



## **Master of Public Policy**

### **Study, Examination, and Admission Rules**

With its resolution of 20 April 2016, the Academic Senate of the Hertie School of Governance issued the following rules:<sup>1</sup>

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<sup>1</sup> Approved by the Senator for Education, Science and Research of the Federal State of Berlin on 18 August 2016.

## **I. Study Rules**

### **§ 1 Object**

These study rules regulate the aim, structure and content of the study programme Master of Public Policy (MPP) offered at the Hertie School of Governance.

### **§ 2 Aim of the Study Programme**

- (1) The Master of Public Policy programme addresses the changing nature of public decision-making, the interaction of actors who participate in these processes, and the policy outcomes they produce.
- (2) The aim of the study programme is to provide students with the knowledge, academic skills and abilities required for the professional qualification of young executives in politics, administration, business, and civil society. To this end, the study programme conveys essential knowledge, skills and methods to understand and cope with public policy.
- (2) As a professional programme, the Master of Public Policy combines academic excellence and problem orientation in its teaching content and formats.
- (4) The study programme qualifies students for a career at the interfaces of government, administration, business, and civil society. Graduates of the Master of Public Policy Programme are qualified to take up positions in:
  - federal and local government,
  - research institutions, think tanks, or consulting firms,
  - non-governmental organisations,
  - private companies,
  - other organisations requiring competence in quantitative analysis or public management.

The graduates are also qualified for an academic track and for pursuing a doctoral degree.

### **§ 3 Structure and Contents of the Study Programme**

- (1) To complete the study programme, a total of 120 credit points must be earned from the following modules:

- I. Foundations of Public Policy
- II. Economics
- III. Tools of Public Policy
- IV. Professional Development
- V. Advanced Tools
- VI. Portfolio
- VII. Master Thesis

- (2) Core Curriculum

The first year of study provides students with the essential knowledge, tools, and skills to understand and cope with public policy. Students obtain a foundation in governance and policy-making, law, and economics and are provided with the basic tools of public management and policy analysis in their first and second semesters (Modules 1-3). The professional development module complements this foundation by providing students with insights in the day-to-day work of an institution of public policy and supporting them to elaborate their professional skills (Module 4).

(3) **Advanced Curriculum**

In the second year of study, students practice tools and deepen knowledge acquired in the first year. Depending on the chosen concentration, they refine their competences in policy analysis methods or management and organisation tools by attending a minimum of two electives in their concentration during the second year of study (Module 5). In addition, they select four elective courses from the MPP elective portfolio in order to focus on a policy field (Module 6). At the same time, students work on their master thesis, proving the ability to work academically and apply their theoretical knowledge to solve a practical policy problem (Module 7).

(4) The recommended course of study is specified in the study plan (appendix 1). Additional details on qualification objectives, teaching content, and student work load of the different modules and module units are specified in the module handbook (appendix 2).

#### **§ 4 Teaching Formats**

(1) Lectures are selectively offered in the core curriculum. They give a broad overview on the relevant models, concepts, the basic methods, and the disciplinary way of thinking in core fields of the programme. Lectures are usually complemented by lab sessions which give students the opportunity to discuss and elaborate upon topics addressed in the lecture together in small interactive groups.

(2) Seminars in the core curriculum introduce students to relevant models, concepts, basic methods, and the way of disciplinary thinking in core fields of the programme. Teaching is based on the active participation of students and the interaction between instructor and participants.

(3) Seminars in the advanced curriculum are offered by different types of instructors, thus providing diverse perspectives and learning experiences to the students: Faculty members usually build their seminars on on-going research interests, thus linking teaching to cutting-edge policy research. Guest instructors from academia or think tanks present additional academic perspectives to the students. Practitioners offer direct insights into concrete public policy problems from the perspective of a policy actor and introduce students to the relevant current debates in real-world public policy. Tools-oriented seminars familiarise students with policy analysis methods and public management tool and usually provide students the possibility to put them practice.

(4) Additional teaching formats are used in the professional development module: Students work in teams on a real-world public policy project in the project course which is usually offered in cooperation with a public policy related practice partner. Skills workshops are offered as bloc seminars and develop the students' professional skills to facilitate their entry in the job market.

