

Admission-, Study- and Examination Rules Executive Master of Public Administration

On the basis of sec.13 para. 4 item b of the Statutes of the Hertie School of Governance as amended on 1 January 2013, the Academic Senate of the Hertie School of Governance passed the following rules on 4 June 2015.

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§ 1 Object

These rules regulate the requirements for admission to the study programme Executive Master of Public Administration (EMPA) as well as the study and examination requirements¹, and their grading, students' formal study obligations, criteria of academic conduct as well as organisation and procedures of the Examination Committee of the EMPA programme offered at the Hertie School of Governance.

§ 2 Aim of the Study Programme, Academic Degree

- (1) The study programme provides students with the knowledge, academic skills and competences enabling them on the basis of their prior academic qualifications and professional experience to take up executive positions in politics, administration, business and civil society. The profile of the study programme is thus "practice-oriented".
- (2) Upon successful completion of the study programme "Executive Master of Public Administration (EMPA) the academic degree of "Master of Public Administration (MPA)" is awarded.
- (3) Students who have been enrolled before the date of these admission-, study- and examination rules coming into effect shall have the right to choose whether they want to continue their studies and graduate according to the previous or the new rules until the end of their standard period of studies and a transition period of two years.

§ 3 Admission

- (1) The requirements for admission to the EMPA study programme are:
 - A relevant university degree or equivalent academic qualification;
 - A certificate showing that at least 240 ECTS have been achieved before; the recognition of credit points earned otherwise than in the course of a study programme is incumbent upon the admission committee;
 - Relevant professional experience of at least two years acquired after graduation; as well as
 - Proficiency in English (point of reference: C1 according to the Common European Framework of Reference for Languages).
- (2) The certificates regarding the requirements mentioned under paragraph 1 are to be submitted as part of the application documents.
- (3) The Admissions Committee of the EMPA decides on admissions in accordance with guidelines decreed by the Committee and approved by the Dean. The Committee consists of three members of the Hertie School faculty, the person responsible for the EMPA programme in the administration (EMPA Head) as well as one further member of the administration. The members of the committee are elected for one academic year by the Academic Senate of the Hertie School.

¹ Examination requirements are numerically graded and affect the student's final grade point average (GPA). An examination requirement is composed of numerically graded assignments. Study requirements are usually graded "pass" or "fail" and do not affect the student's final GPA.

- (4) The Admissions Committee shall decide on the basis of the documents to be submitted as well as on the basis of the results of a possible interview. In this context the following criteria apply: Academic excellence, motivation as well as personal eligibility. The financial capacity of the applicants shall not be taken into account.
- (5) Applicants who have been admitted shall receive a written offer for the conclusion of a study agreement with the Hertie School. The offer shall contain a deadline for written acceptance. In case of non-observance of the deadline, the offer shall become null and void.
- (6) Applicants who have not been admitted shall be informed about the rejection in writing.

§ 4 Duration, Interruption and Teaching Language of the Programme

- (1) The study programme can be completed either part-time in two consecutive academic years or full-time in one academic year. The academic year starts on September 1 and ends on August 31 of the following year.
- (2) The Examination Committee may in well-founded exceptional cases permit an interruption of the study programme and/or extension to the duration of studies so long as the goals of the programme are not put at risk. A written request has to be submitted to the Examination Committee at least six weeks prior to the beginning of the new semester. The programme can be interrupted for one year at the most. The possibility to interrupt the study programme for health or care giving reasons shall remain unaffected by this regulation.
- (3) The language for teaching and for all study and examination requirements shall generally be English. Written assignments as well as the Master's Thesis may be submitted in German after consultation with the respective instructor.

§ 5 Structure of the Programme, Teaching and Study Formats, Credit Points

- (1) For the completion of the study programme a total of 60 credit points according to the European Credit Transfer System (ECTS) are required.
- (2) The EMPA programme is organised in modules which include a variable number of module units. The modules are organised in
 - (a) the core curriculum (2 modules),
 - (b) the advanced curriculum (2 modules),
 - (c) the professional development module which consists of two professional skills courses as well as one professional workshops, and
 - (d) the Master's Thesis module.
- (3) Details on teaching content, learning objectives, teaching format, type of study requirements, teaching cycle, and student work load of the different modules and module units are specified in the EMPA module handbook (attachment 1).
- (4) The recommended course of study is specified in the exemplary EMPA study plan (attachment 2).
- (5) Details on prerequisites, types of assessment, teaching format, and allocation of credit points in the different modules are specified in the EMPA module handbook.

- (6) The study programme includes courses with a high degree of self-study. Active, student-focused and practice-oriented teaching and study methods are in the foreground of the conveyance/acquisition of knowledge. This is done by frontal teaching, group work, role plays and other suitable forms of conveyance and development of abilities and skills.
- (7) Students are allowed to replace EMPA courses by visiting courses at partner universities, on the basis of respective cooperation agreements, and upon approval of the EMPA Head.
- (8) The Examination Committee can acknowledge credits earned by students at a partner university in form of a short-term study visit. The recognition shall only be possible if the respective partner university acknowledged the successful achievement of the respective performance requirements.

