

Executive Master of Public Administration (EMPA) Admission, Study, and Examination Rules

dated 09 December 2020¹

The Academic Senate of the Hertie School passed the following rules:

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¹ Resolution of the Academic Senate of the Hertie School. Confirmed by the Senate Chancellery of the Federal State of Berlin on 12.01.2021.

I. Study Rules

§ 1 Object

These study rules regulate the aim, structure and contents of the study programme Executive Master of Public Administration (EMPA) at the Hertie School.

§ 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 Structure, Teaching Formats and Contents of the Study Programme

- (1) For the successful completion of the study programme, a total of 60 credit points according to the European Credit Transfer System (ECTS) are required.
- (2) Credit points according to the European Credit Transfer System (ECTS) indicate the workload normally required for students to fulfil the defined requirements and qualification targets in a study unit. In addition to the regular and active participation in the study units, the workload also includes the entire work for preparation and follow-up, as well as the elaboration and performance of assignments. One credit point corresponds to a student workload of 25 to 30 hours at the maximum.
- (3) 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.
- (4) 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.
- (5) Modules are typically and chronologically self-contained study units for which credit points are awarded. Modules are designed to be completed within one year and are worth at least 5 credit points.
- (6) Core Curriculum
The *core curriculum* conveys an interdisciplinary and comparative international view of the challenges in changing governance, public policy, and public management settings. The courses are grouped in two modules: "Governance & Public Policy" (module I) and "Management: Challenges, Concepts, and Resources" (module II). In module I, participation in the introductory course "Key Debates in Governance & Public Policy" is mandatory. In addition to this, students choose 3 out of 5 elective courses offered in module I. In module II, students choose 3 out of 5 courses offered.

- (7) **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 five electives, three of which have to be chosen from one of the three areas of concentration (module 3): "Leading Innovation & Managing Change", "Digitalisation & Big Data" und "Global Governance Challenges ". Two other electives can be chosen from all electives offered in the three areas of concentration (module IV). Alternatively, students may choose their fifth elective out of the *core curriculum*. In this case, the respective course from the core curriculum will be listed in the advanced curriculum.
- (8) **Professional Development**
 The *Professional Development* module (module V) conveys to 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.
- (9) **Master's Thesis**
 In 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.
- (10) The recommended course of studies is described in the study plan (Attachment 1). More detailed explanations regarding the qualification goals, content of teaching, and workload required in the individual modules and module units to complete the study programme are contained in the module handbook (Attachment 2).

II. Examination Rules

§ 4 Object

These rules regulate the study and examination requirements (requirements), and their grading, students' formal study obligations, criteria of academic integrity, as well as organisation and procedures of the Examination Committee of the EMPA programme offered at the Hertie School.

§ 5 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.
- (2) The Examination Committee consists of three members of the core faculty, including one professor serving as dean of Graduate Programmes who shall chair the committee, a student representative, and the head of the Examination Office.
- (3) The Academic Senate of the Hertie School elects the faculty members for a two-year term and the student representatives for a one-year term. Re-election is possible.
- (4) 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.
- (5) The Examination Committee ensures the compliance with the Examination Rules. The Examination Committee makes and accepts suggestions for the further development of the Examination Rules.

- (6) The Examination Committee decides in all cases of doubt concerning the application and interpretation of these Examination Rules.

§ 6 Examination Office

- (1) The Examination Office in cooperation with the Examination Committee shall be responsible for the organisation and coordination of the examination system, including the issue of the final transcript, the degree certificate, and the diploma supplement.
- (2) As a rule, the Examination Office will carry out the administrative actions of the Examination Committee, as well as announcements.

§ 7 Duration, Interruption, Extension of Studies and Language of Instruction

- (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 August 1 and ends on July 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 2 months prior to the beginning of the new semester. The programme can be interrupted and/or extended for two academic years at the most. The possibility of interrupting and/or extending the duration of the study programme for health or care giving reasons shall remain unaffected by this regulation.
- (3) The language of instruction as well as the language for all requirements to be fulfilled during the course of the study programme is English. The regulation regarding the master's thesis contained in sec. 14 para. 7 shall remain unaffected.

