

Master of Public Policy

Study, Examination, and Admission Rules

as of 08 December 2021¹

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

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¹ Resolution of the Academic Senate of the Hertie School. Approved by the Senate Chancellery of the Federal State of Berlin on 20.12.2021

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.

§ 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 equips tomorrow's decision-makers and analysts with the rigorous academic training and transferable skills required to identify, propose, decide and evaluate policy choices and their consequences.
- (3) 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 interface 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 to pursue 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. Tools of Public Policy
 - III. Economics
 - IV. Professional Development
 - V. Advanced Tools
 - VI. Portfolio
 - VII. Master's Thesis
- (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 course preparation and follow-up, as well as assignments. A credit point corresponds to a student workload of 30 hours.
- (3) Modules are topically and chronologically self-contained study units for which credit points are awarded. Modules are designed in such a way that they can be completed within one year and include a workload of at least 5 credit points. Within one year of study, 60 credit points should be earned.

(4) Core Curriculum

The first year of study provides students with the essential knowledge, tools, and skills to understand, analyse and evaluate public policy from different disciplinary perspectives. Students obtain a foundation in governance and policy-making, law, and economics and learn about 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 into the day-to-day work of an institution of public policy and by developing their professional skills (Module 4).

(5) 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 (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's thesis, proving the ability to work academically and apply their theoretical knowledge to solve a practical policy problem (Module 7).

(6) The recommended course of study is specified in the study plan (Appendix 1). Additional details on qualification objectives, teaching content, and student workload 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, basic methods, and disciplinary thinking in core fields of the programme. Lectures are usually complemented with lab sessions which give students the opportunity to discuss and elaborate upon topics addressed in the lecture in small interactive groups.
- (2) Seminars in the core curriculum introduce students to relevant models, concepts, basic methods, and disciplinary thinking in core fields of the programme. Teaching is based on the active participation of students and the interaction between lecturer and participants.
- (3) Seminars in the advanced curriculum are offered by different types of lecturers, thus providing diverse perspectives and learning experiences for the students: Faculty members usually base their seminars on on-going research interests, thus linking teaching to cutting-edge policy research. Guest lecturers 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 tools and usually provide students the opportunity to put them into 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 block 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 (requirements) and their grading, students' formal study obligations, criteria of academic integrity as well as organisation and procedures of the Examination Committee for the Master of Public Policy (MPP) programme offered at the Hertie School.

§ 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,² including one professor serving as Dean of Graduates Programmes who chairs the Committee, as well as the person responsible for the Examination Office in the administration, and one student representative.
- (2) The Academic Senate of the Hertie School elects the faculty members for a two-year term and the student representative for a one-year term. Re-election is possible.
- (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.
- (4) The Examination Committee ensures the compliance with the Examination Rules.
- (5) The Examination Committee makes and accepts suggestions for the further development of the Examination Rules.
- (6) The Examination Committee shall decide in all cases of doubt concerning the application and interpretation of the Examination Rules.

§ 7 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 all official announcements.

§ 8 Organisation of the Study Programme

- (1) The language for teaching and for all requirements of the study 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 full-time or 10 weeks part-time of at least 20 hours/week. The study programme is, in principle, taught during two consecutive academic years. The internship is completed between the first and second year of study and may be replaced by a professional activity relevant to the study programme of up to one year.
- (3) The Examination Committee may permit an interruption of the study programme for programme related professional reasons 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 at the Hertie School and for a period of 12 months at the most. A written request has to be submitted to the Examination Committee at

² The core faculty consists of all professors employed at the Hertie School.

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.

- (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.

§ 9 Recognition of Credits and Crediting of 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 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 Committee shall approve if the professional competences are relevant in respect to contents and learning objectives.
- (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. Students who participate in the Dual Degree programme shall remain unaffected by this regulation.
- (5) If an examination has been passed and recognised it shall be deemed passed.
- (6) The decision on the 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.

§ 10 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 lecturer in advance. The lecturer shall decide on the justification of the reasons given. In cases of more than two missed course sessions, the lecturer 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 requirements. If a deadline is missed, the respective requirement will usually be graded "fail". In well-founded cases, the lecturer can accept a late assignment and decide on a grade reduction following defined criteria.
- (3) In case of non-attendance of examinations, students have to inform the examination office immediately about the reasons and furnish proof thereof in writing, this shall also apply in case of delays. In case of illness, a medical certificate must be submitted without prior 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. Illness of a child of whom he or she is generally the sole caregiver, or illness of a first-degree relative or life partner shall be considered as equivalent to the illness of the student him or herself.

§ 11 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 in accordance with the requirements, despite deficiencies); 5 = not sufficient (for a performance with considerable deficiencies, which is not in accordance with the requirements). For 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 merely graded "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:
 - 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 examinations 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 assignments 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.
- (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.

§ 12 Repetition of Examinations

- (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 examinations 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, at the latest at the beginning of the semester following the examination.
- (3) For the final attempt at an examination requirement, the Examination Committee shall appoint two graders.

- (4) The regulations concerning the master's thesis in § 15 para. 4 shall remain unaffected.

§ 13 Students' Right of Appeal, Assertion of Disturbances

- (1) If a student feels she/he has not been treated fairly or graded accurately, the student can request a review with the respective lecturer within 6 weeks after notification of the grade.
- (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 or has a conflict of interest.
- (3) The student's grades for the respective assignment can go up, down, or stay the same upon review.
- (4) Disturbances during the examination must be asserted without delay.