## **II. Examination Rules**

### **§ 5 Object**

These Examination Rules regulate the study and examination requirements<sup>2</sup> and their grading, students' formal study obligations, criteria of good academic conduct as well as organisation and procedures of the Examination Committee for the Master of Public Policy (MPP) programme offered at the Hertie School of Governance.

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<sup>2</sup> Examination requirements are numerically graded and affect the student's final grade point average (GPA). Study requirements are graded "pass" or "fail" and do not affect the student's final GPA.

## **§ 6 Examination Committee**

- (1) An Examination Committee is established to fulfil all duties relevant to the course of studies and the examinations. The Committee consists of three members of the core faculty,<sup>3</sup> including one professor serving as programme director who chairs the Committee, as well as the person responsible for the programme in the administration, and one student representative.
- (2) The Academic Senate of the Hertie School of Governance elects the faculty members for a two-year term and the student representative for a one-year term.
- (3) The Examination Committee meets *in camera* and decides by majority vote. The members of the Committee are obliged to maintain secrecy with regard to all matters becoming known to them in their capacity as members of the Committee as far as such information concerns any individual students. The members shall also not discuss Committee matters after their terms end.
- (4) The Examination Committee is responsible for the proper progress of the course of studies. It shall ensure the timely fulfilment of the regulations laid down in these rules by all persons involved.
- (5) The Examination Committee makes and accepts suggestions for the further development of the Examination Rules.
- (6) Credits earned by a student at another university shall be recognised upon approval of the Examination Committee. The Committee shall approve if there are no major differences with regard to study contents, learning objectives, and work load of the respective study or examination requirement.
- (7) A student's professional experience shall be recognized for credit upon approval of the Examination Committee. The Committee shall approve if the professional experience is relevant in respect to contents and learning objectives of the study programme.
- (8) The Examination Committee shall decide in all cases of doubt concerning the application and interpretation of the examination rules.

## **§ 7 Organisation of the Study Programme**

- (1) The language for teaching and for all study and examination requirements of the programme is English.
- (2) The study programme is full-time and consists of four study semesters as well as an internship of at least six weeks. The study programme is, in principle, taught during two consecutive academic years. The internship is completed between the first and second year of study.
- (3) The Examination Committee may in well-founded exceptional cases permit an interruption of the study programme so long as the goals of the programme are not put at risk. The programme can only be interrupted after the first year of study and for a period of 12 months at the most. A written request has to be submitted to the Examination Committee at least three months prior to the beginning of the new semester. The possibility to interrupt the study programme for health or care giving reasons shall remain unaffected by this regulation.

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<sup>3</sup> The core faculty consists of all regular professors at the Hertie School of Governance.

- (4) Upon written request, the Examination Committee can permit that the study programme is extended and organised on a part-time basis for students with serious health problems, disabilities, or other situations such as for care-giving or professional reasons.

### § 8 Students' Formal Obligations

- (1) Participation in all courses during the entire semester is mandatory. In case of non-attendance, students shall submit a written explanation to their course instructor in advance. The instructor shall decide on the justification of the reasons given. In cases of more than two missed course sessions, the instructor shall decide if the student fails the course or if they can meet the learning objectives by fulfilling additional requirements.
- (2) Students are obliged to observe the deadlines set for study and examination requirements. If a deadline is missed, the respective requirement will usually be graded "fail". In well-founded cases, the instructor can accept a late assignment and decide on a grade reduction following defined criteria.
- (3) If an exam or a deadline for a requirement is missed due to illness, a medical certificate must be provided to the student affairs team of the Hertie School no later than three days after the end of the deadline or the missed requirement.

### § 9 Grading

- (1) The grades for all examination requirements are allocated and communicated according to the degree of performance on a numerical scale from 0% to 100%. For the successful completion of an examination, the weighted average grade of all requirements must be at least 50% on the numerical grading scale. Study requirements are graded "pass" or "fail".
- (2) The composition of the student's final grade point average (GPA) and the assessment of individual study and examination requirements are specified in the Module Handbook.
- (3) For requirements which are graded by more than one grader, the final numerical grade shall be the average of the respective individual grades.
- (4) The following grading scale is listed on the backside of the student's transcript for further reference:

German Grade	Numerical Grade	Alphanumeric Grade	Definition
1,0	100-96%	A+	excellent
1,3	95-91%	A	
1,7	90-86%	A-	very good
2,0	85-81%	B+	
2,3	80-76%	B	good
2,7	75-71%	B	
3,0	70-66%	B-	satisfactory
3,3	65-61%	C+	
3,7	60-56%	C	sufficient
4,0	55-50%	C-	
5,0	49-0%	F	fail

- (5) Students can request to be ranked in relation to a defined reference group according to the 'ECTS Grading Table'.