§ 6 Contents of the Study Programme

- (1) The learning objectives of the curriculum can be structured into the following elements:

Core curriculum

The core curriculum conveys an interdisciplinary and comparative international view of management challenges and changing governance settings. The courses are grouped into two Modules: Understanding Governance (Module 1), Management: Concepts, Instruments and Finances (Module 2). In Module 1, the CI introductory course is mandatory. Out of the other 4 courses offered in Module 1, students can choose 3. Out of the 4 courses offered in Module 2, students can choose 3.

Advanced curriculum

In the advanced curriculum, students practice and deepen the knowledge, methods and skills acquired in the core curriculum, using examples from the field of practice, and at the same time intensify the knowledge in the chosen area of concentration. Students complete six electives, three of which have to be chosen from one of the three areas of concentration (Module 3): Leadership and Management; Economics, Finances, Methods, as well as Intersectoral Management. Three further electives have to be chosen from any area of concentration (Module 4).

Students may also choose to select their 6th elective out of the core curriculum. In this case, the respective course out of the core curriculum will be listed in the advanced curriculum.

Professional development

The professional development module (Module 5) conveys the students a deeper insight into the public management practice. The main objectives of this module are to strengthen the students' soft skills, and to give them an in-depth-insight into either the day-to-day work in the European context, or into certain fields of the UK or the Danish public management system.

Master's Thesis

With the Master's Thesis (module 6), students have to prove that they are able to work academically and apply their theoretical knowledge to solve practical problems. The Master's Thesis will in most cases be prepared in cooperation with an institution selected by the student, normally the student's employer, for which the student works on a relevant subject.

- (2) The concrete contents of the modules and courses are described in the Module Handbook.

§ 7 Students' Formal Obligations

- (1) Participation in all study and examination requirements is mandatory. In case of non-attendance of a course, students shall submit a written explanation to the course instructor as well as the EMPA Head in advance, who shall jointly decide on the justification of the reasons given. Up to two sessions can be recuperated in form of an extra-assignment which is to be designed by the respective instructor.
- (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.

§ 8 Failure to Meet a Deadline, Repetition of Examination Requirements

- (1) Study and examination requirements are to be handed in by the deadline assigned to each course at the beginning of the academic year. They must be graded by the instructor by the deadline assigned to each course at the beginning of the academic year.
- (2) In case of a foreseeable failure to meet a deadline, the student has to notify the respective instructor before expiration of the period, stating the reasons for the delay and requesting an extension of the deadline.
- (3) If a student fails to announce beforehand that he/she cannot meet a deadline, or if the instructor does not consider the explanation for delayed submission of an assignment valid, the instructor will deduct 1 point per day.
- (4) If a student shows, by submitting a medical certificate or by presenting a case of personal emergency, that he/she is not able to fulfil the requirement in the manner required in whole or in part, the examination committee shall grant an extension of the processing time or permit the student to perform equivalent tasks of another type.
- (5) In case of failure to meet the deadline for submitting the Master Thesis, the Examination Committee shall decide whether the period can be extended and whether the grade is to be reduced.
- (6) Failed examination requirements can be repeated twice. The Examination Committee shall set the deadlines for the repetitions timely and before the beginning of the subsequent semester, taking into account the remaining time before the planned graduation of the student.
- (7) For the last repetition of an examination requirement, the Exam Committee shall appoint two graders.
- (8) The regulations concerning the Master's Thesis in §10 (12) shall remain unaffected.

§ 9 Object, Basis of Assessment and Grading

- (1) 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.
- (2) The grades for all numerically graded examination requirements are allocated and communicated according to the degree of performance of the requirements on a scale from 0% to 100%. For the successful completion of an examination requirement, the student must earn at least 50% on the numerical scale. The numerical grade can be complemented by a corresponding alphanumerical grade. Study requirements are graded "pass" or "fail".
- (3) For examination 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:

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

§ 10 Master's Thesis

- (1) Students work on their Master's Thesis during their final year of study.
- (2) Normally, the students shall cooperate with their employer or another institution in preparing the Master's Thesis. The Hertie School of Governance shall actively support the students in finding and selecting a suitable project and in initiating a partnership with a suitable professional institution. The thesis project shall be supervised by a member of the programme faculty chosen by the student until the day it is submitted.
- (3) The Master's Thesis can be admitted as group work. In this case it has to be ensured that all members of the group contribute to the work in equal parts. Students shall indicate which sections of the thesis they wrote.
- (4) The Master's Thesis shall consist of 12,000 to 15,000 words, in case of group works of 8,000 to 10,000 words per group member.
- (5) The Master's Thesis shall be presented in form of a poster in which the research question, the research methods as well as the key findings are presented.