§14 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 upon written request approve learning accommodation(s).
- (2) 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) In this respect, the submission of adequate certificates may be required.

§ 15 Master's Thesis

- (1) Students work on their Master's thesis during their final year of study. With this thesis, students show that they are able to independently develop and execute a research project on the basis of scientific methods and findings within a period of 5 months.
- (2) The Master's 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 Master's thesis is graded by the Master's thesis Committee which consists of the thesis supervisor and one other member of the core or extended faculty. The Master's thesis is passed if the cumulative grade according to § 11 para. 4 is at least "sufficient" (4.0).
- (4) 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 an electronic copy must be submitted to the Examination Office.
- (5) Content, methodology and research results of the Master's thesis are also to be presented in the form of a poster. The poster is graded "pass" or "fail" according to § 11 para 2. One hardcopy of the poster in size DIN-A1 and an electronic copy must be submitted to the Examination Office.
- (6) The submission date of the Master's thesis and poster shall be determined for each academic year by the Examination Committee. The deadlines shall be recorded.
- (7) Students who fail their Master's thesis can repeat it once. A new submission date shall be set by the Examination Committee.
- (8) Students can work in teams on their Master's thesis. It has to be ensured that all members of the team contribute to the thesis in equal parts. The students shall indicate which sections of the thesis they wrote.

§ 16 Good Academic Conduct

- (1) The Hertie School 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 examinations or assignments, or in the conduct with students, lecturers, administration, or partners of the Hertie School;
 - 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.

§ 17 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.
- (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 academic integrity, the student shall be expelled from the Hertie School.
- (4) The decision on sanctions according to para. 3, lit. a) to c) shall be taken by the Examination Committee. The decision on the sanction under para. 3 d) shall be taken by the Examination Committee in agreement with the President of the Hertie School. The respective sanction has to be justified and communicated to the student in written form.
- (5) If a deception only becomes known after the degree documents have been issued in accordance with §20, the academic degree may be revoked in accordance with the provisions of state law.

§ 18 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 an examination is irrevocably graded 'fail' as well as if the student is expelled from the Hertie School due to violation of the standards of academic integrity in accordance with the proceedings under §17 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 caregiving 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.

§ 19 Academic Degree

The academic degree "Master of Public Policy" is awarded to candidates who have accomplished all assignments and examinations 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 for the Master of Public Policy degree by the Examination Committee according to §9 para. 1.

§ 20 Degree Certificate and Final Transcript

- (1) Students shall receive a certificate with the awarded degree and the completed study programme at the Hertie School. 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 requirements 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, and at least two additional security features.
- (3) A diploma supplement with additional information on the study programme shall be issued.

III. Admission Rules

§ 21 Object

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

§ 22 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, proven by one of the following language tests with the following minimum marks: TOEFL (PBT 600, CBT 250, iBT 100), IELTS (overall score of 7.0), Cambridge ESOL CPE C or CAE B.

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

§ 23 Admissions Committee and Admission Criteria

- (1) The Admissions Committee decides on admissions in accordance with the guidelines laid down by the President 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 core 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.

§ 24 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 Hertie School's leadership decides on the provision of scholarships on the basis of the appraisals of the Admissions Committee.

IV. Final Provisions

§ 25 Coming into Effect and Transitional Provisions

These rules come into effect upon their publication on 09 December 2021. At the same time, the MPP Study, Examination and Admission rules of 10 December 2020 will become invalid. They shall, however, continuously be valid for students graduating in the academic year 2021/22 who enrolled before 1 August 2021.

Appendix 1: Study Plan

Master of Public Policy Programme (MPP)

Semester 1	Semester 2		Semester 3	Semester 4
Policy Process	Law & Governance	Internship	Advanced Tools Elective I	Advanced Tools Elective II
Statistics I	Statistics II or Management & Leadership		Portfolio Elective I	Portfolio Elective IV
Public Management	Economics II		Portfolio Elective II	Master's Thesis
Economics I	Project Course		Portfolio Elective III	
Skills Workshop I	Skills Workshop II		Master's Thesis Colloquium Master's Thesis Research	
25 ECTS	25 ECTS	10 ECTS	30 ECTS	30 ECTS
Year 1: 60 ECTS			Year 2: 60 ECTS	

Appendix 2: Module Handbook

Master of Public Policy Programme (MPP)

Module Overview

Module	Study Units	Credits	Share of Final GPA*	Semester
I. Foundations of Public Policy	<ol style="list-style-type: none"> 1. Policy Process 2. Law & Governance 	12	12%	1-2
II. Tools of Public Policy	<ol style="list-style-type: none"> 1. Statistics I 2. Public Management 3. Statistics II <u>or</u> Management & Leadership 	18	18%	1-2
III. Economics	<ol style="list-style-type: none"> 1. Economics I 2. Economics II 	12	12%	1-2
IV. Professional Development	<ol style="list-style-type: none"> 1. Project Course 2. Skills Workshop I 3. Skills Workshop II 4. Internship 	18	6%**	1-2
V. Advanced Tools	<ol style="list-style-type: none"> 1. Advanced Tools Elective I 2. Advanced Tools Elective II 	12	12%	3-4
VI. Portfolio	<ol style="list-style-type: none"> 1. Portfolio Elective I 2. Portfolio Elective II 3. Portfolio Elective III 4. Portfolio Elective IV 	24	24%	3-4
VII. Master's Thesis	<ol style="list-style-type: none"> 1. Master's Thesis Research 2. Master's Thesis Colloquium 	24	16%**	3-4
Σ		120	100%	