#### **§ 10 Repetition of Examinations**

- (1) An examination is composed of a set of different requirements to be fulfilled during the semester. The weighted average grade of all requirements must be 50% or higher on the numerical grading scale to pass the examination.
- (2) A failed requirement can be repeated twice only if it leads to a failed examination (i.e. if the weighted average grade of all requirements is below 50% on the numerical grading scale). The student shall be given one opportunity to repeat the failed requirement before the start of the subsequent semester.
- (3) For the last repetition of an examination requirement, the Examination Committee shall appoint two graders.
- (4) The regulations concerning the master thesis in § 7(4) shall remain unaffected.

#### **§ 11 Master Thesis**

- (1) Students submit their master thesis to the Examination Committee in their fourth semester. The submission date shall be determined for each academic year by the Examination Committee.
- (2) The master thesis shall be supervised by a member of the core faculty. In well-founded cases, the Examination Committee can appoint a member of the extended faculty as thesis supervisor.
- (3) The written master thesis is graded by the Master Thesis Committee which consists of the thesis supervisor and one member of the core faculty. The numerical grade for the master thesis is constituted by the arithmetic mean of the grades awarded by the members of the Thesis Committee.
- (4) Students who fail their written master thesis can repeat the requirement once. A new submission date shall be set by the Examination Committee.
- (5) Students can work in teams on their master thesis. It has to be ensured that all members of the team contribute to the work at equal parts. The students shall indicate which sections of their thesis they wrote.

#### **§ 12 Academic Degree**

The academic degree "Master of Public Policy" is awarded to candidates who have accomplished all study and examination requirements in the programme. In case of an agreement on a dual degree programme with a partner university, the credits earned at the partner university shall be accepted for transfer to the Hertie School of Governance for the Master of Public Policy degree by the Examination Committee according to § 2(6).

#### **§ 13 Degree Certificate and Final Transcript**

- (1) Students shall receive a certificate with the awarded degree and the completed study programme at the Hertie School of Governance. The degree certificate shall be signed by the Dean and the Chair of the Examination Committee and imprinted with the official seal of the Hertie School of Governance. The certificate shall bear the date of the last exam.

- (2) In addition to the degree certificate, students shall receive a final transcript showing their final GPA on a scale from 0% to 100% as well as the titles and the grades for all study and examination requirements. The transcript shall be signed by the Registrar and imprinted with the official seal of the Hertie School of Governance. The final transcript shall bear the date of the last exam.
- (3) A diploma supplement with additional information on the study programme shall be issued.

#### **§ 14 Students' Right of Appeal**

- (1) If a student feels she/he has not been treated or graded accurately, the student can request a review with the respective instructor.
- (2) If the appeal is not redressed by the instructor, the student shall have the right to submit a written appeal to the Examination Committee. The Committee shall request the instructor to review the grade for the respective requirement. Another grader shall be appointed if the instructor is not available or has a conflict of interest. The Examination Committee shall make a final decision and inform the student about it.
- (3) The student's grades for the respective requirement can go up, down, or stay the same upon review.

#### **§ 15 Good Academic Conduct**

- (1) The Hertie School of Governance is committed to the standards of good academic conduct. Any violation of these standards shall be subject to sanctions.
- (2) Infringements of the standards of good academic conduct include for instance
  - a) to use wordings, ideas or other intellectual work of others in an academic work without clearly indicating the author. The obligation to indicate the authorship of others shall apply irrespective of whether or not the sources used are protected by copyright.
  - b) to deceive, or try to deceive about a study or examination requirement, or in the conduct with students, instructors, administration, or partners of the Hertie School of Governance.
  - c) not to contribute the part of work agreed on and to be contributed according to the principles of fair cooperation in group works which are subject to performance assessment.
- (3) In case of a suspected violation of the standards of good academic conduct, the course instructor shall usually submit the matter to the Examination Committee.