- (6) The grade for the Master's Thesis module unit is composed of the grade for the proposal (10%) the grade for the written thesis (80%) and the grade for the poster presentation (10%).
- (7) Students shall pass each examination requirement, the written thesis and their oral presentation, with a minimum numerical grade of 50% to pass the master thesis module.
- (8) The Master's Thesis is assessed by a thesis committee. It consists of the thesis advisor and another member of the programme faculty.
- (9) A written thesis proposal shall be submitted to the thesis advisor and the Examination Committee and is subject to approval by the thesis advisor. The deadline for submission of the thesis proposal, the written Master's Thesis as well as the poster shall be determined by the Examination Committee. The deadlines shall be recorded.
- (10) The Master's Thesis is usually written in English. After consultation with the thesis advisor, the Master's Thesis may be written in German. The respective application has to be submitted as part of the written proposal for the Master's Thesis.
- (11) If the student, during the work on the Master's Thesis, intends to change the subject in a substantial manner, the changes shall be agreed with the thesis advisor.
- (12) When submitting the Master's Thesis, each student has to submit a written declaration that she/he worked on the thesis independently and did not use any other sources and means than those indicated.
- (13) Students whose overall grades in module 6 Master Thesis are below 50% can repeat the examination requirements of this module once. The submission date shall be set by the Examination Committee.

§ 11 Final Grade

- (1) The final EMPA grade is composed and weighted as follows:

Module	Weight in the Final Grade
Core Curriculum	33%
Advanced Curriculum	32%
Professional Development	6%
Master's Thesis	29%

- (2) In addition to that, the final grade is converted into an alphanumerical grade according to the scale in sec. 9 para. 4.
- (3) Students can request to be ranked according to the European Credit Transfer System (ECTS) grading scale which complies with the resolution of the Conference of the Ministers of Education of 22 October 2004. The ECTS grading scale ranks the students on a statistical basis and compares them to each other. The ranking is based on the final GPA of the respective student's class and those of at least two previous classes (as soon as the respective grades are available).

Percentile	ECTS-Grade
Best 10% of students	A
Next 25% of students	B

Next 30% of students	C
Next 25% of students	D
Next 10% of students	E

§ 12 Degree Certificate and Final Transcript

- (1) Students shall receive a certificate when they graduate the Executive Master of Public Administration (EMPA) programme and are awarded the academic degree Master of Public Administration (MPA). The certificate shall be signed by the Dean of the Hertie School of Governance and imprinted with the official seal of the Hertie School of Governance. The certificate shall bear the date of the final examination.
- (2) In addition to the certificate, students shall receive a final transcript showing the final GPA for the Executive Master of Public Administration on a scale from 0%-100%, as well as the titles and 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. The final transcript shall bear the date of the last examination.
- (3) In addition, students shall receive a Diploma Supplement describing the EMPA programme as well as the respective student's accomplishments.

§ 13 Examination Committee

- (1) An Examination Committee shall be established to fulfil all duties relevant to the course of studies and the examinations of the EMPA programme. It consists of the EMPA Director who chairs the committee, two further members of the core faculty, one student representative as well as the person responsible for the EMPA programme in the administration (EMPA Head).
- (2) The Academic Senate of the Hertie School of Governance elects the faculty members and the student representatives 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 also after termination of their membership as far as such information concerns any individual students.
- (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 recognised for credit upon approval of the Examination Committee if the professional experience is relevant in respect to contents and learning objectives of the study programme.

- (8) The Examination Committee decides in all cases of doubt concerning the application and interpretation of these examination rules.

§ 14 Students' Right of Appeal

- (1) If a student feels he/she 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 study or examination 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 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.
- (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 § 16 (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) After their graduation, students of the one-year-programme shall be removed from the register of students at the end of the academic year. Students of the two-year-programme shall be removed from the register of students after their graduation at the end of the academic year of their second year of studies.

- (2) A removal from the register shall also take place if study or examination requirement is irrevocably graded "fail" as well as if the student is relegated from the school due to violation of academic conduct in accordance with the proceedings under sec. 16.

§ 18 Disadvantage Compensation

If a student proves that he/she is unable to fulfil an assignment in the manner required in whole or in part due to any long-lasting or permanent physical impairments of her-/himself or a close relative, the examination committee shall upon written request and in consultation with the student and the examiner determine measures by which equivalent examinations can be taken and assignments submitted within a prolonged processing time or in another form.

§ 19 Coming into Effect and Transitional Provisions

These admission-, study- and examination rules shall come into effect on the basis of the resolution of the Academic Senate of the Hertie School of Governance of 4 June 2015 and will be valid for the Academic Year 2015/16 and following. They shall be published on the intranet on the day following their coming into effect. Aspects of protection of legitimate expectation shall be duly taken into account.

- (1) These rules shall come into effect on the day after their publication on the intranet of the Hertie School of Governance.
- (2) At the same date, the admission-, study- and examination rules dated 30 January 2014 shall become ineffective.
- (3) Students who are enrolled in the masters programme Executive Master of Public Administration, or students who shall take up their studies in the fall semester 2015/16 shall continue their studies on the basis of these rules, unless they apply for a continuation of their studies on the basis of the admission-, study- and examination rules dated 30 January 2014 by 30 September 2015. This choice can then not be revoked.