*Grade Point Average

**results of numerically graded units

Module Descriptions

Programme			Module I		
Master of Public Policy			Foundations of Public Policy		
Credits	12	Length of Module	2 semesters	Percentage of final grading	12%
Module grade	Average of final grades of all numerically graded units.				
Units	<ol style="list-style-type: none"> 1. Policy Process 2. Law and Governance 				
Content & qualification objectives	<p>This module covers the way political stakeholders design and implement policies to address public problems, looks at the normative foundation of policy-making and the institutional context, and introduces the “policy toolbox” that actors can employ.</p> <p>After completing the module, students will be qualified to understand the historical, conceptual, and legal foundations of public policy, and to analyse how public policies are shaped by different actors, institutions, and interest constellations. Students will have acquired the competence to apply their knowledge to specific cases, issues, and policy areas.</p>				

Programme		Module I	
Master of Public Policy		Foundations of Public Policy	
Unit: Policy Process			
Content & qualification objectives	<p>This course introduces students to the policy process from a governance perspective. The course analyses political actors' capacity to design instruments in order to influence particular outcomes in different policy fields. Focusing on governance rather than governments, students gain a broad understanding of the relevant actors involved in the policy process. Students will also acquire an in-depth understanding of the policy instruments, implementation and evaluation, and of how to influence agendas, outcomes and reforms as future policy analysts and actors in the policy process.</p> <p>By the end of this course, students will be able to competently analyse policy-problems in 'real world' scenarios on the basis of concrete cases. Students will be able to grasp the constraints and opportunities present in different political environments, and to effectively contribute in both spoken and written formats to debates about public policy.</p>		
Course type	Seminar.		
Workload	20 hours presence, 80 hours for preparation, 80 hours for assignments.		
Credits	6		
Assignments ³	The credits are allocated for assignments to be fulfilled during the semester: 1-3 written assignments (e.g. research or analysis paper, policy memo, literature review); oral presentation (optional); written exam (optional).		
Examination	The examination consists of a set of different assignments assessed during the semester.		
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3, etc. (according to degree of performance) with a grade lower than 4,0 being “not sufficient” (fail).		
Prerequisites	None.		
Course cycle	Fall semester; mandatory in 1 st year of study.		
Usability	Master of Public Policy, Master of Data Science for Public Policy.		

³ See Annex at the end of this document for an overview and details on possible assignments.

Programme Master of Public Policy		Module I Foundations of Public Policy	
Unit: Law & Governance			
Content & qualification objectives	<p>This course aims to elucidate the relationship in modern societies between law and governance, i.e. between legal structures and rules, and decision-making. It is divided into three main parts: 1) foundational legal techniques and sources, such as legal interpretation and argumentation; 2) the relationship between law and policy-making (i.e. the use of law both as a constraint upon and as a vehicle for public policy); and 3) the trans-nationalisation of modern law, and the impact of such trans-nationalisation on the law's form, structures and substance.</p> <p>By the end of the course, students will be qualified to understand the legal constraints and opportunities they may face as future analysts and actors in policy-making. Students will become competent in reading and applying legal sources, and in understanding the impact of law on decision-making at different levels of governance.</p>		
Course type	Seminar.		
Workload	20 hours seminar, 80 hours seminar preparation, 80 hours seminar requirements.		
Credits	6		
Assignments	The credits are allocated for assignments to be fulfilled during the semester: 1-3 written assignments (e.g. research or analysis paper, policy memo, literature review); oral presentation (optional); written exam (optional).		
Examination	The examination is composed of a set of different assignments and their assessment during the semester.		
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being "not sufficient" (fail).		
Prerequisites	None.		
Course cycle	Spring semester, mandatory in 1 st year of study.		
Usability	Master of Public Policy, Master of Data Science for Public Policy.		

Programme Master of Public Policy			Module II Tools of Public Policy		
Credits	18	Length of Module	2 semesters	Module share of final grade	18%
Module grade	Average of final grades of all numerically graded units.				
Units	<ol style="list-style-type: none"> 1. Statistics I 2. Public Management 3. Statistics II (Policy Analysis concentration) OR Management & Leadership (Management & Organisation concentration) 				
Content & qualification objectives	<p>All MPP students are required to attend Statistics I and Public Management in their first semester. After the first semester, students decide on their area of concentration and attend Statistics II (Policy Analysis concentration) or Management & Leadership (Management & Organisation concentration).</p> <p>This module aims to equip students with the competences to engage in the analysis of public policy or to manage organisations across sectors and levels of governance.</p> <p><u>Statistics qualification objectives:</u> Policy makers are increasingly required to process, evaluate, and critique the findings from quantitative research in order to make informed policy decisions. Therefore, the qualification objectives of the Statistics I course (attended by all MPP students) are for the student to become an intelligent consumer of statistical data with the ability to see the strengths and the flaws in existing research studies and to start their own quantitative research. Students who concentrate on Policy Analysis after their first semester will attend the intermediate level Statistics II course, which will train them to conduct advanced analytical policy research.</p>				