§ 8 Recognition of Credits and Competences

- (1) Credits earned by a student at another university may be recognised upon application and approval by the Examination Committee. The committee shall approve if there are no major differences with regard to study contents, learning objectives, and workload of the respective study or examination requirements.
- (2) A student's professional competences shall be credited up to one half of the credits required for the study programme upon approval by the Examination Committee. The approval shall be granted by the Examination Committee if the professional competences are equivalent with regard to contents and learning objectives of the study programme.
- (3) Recognition and crediting against individual parts of an examination shall be excluded.
- (4) Study and examination requirements, and competences which have already been credited for a bachelor or master's degree cannot be recognised for credit.
- (5) If an examination requirement has been passed and recognised it shall be deemed passed.
- (6) The decision of recognition/crediting shall be made on the basis of adequate information concerning the qualification to be recognised/credited. The student shall be responsible for submitting the required documents and relevant proof.
- (7) When examination requirements are recognised, the grades shall as far as mathematically possible be transferred and taken into account when calculating the final grade. In exceptional

cases, the examination requirement shall be recognised as "pass" or "fail" without transferring the grade. The final grade of the degree shall then be calculated without taking the recognised examination requirement into account.

§ 9 Students' Formal Obligations

- (1) Participation in all courses of a module unit is mandatory. In case of non-attendance, students shall submit a written explanation to their course lecturer in advance. The lecturer shall decide on the justification of the reasons given. If more than 20% of a module unit are missed, the course 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 according to defined criteria.
- (3) In the event of non-participation in an examination or part of an examination, students must immediately inform the Examination Office in writing and state the reasons, if notification is delayed, the reasons for the delay must also be stated and credible proof submitted. In the case of illness, a medical certificate must be provided without request. An inability to participate in an examination must be proven specifically, a certificate of inability to work shall not be sufficient in this respect. The illness of a student's child for whom he or she is generally the sole carer, or the illness of a first degree relative or life partner shall be considered as equivalent to the illness of the student.

§ 10 Assessment and Grading

- (1) Examinations shall be assessed with the following grades: 1 = very good (for outstanding performance); 2 = good (for performance considerably above average); 3 = satisfactory (for an average performance in all respects); 4 = sufficient (for a performance that is despite deficiencies still in accordance with the requirements); 5 = not sufficient (for a performance with considerable deficiencies, which is not in accordance with the requirements). For a more differentiated grading, intermediate grades can be formed by decreasing or increasing the grades by 0.3: 1.0 – 1.3 – 1.7 – 2.0 – 2.3, etc.
- (2) In individual modules, individual examination requirements may be completed which are graded in an undifferentiated manner as "pass" or "fail".
- (3) For assignments, a percentage grade may be allocated according to the degree of performance of the respective requirement. The percentage grade shall be converted into a grade according to the following scale:

| Percentage Grade | Grade |
|------------------|-------|
| 100-96% | 1,0 |
| 95-91% | 1,3 |
| 90-86% | 1,7 |
| 85-81% | 2,0 |
| 80-76% | 2,3 |
| 75-71% | 2,7 |
| 70-66% | 3,0 |
| 65-61% | 3,3 |

| | |
|--------|-----|
| 60-56% | 3,7 |
| 55-50% | 4,0 |
| 49-0% | 5,0 |

- (4) For examination requirements which are assessed by more than one grader, the cumulative grade shall be the average of the individual grades.
- (5) Cumulative grades consisting of the grades for several examination requirements shall be calculated as the weighted average of the individual grades. Cumulative grades will be shown in the transcript with one digit behind the comma. All other digits will be deleted without rounding. The final grade (Grade Point Average - GPA) shall be calculated as the weighted average of the module grades. Weighted grades shall consist of the grade points for the respective modules. Assignments that have been graded pass or fail shall not be taken into account in the calculation.
- (6) The average grades according to paragraphs 4 and 5 are defined as follows:
 - 1.0 up to and including 1.5 = very good
 - 1.6 up to and including 2.5 = good
 - 2.6 up to and including 3.5 = satisfactory
 - 3.6 up to and including 4.0 = sufficient
 - above 4.0 = not sufficient

§ 11 Repetition of Examination Requirements

- (1) Examinations that have been passed cannot be repeated. An examination shall be deemed passed if it has been graded at least "sufficient" (4.0). For examinations which are not assessed with a numerical grade it must be proven that the examination has been assessed as "pass".
- (2) Failed examination requirements can be repeated twice. In such a case, students shall be given the opportunity to repeat the failed assignment which led to the failed examination requirement, at the latest at the beginning of the semester following the examination.
- (3) For the last repetition of an examination requirement, the Examination Committee shall appoint two graders.
- (4) The regulations concerning the Master's Thesis contained in § 14 para. 9 shall remain unaffected.

