tasks and responsibilities and the measures they can take in this respect.
- 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 supervisor for the Master's thesis, as well as the procedure for assessing the Master's thesis and how the responsibilities, including determining the grade, are divided between the first and the second supervisor.

Article 4.6 Assessment

- 4.6.1 Immediately after an oral examination, the examiner will form his or her assessment and will hand the student a written notification of the outcome.
- 4.6.2 The examiner will mark any written examination or other test within fifteen working days after the date of an examination or test, will and provide the administration office of the department with the information necessary to give the student a written 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 will be notified thereof within the specified time limit. The student will also be informed of the relevant procedure in such cases.
- 4.6.4 The result of the examination will be expressed as a whole number or a number with one decimal between 1.0 and 10.0, including both limits. The result will not be expressed as a number between 5.0 and 6.0.
- 4.6.5 The result of the examination is considered to be a pass if the result is 6.0 or higher.
- 4.6.6 The successful completion of a practical may qualify as the successful completion of an examination in the sense of Section 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 as referred to in Article 4.8 below and of the appeals procedure.
- 4.6.8 The Board of Examiners formulates regulations that 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 a minimum of the nominal duration of the study programme + 1 year.
- 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).

4.7.3 The validity period referred to in paragraphs 4.7.1 and 4.7.2 begins on 1 September of the academic year following the date on which the grade or exemption was granted.

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 The marked test will be reviewed at the request of the student. The opportunity to do so will be announced together with the examination results.

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

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

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

Article 4.9 Exemption from Examinations and/or Practicals

4.9.1 At the student's request and following 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 it becomes clear that the final examination has been successfully completed and the student is in possession of a bachelor's degree or a proof of admission as referred to in Article 5.2.2.

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 will 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 programme or the specialisation has been delivered by Leiden University.

4.10.4 Pursuant to the regulations⁹ 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 graduation.

⁹ Leiden University Regulation on postponement of graduation: <http://www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-uitstel-afastuderen-universiteit-leiden.html>

- 4.10.5 This request must be submitted within five working days of the student being informed of his or her examination results via the appropriate form.
- 4.10.6 The Board of Examiners will approve the request if the student has not been enrolled in the programme for longer than 4 years. In exceptional cases, the Board of Examiners may decide to act otherwise.
- 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 persons who have passed the final examination of the programme.
- 4.11.2 The degree certificate states the degree awarded.

Article 4.12 **Final Grade**

- 4.12.1 Every result of a final examination is awarded a final grade.
- 4.12.2 The final grade is determined on the basis of the weighted average of all the examinations, with the exception of components for which an exemption has been granted and components for which the student only obtained proof of attendance. Components which were completed in other departments including departments abroad have to be approved by the Board of Examiners.
- 4.12.3 The weighted average of all grades is determined by multiplying the number of study credits (EC) for each component by the grade awarded for this component, then totalling these figures, 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 components have been completed with a minimum grade of 6.0.
 - The weighted average of the student is 8.0 or higher.
 - The grade for the master's thesis is 8.0 or higher.
- 4.12.5 The diploma and diploma supplement will specify the 'summa cum laude' distinction if the following conditions are met:
- All components have been completed with a minimum grade of 6.0.
 - The student has a weighted average grade of 9.0 or higher.
 - The grade for the master's thesis is 9.0 or higher.
- 4.12.6 In exceptional cases, the Board of Examiners may decide to award a distinction, on the condition that the grades obtained do not diverge from the specifications in paragraphs 4 and 5 above by more than 0.5 points. These exceptional cases might involve such considerations 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 has been subject to a disciplinary measure as a result of irregularity, fraud or plagiarism, no distinction will be awarded.

Article 4.13 **Further Education**

The diploma awarded grants access to a PhD track.