	<p>Management & Organisation qualification objectives: Policy makers are also engaged in managing problems of real-world organisations that matter for public policy, ranging from local frontline services, national government and international organisations, to non-profit organisations. On completion of the Public Management course, all MPP students should be able to 'decode' major public management problems, locate such problems within academic debates and literatures, and reflect on contested issues. Students who concentrate on Management & Organisation after their first semester will attend the Management & Leadership course which provides the more hands-on competences they need to perform managerial and leadership roles in organisations that matter for public policy in their professional life.</p>
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Programme Master of Public Policy		Module II Tools of Public Policy
Unit: Statistics I		
Content & qualification objectives	<p>This course offers an introduction to quantitative research methods for public policy. Students will be acquainted with quantitative methods conducive to empirical policy research. No prior knowledge of statistics is assumed, and concepts are addressed both empirically and theoretically. The course is complemented by a weekly lab session in which concepts are reinforced through hands-on application using the R statistical programming language or other statistical software tools.</p> <p>By the end of this course, students should be qualified to understand and critique the techniques employed by others. They should have the ability to conduct their own research, and be able to use statistical software tools for this purpose.</p>	
Course type	Lecture (complemented by lab session).	
Workload	37 hours presence (lecture: 20 hours; lab session: 17 hours), 140 hours for preparation and assignments.	
Credits	6	
Assignments	The credits are allocated for several assignments to be fulfilled during the semester, e.g. data analysis exercises; 1-2 written exams.	
Examination	The examination consists of different assignments assessed during the semester.	
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being "not sufficient" (fail).	
Prerequisites	None.	
Course cycle	Fall semester; mandatory in 1 st year of study	
Usability	Master of Public Policy, Master of International Affairs.	

Programme Master of Public Policy		Module II Tools of Public Policy
Unit: Public Management		
Content & qualification objectives	<p>Public policy making relies on organisations. Public Management deals with the design and operation of organisations that matter for public policy. The course provides an understanding of how these organisations 'tick' internally, how they shape the design and implementation of public policies and how they can be 'governed'. Students will be encouraged to think about solutions offered in public management debates.</p> <p>By the end of this course, students will be qualified to assess the relevance of organisations for policy making, apply academic debates and arguments to real-world public management problems, reflect on contested issues, and develop approaches to address such problems using systematic analysis. The course equips students with the analytical competences that allow them to engage in organisations' pertinent public management problems.</p>	
Course type	Seminar.	
Workload	20 hours seminar, 80 hours seminar preparation, 80 hours seminar requirements.	
Credits	6	

Assignments	The credits are allocated for assignments to be fulfilled during the semester: 1-3 written assignments (e.g. research or analysis paper, policy memo, literature review); oral presentation (optional); written exam (optional).
Examination	The examination consists of different assignments assessed during the semester.
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being “not sufficient” (fail).
Prerequisites	None.
Course cycle	Fall semester, mandatory in 1 st year of study.
Usability	Master of Public Policy.

Programme Master of Public Policy		Module II Tools of Public Policy	
Unit: Statistics II			
Content & qualification objectives	<p>This intermediate level statistics course introduces students to an array of frequently used statistical techniques with a focus on causal identification strategies and a strong emphasis on application. This course begins with a review of OLS regression under a framework of causal inference, before covering common causal designs including, among others, instrumental variables, difference-in-differences, and regression discontinuity.</p> <p>Causal policy evaluation is a key skill for policy analysis. By the end of the course, students will be equipped with both a theoretical understanding of and the technical competences for elementary causal policy analysis.</p>		
Course type	Lecture (complemented by lab sessions).		
Workload	37 hours presence (lecture: 20 hours; lab sessions: 17 hours), 140 hours for preparation and assignments.		
Credits	6		
Assignments	The credits are allocated for several assignments to be fulfilled during the semester, e.g. data analysis exercises; 1-2 written exams.		
Examination	The examination consists of different assignments assessed during the semester.		
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being “not sufficient” (fail).		
Prerequisites	Statistics I		
Course cycle	Spring semester, mandatory for students with Policy Analysis concentration in 1 st year of study.		
Usability	Master of Public Policy, Master of International Affairs.		

Programme Master of Public Policy		Module II Tools of Public Policy	
Unit: Management & Leadership			
Content & qualification objectives	<p>The Management & Leadership course introduces students to core management and organisation ideas, concepts, and tools. Students will examine how such ideas can be applied to manage different types of organisations dealing with public issues, such as public sector organisations, social enterprises or non-profits. The primary course material consists of real-world case studies illustrating these concepts ‘in action’. The course will examine actual organisational successes and shortcomings, demonstrate challenges faced by organisational leaders and members, assessing actions that could be taken based on careful analysis. Supplementary readings of seminal organisational works provide theoretical support to the practical applications of the concepts in case studies.</p> <p>By the end of this course, the students will have sharpened their ability to think strategically and critically, and they will have enhanced their analytical and personal competences to deal with management challenges they will most likely face throughout their careers.</p>		

Course type	Seminar.
Workload	20 hours seminar, 80 hours seminar preparation, 80 hours seminar requirements.
Credits	6
Assignments	The credits are allocated for assignments to be fulfilled during the semester: 1-3 written assignments (e.g. research or analysis paper, literature review, essay); oral presentation (optional); written exam (optional).
Examination	The examination is composed of a set of different assignments and their assessment during the semester.
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being “not sufficient” (fail).
Prerequisites	Public Management.
Course cycle	Spring semester, mandatory for students with Management & Organisation concentration in 1 st year of study.
Usability	Master of Public Policy.