§ 12 Students' Right of Appeal, Assertion of Disturbances

- (1) Students shall have the right to lodge an appeal with the lecturer concerned against the grade received for an examination requirement within 6 weeks.
- (2) If the appeal is not redressed by the lecturer, the student shall have the right to submit a written appeal to the Examination Committee. The committee shall request the lecturer to review the grade for the respective requirement. Another grader shall be appointed by the Examination Committee if the lecturer is not available if a conflict of interest exists.
- (3) The student's grades can go up, down, or stay the same upon review.
- (4) Disturbances during the examination must be asserted without delay.

§ 13 Compensation for Disadvantages

- (1) If a student furnishes evidence that he or she is not able to take an examination as required in whole or in part due to disability or permanent illness, the Examination Committee may approve learning accommodation(s) upon written request.

- (2) This shall apply accordingly in the case of care of a sick child or care of a first-degree relative, to the extent that this credibly justifies such impairment. The right to make use of the protection periods according to the German Maternity Leave Act (*Mutterschutzgesetz*) or Federal Child-Raising Allowance Act (*Bundeserziehungsgeldgesetz*) shall apply accordingly.
- (3) The submission of adequate certificates may be required to substantiate the respective impairments.

§ 14 Master's Thesis

- (1) Students work on their Master's Thesis during their final year of study. With this thesis, students prove that they are able to independently develop a topic on the basis of scientific methods and findings within a period of 3 ½ months.
- (2) Normally, the students shall cooperate with their employer or another institution in preparing the Master's Thesis. The thesis project shall be supervised by a member of the core faculty or the programme faculty² 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 and that the individual parts are clearly defined and identified.
- (4) The Master's Thesis is graded by a Master's Thesis Committee which consists of the thesis advisor and another member of the core faculty who are appointed by the Examination Committee. The Master's Thesis is passed if the cumulative grade (according to sec. 10 para 4) is at least "sufficient" (4.0).
- (5) Content, methodology and research results of the master thesis are also to be presented in the form of a poster. The poster is graded "pass" or "fail" according to sec. 10 para 2. One hardcopy of the poster in size DIN-A1 and an electronic copy must be submitted to the Examination Office.
- (6) The filing deadline for the written the Master's Thesis itself as well as the poster is determined by the Examination Committee. The deadlines shall be recorded.
- (7) The Master's Thesis and the poster must be written in English. In well-founded exceptional cases, and subject to prior approval by the thesis advisor, it is also possible to submit them in German. The respective application must be submitted to the Examination Committee stating the grounds at the beginning of the processing period.
- (8) When submitting the master's thesis, each student must make a written declaration that she/he worked on the thesis independently and did not use any other sources and means than those indicated. One hardcopy of the Master's Thesis and one electronic copy must be submitted to the Examination Office.
- (9) Students who fail the Master's Thesis module can repeat the examination requirements of this module once. The new submission date shall be set by the Examination Committee.

§ 15 Good Academic Conduct

- (1) The Hertie School is committed to the standards of good academic conduct.
- (2) Infringements of the standards of good academic conduct include for instance

² The programme faculty consists of all the course instructors teaching in the Executive Master of Public Administration who hold a doctorate degree.

- 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 with regard to a study or examination requirement, or in the conduct with students, lecturers, the 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 lecturer shall submit the matter to the Examination Committee.

§ 16 Proceedings in Case of Infringement of the Standards of Good Academic Conduct

- (1) If the Examination Committee suspects an infringement of the standards of academic integrity, it shall initiate the following proceedings:
- 1. It shall inform the student of the allegations in written form and provide them with the opportunity to give their opinion on the allegations.
 - 2. It prepares a written summary of all facts including the comments of all parties involved.
- (2) If the Examination Committee comes to the conclusion that the accused student has not committed any breach of the principles of academic integrity, this shall be declared in a formal resolution.
- (3) If the Examination Committee determines any violation of the standards of academic integrity, it shall recommend the following sanctions, taking account of the principle of proportionality:
- a) grade reduction for the respective assignment,
 - b) failure of the respective assignment,
 - c) failure of the entire examination,
 - d) 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.
- (4) The decision on sanctions according to para. 3 lit. a) to c) shall be taken by the examination committee.
- (5) The decision on a relegation according to para. 3 d) shall be taken by the Examination Committee in agreement with the President of the Hertie School. The respective sanction must be justified and communicated to the student in written form.
- (6) If a deception only becomes known after the degree documents have been issued in accordance with § 18, the academic degree may be revoked in accordance with the provisions of state law.