Chapter 5 Access and 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 Articles 5.2 and 5.3 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.¹⁰

Article 5.2 Admission

5.2.1 Direct admission is not applicable

5.2.2 Without prejudice to the stipulations in Article 5.1.1 regarding maximum capacity, persons 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 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, computer based 250, paper based 600

IELTS: test level 7

5.2.3 Not applicable

Article 5.3 Deficiencies

5.3.1 Students who possess a bachelor's degree or an equivalent diploma but who nevertheless still have a deficiency of 1 study credit, can be admitted to the programme if they can reasonably be expected to meet the entry requirements within an acceptable period of time.

¹⁰ The Regulation on Admission to Master's Programmes can be found on the following website: www.reglementen.leidenuniv.nl/onderwijs-onderzoek/regeling-toelating-masteropleidingen.html

- 5.3.2 Students who still have deficiencies as referred to in 5.4.1 may follow the programme, once they have been admitted, but they may not take any final examinations or examinations that are specified by the Faculty Board in their decision to allow admission.
- 5.3.3 For admission as referred to in 5.4.1, the Board of Admissions will formulate a remedial programme with examination opportunities.
- 5.3.4 If a student is admitted to the programme on the grounds of 5.4.1, the tests that 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 5.4 Bridging Programmes (Pre-masters)

- 5.4.1 The programme has established a bridging programme in order to remedy deficiencies; these programmes are announced in the e-prospectus.
- 5.4.2 Information regarding the bridging programmes can be requested from the department.
- 5.4.3 The bridging programme must be successfully completed within one semester and in a single attempt to be admitted to the programme.
- 5.4.4 The bridging programme cannot be followed more than once by a student.
- 5.4.5 Components which may be obtained in another bridging programme of the Institute cannot be used to replace components in the Public Administration/ Crisis and Security Management bridging programme. This also applies vice versa.
- 5.4.6 The bridging program for the Masters Public Administration and Crisis and Security Management is identical. Students who have failed to complete the bridging program for the Crisis and Security Management Masters Programme successfully can therefore not sign up at a later stage for the bridging of Public Administration. This also applies vice versa.
- 5.4.7 Students are admitted to the bridging program on the basis of demonstrated academic capacity, English proficiency as established in 5.3.2 of this OER, and affinity to the subject of the applied for Master programme, as evidenced by professional experience, completed courses and specializations, or other means.

Chapter 6 Student Supervision and Study Advice

Article 6.1 Student Progress Report

- 6.1.1 The department administration maintains 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, a student has a serious delay compared with the nominal 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 Supervision

The department provides an introduction and counselling for all students.

Article 6.3 Supervision of the Master's thesis

6.3.1 The student will make a plan for the thesis together with the supervisor as referred to in 3.3.2. This plan will be based on the study load specified for this component in the appendix referred to in 3.3.2.

Article 6.4 Professional-level Sports

Students who play a sport at professional level are offered the opportunity to adjust their study programme to their sporting activities wherever possible. The department will determine who falls within this category in line with the guidelines drawn up by the Executive Board.

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 arising from their disability or illness. These adjustments will be made as far 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 possible adjustments.

Article 6.6 Stay Abroad and Traineeship

For students who may suffer from a demonstrable delay in their studies as a result of a stay abroad or traineeship that has been approved by the Board of Examiners, particular measures will be put in place to limit the delay.

Chapter 7 Transitional Provisions

Article 7.1 Provisions Concerning Students Previously Enrolled in the Programme

7.1.1 As of 1 September 2012, the Course and Examination Regulations apply for the duration of one year for those students who are enrolled in the programme for the first time.

7.1.2 Not applicable

7.1.3 For students who were enrolled in the programme for the first time before 31 August 2012 the Board of Examiners may decide - at a time no longer than five years prior to the date on which these regulations entered into force, or at the request of the student - to apply the Course and Examination Regulations as they applied in any year no more than five years prior to the date on 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 pursuant to 7.1.1, 7.1.2 or 7.1.3 are no longer offered, the Board of Examiners will indicate components to replace them. If necessary, components may be proposed 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 will 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 publishing these regulations, the rules and guidelines set by the Board of Examiners, and any amendment to these articles via the university website.

Article 8.3 **Entry into Force**

These regulations will enter into force on 1 September 2015.