Programme Master of Public Policy			Module III Economics		
Credits	12	Length of module	2 semesters	Module share of final grade	12%
Module grade	Average of final grades of all numerically graded units				
Units	<ol style="list-style-type: none"> 1. Economics I 2. Economics II 				
Content & qualification objectives	<p>This module introduces students to the field of economics, and provides a comprehensive overview of the most important concepts, tools, theories and discussions in both microeconomics and macroeconomics. The module is not focused on developing mathematical models and proofs, but on equipping students with an intuition and a passive knowledge of an economist’s ‘way of thinking’. Theories and models will be introduced, discussed, and understood. Students will also learn how to apply state of the art research in economics to policy-making and challenges across levels of governance (local to global).</p> <p>Upon completion of the module, students will have developed an economic intuition, acquired an overview of the most prominent economic models and concepts, and will be able to relate economic arguments to policy debates.</p>				

Programme Master of Public Policy		Module III Economics	
Unit: Economics I			
Content & qualification objectives	<p>Economics I provides an intensive introduction to a wide range of topics, models and theories. It is suitable for students without a background in economics, but students with prior training will also benefit. The course focuses on core topics in economics, such as supply and demand analysis, the role of markets and prices, welfare analysis, competition and monopolistic pricing, asymmetric information, externalities and government intervention, game theory and uncertainty, trade, the labour market, and political economy.</p> <p>The lecture is complemented by a lab session in which students have the chance to discuss and further elaborate the topics introduced in the lecture.</p> <p>By the end of this course, students will understand the main theories, concepts and a number of models that are used in current economic analysis.</p>		
Course type	Lecture (complemented by lab sessions).		
Work load	35 hours presence (lecture: 20 hours; lab session: 15 hours), 145 hours for preparation and assignments.		
Credits	6		
Assignments	The credits are allocated for 1-3 assignments completed during the semester, including exercises and written exams.		

Examination	The examination consists of different assignments assessed during the semester.
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being “not sufficient” (fail).
Prerequisites	none
Course cycle	Fall semester, mandatory in 1 st year of study.
Usability	Master of Public Policy, Master of International Affairs, Master of Data Science for Public Policy.

Programme Master of Public Policy		Module III Economics
Unit: Economics II		
Content & qualification objectives	<p>Building on Economics I, Economics II allows students to deepen their knowledge of economic concepts, and to apply economic tools and theories to relevant policy problems. Students are also exposed to more advanced analytical and empirical approaches.</p> <p>Students choose one of several themed Economics II courses. Topics covered in Economics II include, but are not limited to, a general introduction to GDP, economic growth and development, monetary policy and central banks, and inequality.</p> <p>Each Economics II course offers a policy focus, including topics such as international economics, trade, and international monetary policy; long-term economic growth, development, and social welfare; environmental economics, natural resources and climate change; the economics of politics and political economy; and the economics of health and education.</p> <p>The lecture is complemented by a lab session in which students have the chance to discuss and further elaborate the topics introduced in the lecture.</p> <p>By the end of this course, students will be able to apply economic thinking—both analytically and empirically—to the chosen policy field; will have developed a basic understanding of modern economic approaches to tackling policy problems; and review academic literature on a specific policy question, and relate it to the public debate in a policy domain.</p>	
Course type	Lecture (complemented by lab sessions).	
Workload	35 hours presence (lecture: 20 hours; lab session: 15 hours), 145 hours for preparation and assignments	
Credits	6	
Assignments	The credits are allocated for 1-3 assignments to be fulfilled during the semester, including exercises and written exams.	
Examination	The examination consists of different assignments assessed during the semester.	
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being “not sufficient” (fail).	
Prerequisites	Economics I	
Course cycle	Spring semester; mandatory in 1 st year of study.	
Usability	Master of Public Policy, Master of International Affairs.	

Programme Master of Public Policy		Module IV Professional Development	
Credits	18	Length of module	2 semesters
Module grade	Numerical grade of unit 1 (Project Course). The units 2-4 (Skills Workshops and Internship) are graded "pass" or "fail".		
Units	<ol style="list-style-type: none"> 1) Project Course 2) Skills Workshop I 3) Skills Workshop II 4) Internship 		
Content & qualification objectives	<p>This module provides students with the following skills: 1) relevant insights into the day-to-day workings of an organisation in the field of public policy; 2) an advanced understanding of how the conceptual, theoretical and empirical knowledge gained in the first year of study translates into a real-world professional context; and 3) relevant professional and transferable skills such as team building, negotiation, argumentation, conflict management, and writing for policy. The module aims to equip students with the skills and competences necessary for their successful entry into the job market.</p>		

Programme Master of Public Policy		Module IV Professional Development	
Unit: Project Course			
Content & qualification objectives	<p>This course gives students the opportunity to tackle the demands of a real-world policy project, test the practical relevance of what they have been studying in other courses, and employ and refine their professional and analytical skills. Students work in teams on a real-world policy project of a public policy organisation, which is generally involved in the course as practice partner. Alternatively, the course can have the format of a policy simulation. In this case, a policy constellation or (conflict) situation is presented by the instructor with the objective of training students to apply policy skills such as negotiation, conflict management, or project management, and allowing students to develop policy solutions by means of a simulation game.</p> <p>By the end of the course, students will be qualified to understand the practical relevance of academic concepts and policy analysis tools. They will have the competence to transfer and apply theoretical concepts and methodological tools to a public policy project, and they should have developed policy relevant professional skills such as project management, conflict management, presentation techniques, teambuilding, and leadership.</p>		
Course type	Project Course.		
Workload	20 hours presence; 60 hours preparation; 40 hours wrap-up; 60 hours group work for preparation of final report and/or presentation.		
Credits	6		
Assignments	The credits are allocated for assignments to be fulfilled during the semester: 1-3 written assignments (e.g. research or analysis paper, policy memo, literature review); oral presentation (optional).		
Examination	The examination consists of different assignments assessed during the semester.		
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being "not sufficient" (fail).		
Prerequisites	None.		
Course cycle	Spring semester, mandatory in 1 st year of study.		
Usability	Master of Public Policy.		