§ 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. Students who have interrupted or extended their course of study according to sec. 7 para. 2 shall be removed from the register of students, in the case of their graduation, at the end of their final semester.

- (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 good academic conduct in accordance with the proceedings under § 16.

§ 18 Degree Certificate and Final Transcript

- (1) Students shall receive a certificate when they graduate from the Executive Master of Public Administration (EMPA) programme and are awarded the academic degree Master of Public Administration (MPA). The degree certificate shall be signed by the President and the chair of the Examination Committee and imprinted with the official seal of the Hertie School. The certificate shall bear the date of the last examination.
- (2) In addition to the degree certificate, students shall receive a transcript of records showing their final grade (Grade Point Average – GPA), the module grades, as well as the grades for all assignments including the ECTS credit points awarded for them. The transcript of records shall bear the date of the last examination, the seal of the Hertie School of Governance, and at least two additional security features.
- (3) In addition, students shall receive a Diploma Supplement describing the EMPA programme in more detail.

III. Admission Rules

§ 19 Object

These rules regulate the admission to the study programme Executive Master of Public Administration (EMPA) offered by the Hertie School, as well as the granting of scholarships for this study programme.

§ 20 Admission

- (1) The admission requirements are:
- A relevant university degree or equivalent academic qualification;
 - a certificate showing that 240 ECTS have been achieved; the recognition of credit points earned outside an academic programme is incumbent upon the admissions committee;
 - relevant professional experience of at least three years acquired after graduation;
 - a high level of proficiency in written and spoken English, proven by one of the following language tests with the following minimum marks: TOEFL (PBT 577, CBT 233, iBT 90), IELTS (overall score of 7.0), Cambridge ESOL CPE (A, B, C) or CAE (A, B).
- (2) The certificates regarding the requirements mentioned under paragraph 1 are to be submitted as part of the application documents.
- (3) All applicants meeting the formal admission requirements according to paragraph 1 will be admitted to the selection process.

§ 21 Admissions Committee and Admission Criteria

- (1) The admissions committee of the EMPA decides on admissions in accordance with the guidelines decreed by the committee and approved by the President.

- (2) The committee consists of three members of the core faculty³ including the chair of the committee, and the person responsible for the EMPA programme in the administration, as well as one further member of the Hertie School administration. The members of the committee are elected by the Academic Senate of the Hertie School.
- (3) The admissions committee decides on the basis of the documents to be submitted, as well as on the basis of the results of an interview. In this context, the following criteria shall apply: academic excellence, motivation, as well as personal eligibility.
- (4) 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.
- (5) Applicants who have not been admitted shall be informed about the rejection in writing.

§ 22 Scholarships

- (1) Admitted applicants are eligible to 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 admissions committee decides on the provision of scholarships.

IV. Final Provisions

§ 23 Coming into Effect and Transitional Provision

- (1) These admission, study, and examination rules for the study programme Executive Master of Public Administration (EMPA) shall come into effect on the basis of the resolution of the Academic Senate of the Hertie School of 09 December 2020 and shall be valid for the academic year 2020/21 and following. These rules shall be published on the internal communication platform of the Hertie School on the day following their adoption.
- (2) Any prior admission, study, and examination rules for the EMPA programme shall remain in effect for one more year for students who enrolled before 1 September 2020. As from 1 August 2021, any prior versions of the admission, study, and examination rules of the EMPA become ineffective, and the admission, study, and examination rules of 09 December 2020 shall also be applicable for students who began their studies under prior versions of the rules. Any requirements fulfilled prior to that date shall be recognised and examination entitlements shall remain valid. The Examination Committee may decide on deviations from these rules in accordance with these regulations.

³ The core faculty consists of all professors employed at the Hertie School.