#### **§ 16 Infringement of the Standards of Good Academic Conduct**

- (1) If the Examination Committee suspects an infringement of the standards of good academic conduct, it shall initiate the following proceedings:
  1. inform the student of the allegations in written form and provide them with the opportunity to give their opinion on the allegations
  2. prepare a written summary of the facts including the comments of all parties involved,
  3. decide on an appropriate sanction or, in accordance with § 12(4), submit a recommendation to the Dean.

- (2) If the Examination Committee comes to the conclusion that the accused student has not committed any breach of the principles of good academic conduct this shall be declared in a formal resolution. Upon request of the student, this resolution shall be announced publicly within the university.
- (3) If the Examination Committee determines any violation of the standards of good academic conduct, it shall recommend the following sanctions, taking account of the principle of proportionality:
  - a) grade reduction for the respective requirement,
  - b) failure of the respective requirement,
  - c) failure of the entire examination,
  - d) exclusion from all study abroad programmes,
  - e) exclusion from other benefits provided by the Hertie School of Governance.
  - f) In case of particularly severe, repeated or multiple violations of the standards of good academic conduct, the student shall be relegated from the Hertie School of Governance.
- (4) The decision on sanctions listed under para. 3, lit. a-c shall be made by the Examination Committee. The decision on other sanctions shall be made by the Examination Committee in agreement with the Dean. The respective sanction has to be justified and communicated to the student in written form. The Academic Senate shall be informed.

### **§ 17 Removal from the Register of Students**

- (1) In case of graduation students shall be removed from the register of students at the end of the academic year of their second year of study.
- (2) A premature removal from the register shall take place if a study or examination requirement is irrevocably graded 'fail' as well as if the student is relegated from the Hertie School of Governance due to violation of the standards of good academic conduct in accordance with the proceedings under § 12 or due to violation of standards regulated in the Hertie School's Code of Conduct
- (3) Students who cannot study due to health problems or for care-giving reasons can remain enrolled for four semesters at the most. After four semesters they will be removed from the register of students. They can request to be re-enrolled to continue their studies and complete their degree within a period of two years after their removal from the register of students. The Examination Committee can require the respective student to adapt their study plan.

## **III. Admission Rules**

### **§ 18 Object**

These rules regulate the admission to the Master of Public Policy programme offered at the Hertie School of Governance as well as the grant of scholarships in this programme.

### **§ 19 Admission Requirements**

The admission requirements are

1. a bachelor's degree or equivalent I qualification from a study programme of at least 6 semesters duration (180 ECTS credit points) at a German or foreign institution of higher education



2. a high level of proficiency in written and spoken English.

Professional experience and extra-curricular activities are recommended for candidates who seek admission to the programme.

#### **§ 20 Admissions Committee and Admission Criteria**

- (1) The Admissions Committee decides on admissions in accordance with the guidelines laid down by the Dean as well as on the basis of more detailed regulations to be decreed by the Committee.
- (2) The Committee consists of at least six members of the Hertie School faculty as well as of two members of the administrative staff in an advisory function. The members of the Committee are elected by the Academic Senate for one academic year respectively.
- (3) The Admissions Committee shall decide on the basis of the documents submitted by the applicant and the results of an interview, if applicable. The following criteria are applied: Academic excellence, motivation as well as personal qualification.
- (4) Successful applicants will receive a written notification of admission. With this notification the applicant will be given a deadline for acceptance of the offer of admission. The offer of admission shall expire after this deadline.
- (5) Applicants who are not admitted to the programme shall receive a written notice of rejection.

#### **§ 21 Scholarships**

- (1) Admitted applicants can apply for a scholarship for their studies at the Hertie School. Scholarships are provided in the form of full or partial tuition waivers.
- (2) The management of the Hertie School decides on the provision of scholarships on the basis of the appraisals of the Admissions Committee and in agreement with the chairperson of the Committee.

### **IV. Final Provisions**

#### **§ 22 Coming into Effect and Transitional Provisions**

These rules come into effect upon their publication on 9 September 2016. At the same time, the MPP study, exam and admission rules of 4 June 2015 will become invalid. They shall, however, continuously be valid for students graduating in the academic year 2016/17 who have been matriculated before 1 September 2016.