Programme Master of Public Policy		Module IV Professional Development
Unit: Skills Workshops I+II		
Content & qualification objectives	A wide menu of skills workshops is offered every semester, including subjects such as presentation skills, EXCEL training, negotiation and mediation, media training, policy-writing, and inter-cultural communication. The offer varies across semesters, in order to offer students the most cutting-edge training flanking their academic studies. Students choose two skills workshops in their first year of study to gain transferrable skills fitting their professional aspirations. The Career Services Team offers consultation on the best selection of skills workshops.	
Course type	Workshop.	
Workload	Workload per workshop (2 required): 15 hours presence, 15 hours preparation and wrap-up	
Credits	2 (1 per workshop)	
Assignments	Attendance.	
Grade	"pass" or "fail"	
Prerequisites	None.	
Course cycle	Fall and spring semester, mandatory in 1 st year of study	
Usability	Master of Public Policy, Master of International Affairs, Master of Data Science for Public Policy.	

Programme Master of Public Policy		Module IV Professional Development
Unit: Internship		
Content & qualification objectives	Students are expected to attend 3-4 individual or collective career coaching sessions offered by Career Services during their studies. They are also expected to attend career events, in particular those lectures that present career path options to MPP students. Between the first and second year of study, students shall complete an internship at a public, private or third sector organisation. Students submit an internship report at the beginning of their 3 rd semester. After completing this unit, students will have applied the knowledge gained in their programme of study to a real-world environment related to public policy; they will have sharpened their individual professional perspectives; and they will have built a relevant network to facilitate their entry into the job market.	
Course Type	Internship (professional experience)	
Workload	300 hours	
Credits	10	
Assignments	6-weeks full-time internship or 10-week part-time internship of at least 20 hours/ week. Internship report (1,000 – 2,000 words) due at the beginning of the 3 rd semester (15 th September).	
Grade	"pass" or "fail"	
Prerequisites	None.	
Course cycle	Internship, mandatory in the summer break between 1 st and 2 nd year of study; career events offered each semester; individual and collective coaching sessions offered on a rolling basis.	
Usability	Master of Public Policy.	

Programme Master of Public Policy			Module V Advanced Tools		
Credits	12	Length of Module	2 semesters	Percentage of final grading	12%
Module grade	Average of final grades of all numerically graded units				
Units	<ol style="list-style-type: none"> 1. Advanced Tools Elective I 2. Advanced Tools Elective II 				
Content & qualification objectives	<p>This module builds on the Module II “Tools of Public Policy” which students complete after their second semester. Students are expected to attend at least two concentration electives in their second year of study.</p> <p>The objective of this module is for students to refine and deepen their quantitative analysis or management competences, depending on the concentration they chose during the first semester: Policy Analysis or Management & Organisation.</p>				

Programme Master of Public Policy		Module V Advanced Tools
Unit: Advanced Tools Electives (2 required)		
Content & qualification objectives	<p>Students with a <u>Policy Analysis</u> concentration will be offered electives in the following categories to fulfil their “Advanced Tools” study requirement:</p> <ul style="list-style-type: none"> - advanced statistics and econometrics courses that deepen the understanding and use of special model types, such as limited dependent variables, (basic) time series, event history, or hierarchical linear models - data science tools, including machine learning and text-as-data methods, or web data collection - other tools and methods for scientific inquiry and institutional or policy analysis, such as survey design, experiments, simulations and forecasting, or game theory. <p>After completing Statistics II and two concentration electives, students with a Policy Analysis concentration will be able to test hypotheses, causally estimate policy and institutional effects, and identify the most effective policies and policy solutions.</p> <p>Students with a <u>Management & Organisation</u> concentration will be offered electives in the following categories to fulfil their “Advanced Tools” study requirement:</p> <ul style="list-style-type: none"> - courses on specific management tools such as human resource management, quality management, financial management, or process management - courses on the governance and management of national, sub-national, supranational, and international policy making - courses on organisational design, organisational behavior, strategy and leadership. <p>After completing the Management & Leadership course and two concentration electives, students with a Management & Organisation concentration will be qualified to understand how public purpose organisations work, to analyse organisational challenges, to recommend policy and organizational changes and reforms, and to organise and lead decision-making and change processes.</p>	
Course Type	Seminar.	
Workload	Workload per course (2 required): 20 hours presence; 80 hours preparation and wrap-up; 80 hours course assignments.	
Credits	6 per course (2 courses required).	
Assignments	The credits are allocated for assignments to be fulfilled during the semester: 1-3 written assignments (e.g. research or analysis paper, policy memo, literature review, essay); oral presentation (optional); written exam (optional).	
Examination	The examination consists of different assignments assessed during the semester.	
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being “not sufficient” (fail).	
Prerequisites	Statistics II for students with Policy Analysis concentration.	
Course cycle	Fall and spring semester (2 nd year of study)	
Usability	Master of Public Policy.	

Programme Master of Public Policy			Module VI Portfolio		
Credits	24	Length of Module	2 semesters	Percentage of final grading	24%
Module grade	Average of final grades of all numerically graded units				
Units	<ol style="list-style-type: none"> 1. Portfolio Elective I 2. Portfolio Elective II 3. Portfolio Elective III 4. Portfolio Elective IV 				
Content & qualification objectives	<p>In their second year of studies, students deepen their academic and pre-professional training in either Policy Analysis or Management & Organisation.</p> <p>In addition, MPP students choose four electives that allow them to either further specialise in their chosen area of concentration, extend their portfolio across the other MPP area of concentration, or broaden their understanding to a different field of public policy, governance or analytical tools.</p> <p>To do so, students choose four electives from the School's teaching portfolio.</p> <p>Classes are clustered in four fields:</p> <ol style="list-style-type: none"> 1. Data science, digitalisation, and digital governance 2. Economics, economic policies, and tools of policy analysis 3. European and global governance 4. Public management, organisation, and leadership <p>Portfolio electives focus on the use and transfer of knowledge. These electives</p> <ul style="list-style-type: none"> • encourage students to apply prior training and analytical skills to the hitherto unfamiliar; • train students in developing new approaches to the hitherto familiar; • hone independence and adaptability to new academic and analytical debates, tools and challenges, including in (global) governance, public policy and data science; • foster constant interaction in class with cutting-edge academic discourse, pertinent policy debate, and technical skill-sets; • require great commitment to utilise and expand the foundational and / or specialised knowledge from students' different home programmes and areas of concentrations. <p>By the end of the module, students will have built an elective portfolio that deepens or extends their empirical, theoretical, analytical or policy relevant training.</p>				

Programme Master of Public Policy		Module VI Portfolio	
Unit: Portfolio Electives (4 required)			
Content & qualification objectives	<p>Students are offered courses in the following portfolio categories:</p> <ol style="list-style-type: none"> 1. Data science, digitalisation, and digital governance electives focus on (i) data science tools; (ii) digitalisation across all sectors of modern society; (iii) governance and regulation of digitalisation. 2. Economics, economic policies, and tools of policy analysis electives focus on (i) advanced economics, statistics, and econometrics courses that deepen the understanding and use of special model types; (ii) other tools and methods for scientific inquiry and institutional or policy analysis, including across different topical areas of policy and governance. 3. European and global governance electives focus on (i) the European Union, including its policies and member states; (ii) global governance institutions and challenges, including in human rights; (iii) security challenges and debates, both within and between states and at the global level. 4. Public management, organisation, and leadership electives focus on (i) specific management tools; (ii) the governance and management of national, sub-national, 		

	supranational, and international policy making institutions across sectors; (iii) organisational design, behaviour, strategy, and leadership. Depending on the course's teaching and learning focus, key interdisciplinary questions—in particular, normative foundations, sustainability, welfare—can be taught across all four portfolio fields.
Course type	Seminar.
Workload	Workload per course (2 required): 20 hours presence; 80 hours preparation and wrap-up; 80 hours assignments.
Credits	6 per course (4 courses required).
Assignments	Credits are allocated for 1-3 assignments fulfilled during the semester, including written assignments (e.g., research paper, policy memo, technical report, essay), oral contributions, and written exam(s) (optional).
Examination	The examination consists of a set of different assignments assessed during the semester.
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance), with a grade lower than 4,0 being "not sufficient" (fail).
Prerequisites	None.
Course cycle	Fall and spring semester; 2 nd year of study.
Usability	Master of Data Science for Public Policy, Master of Public Policy, Master of International Affairs.

Programme Master of Public Policy			Module VII Master`s Thesis		
Credits	24	Length of module	1.5 semesters	Module share of final grade	16%
Module grade	Numerical grade of the written Master`s thesis				
Units	<ol style="list-style-type: none"> 1. Master`s thesis colloquium 2. Master`s thesis research 				
Content & qualification objectives	<p>The Master`s thesis is the capstone of the two-year programme. The module provides students with the opportunity to apply their empirical, theoretical and methodological training to the independent and critical analysis of a key debate, governance challenge or policy problem.</p> <p>At the end of the module, students will have proved their ability to</p> <ul style="list-style-type: none"> • conduct a research project independently • critically engage with the academic and policy debate in the chosen research field • effectively design and execute methodologically rigorous research • formulate a set of policy recommendations on this basis • visualise the research findings in the Master`s thesis poster • constructively engage with their peers` research in the colloquium. 				

Programme Master of Public Policy		Module VII Master`s Thesis	
Unit: Master`s Thesis Colloquium			
Content & qualification objectives	<p>Students design, develop and advance their research projects under the guidance of their supervisor and as part of a peer group of advisees. Supervisors offer a master thesis colloquium that runs from the end of semester 3 until semester 4.</p> <p>The colloquium supports and trains students to</p> <ul style="list-style-type: none"> • develop their research question, theoretical approach and methodological design • choose appropriate methods of analysis • present first empirical findings • engage with, critique and respond to their peer advisees` projects 		

	Upon completion of the Master's thesis colloquium, students will be prepared to finalise their written master thesis, and submit by the set deadline.
Course type	Seminar.
Workload	10 hours presence; 50 hours assignments; 190 hours guided and independent thesis research.
Credits	8
Assignments	2-3 written assignments (e.g. thesis prospectus, outlines, methodology section, empirical section); oral presentation (optional).
Grade	"pass" or "fail"
Prerequisites	None.
Course cycle	Start in the fall semester and end in spring semester in the 2 nd year of study
Usability	Master of Public Policy, Master of International Affairs.

Programme Master of Public Policy	Module VII Master's Thesis
Unit: Master's Thesis Research	
Content & qualification objectives	<p>The Master's thesis is a piece of independent research on a key debate, governance challenge or policy problem across sectors and levels of governance. The thesis should include both critical engagement with the academic literature and, where relevant, with existing (policy) debates in the chosen area. The thesis should display a significant element of original research and independent analysis, should use the academic knowledge and methodological tools acquired in the course of the programme of studies, and should formulate a set of policy recommendations based on the Master's thesis findings and conclusions.</p> <p>In addition to their written thesis, students submit a poster that summarises and visualises their research results and policy recommendations.</p> <p>Students are encouraged to conduct their research in collaboration with a practice partner – a private, public or third sector institution that operates in public policy. The collaboration should result in recommendations addressed to the practice partner. The chances of policy impact are much greater if recommendations are based on evidence generated in an analytically robust way. A Master's thesis must, therefore, display a good understanding of research design, methodology, analysis and argumentation.</p> <p>By completing their master thesis, students will have learned to do the following: 1) conduct a research project; 2) critically engage with the academic and policy debate on the chosen field; 3) effectively design and execute methodologically rigorous research; and 4) formulate a set of policy recommendations on this basis. Students who worked in a group on their Master's thesis also prove their competence to collaborate and organise a team project.</p>
Course Type	Independent Research.
Workload	Approx. 480 hours.
Credits	16
Assignments	The credits are allocated for the written Master's thesis (12,000 - 14,000 words) and a thesis poster that visualises the results of the Master's thesis.
Examination	The examination is composed of the written master thesis and the poster. The grade for the written master thesis must be 4,0 or higher on the Hertie School's grading scale, and the thesis poster must be graded "pass".
Grade	1,0 – 1,3 – 1,7 – 2,0 – 2,3 etc. (according to degree of performance) with a grade lower than 4,0 being "not sufficient" (fail). The final grade for the master thesis is the grade for the written thesis. The grade is constituted by the arithmetic mean of the grades awarded by the two members of the thesis committee.
Prerequisites	None.
Course cycle	Start in the fall semester and end in the spring semester in the 2 nd year of study.
Usability	Master of Public Policy.

Annex: Examination Requirements and Objectives

Examination Requirement	Details	Objectives
Research paper Policy analysis paper	3,000 – 7,000 words; pre-defined period of time (e.g., 1-6 weeks)	Students gain the competence to critically assess theoretical arguments, analyse and apply concepts and theories to a policy problem, design a robust research project, and formulate policy recommendations. A research (design) paper has a stronger focus on critical assessment, while a policy analysis paper has a stronger policy focus.
Policy memo	500 – 1,500 words; pre-defined period of time (e.g., 3-10 days)	Students gain the competence to brief practitioners in a ministry, international organisation or other policy relevant institution.
Negotiation brief	500 – 1,500 words; pre-defined period of time (e.g., 3-10 days)	Students learn to analyse a specific negotiation topic, and to identify and assess an actor's goals, institutional competences, (historical) roles and strategies. A negotiation brief can also train the competence to brief practitioners in a ministry, international organisation or other policy relevant institution.
Editorial Blog	500 – 1,000 words; pre-defined period of time (e.g., 3-10 days)	Students learn to identify, engage with, analyse, comment on, and effectively present a current issue or debate related to their programme of study to a target audience.
Literature review	500 – 1,000 words; pre-defined period of time (e.g., 3-10 days)	Students gain the competence to extract, compare, and critically assess arguments from the literature on a certain topic.
Data analysis exercise	Quantitative data and problem set to be processed in a given time period (e.g., 5-7 days)	Students gain the competence to independently process raw quantitative data on a topic related to their field of studies, formulate and test hypotheses, and summarise the results.
Essay	2,000 - 3,000 words; pre-defined period of time (e.g., 1-4 weeks)	Students learn to effectively develop, introduce, substantiate, and present a line of argumentation for either an academic or a more public audience.
Written exam	90 – 120 minutes; supervised and in an assigned location	Written exams provide learning incentives with the objective to show mastery of the overall contents covered in a course. Students gain the competence to recall knowledge, concisely present knowledge, and apply skills they learned, within a pre-defined period of time.
Online exam Open book exam	45 – 120 minutes; online and without supervision	The examination tests a student's factual knowledge as well as their understanding of processes, interrelationships and applications. Students need to show their competences and skills, in addition to factual knowledge, within a pre-defined period of time.
Take-home exam	6 – 72 hours; online and without supervision	Students process an assignment in a pre-defined period of time, e.g. a case study or data analysis, and apply skills and knowledge they have learned during the course.
Oral presentation Class participation	10 – 30 minutes; individual or in group; in-class	Students acquire and display key policy-competences such as presentation, oral argumentation, negotiation, and public speaking.