

**Programme-specific appendix to the
Education and Examination Regulations (EER)
2015-2016**

For the Master of Science programme

Public Administration (PA)

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1. Structure and content of the programme

a. Composition of the programme

The programme consists of two components:

1. A set of obligatory courses, depending on the specialization: 6 courses
2. A final (Master's) assignment of 25 EC and an accompanying methodology course of 5 EC.

Study load

The PA Master's programme represents a study load of 60 EC.

The exam formats (TER, article 3.2, par. 2h)

The curriculum overview for the Master program includes the following categories:

Quarter / Subject code / Subject name / Study load in ECs / Way of testing

The assessment components are sorted by category according to subject code. The overview of assessment components is not presented in chronological order.

Key to exam formats:

S	= written exam
M	= oral exam
PGI	= group practical exercise, including a written group report and (in so far as possible) Individual assessment of the manner in which the student participated in the group exercise
PS	= practical exercise(s), including a written report
PSS	= practical exercise(s), including a written and/or oral report, and a written exam; the student may sit the written exam only after satisfactorily completing the practical exercises and the written and/or oral report
PSM	= similar to PSS, however, an oral exam will be sat
BAHL	= reviewed in a manner to be determined by the graduate professor
BAM	= reviewed in accordance with the procedures laid down in the regulations applicable to the Master's assignment.

The student's work must be eligible for review. More specific details are available via OSIRIS and/or made known in a timely manner by the examiner on Blackboard in accordance with the provisions of article 4, "Rules & Regulations of the Examination Board".

Final exam: the Master's assignment

The programme concludes with the Master's assignment (or Master's project or Master's thesis), as part of which the student demonstrates his ability in the integrated application of the knowledge and skills gained from the curriculum of the programme. The Master's assignment represents 25 EC.

The Examination Board of the program establishes the rules governing:

- a. the procedures used to determine a student's eligibility for the Master's project
- b. the manner in which the student's Master's curriculum (Master's assignment and subjects) is developed and approved
- c. the manner in which the student acquires the Master's assignment
- d. the members of the Master's committee
- e. the manner in which the Master's assignment will be completed, monitored and evaluate

An appeal against a decision taken in accordance with these regulations may be lodged to the Examination Board of the program.

Study programme

The program starts in September and February, see the following table.

Table 1: MSc in Public Administration 2015-2016

Specialization: Policy & Governance				
Q	Code	Course	EC	Exam format
1	201100077	Policy Analysis in Public and Technological Domains	5	PSS
1	201100073	Economic Methods of Sustainability Assessment	5	PSS
1		<i>Choose between:</i>	5	
	194106090	Social Problems		PSS
	194114060	Issues and Approaches in Higher Education Policy		PSS
	194106100	Environmental Policy		PSS
	201400089	Public Management: Research and applications		PSS
2&4	194119040	Methodology for Public Administration	5	PSS
2&4	194128030	Master Thesis I	10	BAM
3	194111240	Public Governance and Policy Networks	5	PS
3	194101070	Public Governance and Legitimacy	5	PSS
3	201100076	Deliberative Governance of Knowledge & Innovation	5	PS
4&2	194128030	Master Thesis II	15	BAM
			<i>total: 60 EC</i>	

Specialization: Public Safety				
Q	Code	Course	EC	Exam format
1	201100077	Policy Analysis in Public and Technological Domains	5	PSS
1	201100079	Public and private Policing	5	PSS
1	194106090	Social problems	5	PSS
2&4	194119040	Methodology for Public Administration	5	PGI
2&4	194128030	Master Thesis I	10	BAM
3	194111240	Public Governance and Policy Networks	5	PS
3	194101070	Public Governance and Legitimacy	5	PSS
3	201100081	Public Safety and Public Safety Governance	5	PSS
4&2	194128030	Master Thesis II	15	BAM
			<i>total: 60 EC</i>	

Specialization: Public Management				
Q	Code	Course	EC	Exam format
1	201400089	Public management: Research and applications	5	PSS
1	194107040	Public Sector Reform	5	PSS
1	201200009	Managing Change & Human Resources	5	PSS
2&4	194119040	Methodology for Public Administration	5	PGI
2&4	194128030	Master Thesis I	10	BAM
3	192340101	Implementation of IT in organizations	5	PSS
3	194101070	Public Governance and Legitimacy	5	PSS
3	194111240	Public Governance and Policy Networks		PS
4&2	194128030	Master Thesis II	15	BAM
			<i>total: 60 EC</i>	

Specialization: Regulation & Innovation				
Q	Code	Course	EC	Exam format
1	?	Regulatory Design and Implementation Beyond the Nation State	5	PGI
1	201100077	Policy Analysis in Public and Technological Domains	5	PSS
1		<i>Choose one from:</i>	5	
	201100073	Economic Methods of Sustainability Assessment		
	194107040	Public Sector Reform		
2&4	194119040	Methodology for Public Administration	5	PGI
2&4	194128030	Master Thesis I	10	BAM
3	201200042	Current affairs in advanced technology	5	PSS
3	201200039	Smart rules and regimes	5	PSS
3		<i>Choose one out of:</i>	10	
	194111240	Public Governance and Policy Networks		
	194101070	Public Governance and Legitimacy		
	201100081	Public Safety and Public Safety Governance		
4&2	194128030	Master Thesis II	15	BAM
			<i>total: 60 EC</i>	

1b Content of the specializations

The Master's programme Public Administration differentiates the following specializations.

Policy and Governance (PG)

The track Policy & Governance prepares students for careers in public governance, in policy-related advisory and staff functions in both public and private organizations. To this end it focuses on two main themes: Policy, aimed at the design of effective public policies, and Governance, with special attention for legitimacy and feasibility issues. The master thesis consists of a research project on a problem related to public policy and governance. In two of the obligatory courses, the policy aspects of especially Sustainability and Knowledge and innovation are highlighted. The optional course has four choices, of which three are aimed at a specific policy field.

Public Safety (PS)

The track Public Safety shares courses with the track Policy & Governance. Complementing these generic courses on public governance and policy, the remaining courses pay special attention to subjects that offer insight and academic knowledge in the core of (governing) public safety. In addition, the Master's project in this track will concentrate on a subject related to the field of safety.

Public Management (PM)

Public management studies the interaction between the political system, bureaucracy and the (semi-) public sector from an organizational and inter-organizational perspective.

Examples include the success of public sector reforms in new EU member states, or public sector reforms in response to the recent financial-economic crisis. The field also studies internally and externally oriented management activities within and between (semi-)public organizations, which are thought to explain the performance of (semi-)public sector organizations.

Regulation and Innovation (RI)

In this specialisation we focus on the relation between regulation and technological innovation. You will especially address the legal side of governance of regulation, to promote technological innovation in balance with checking the risks of technological innovation.

You will learn to understand the main issues in technology with the course Current Affairs in Advanced Technology, and you are offered the opportunity to choose two courses of interest on this topic, e.g. health care, sustainability, energy sector, food industry or ICT.

1c. Other programme-specific characteristics

Coherence and didactical concept

The Public Administration master programme has four important starting points:

- The programme familiarises students, on the basis of various disciplinary perspectives, with a Policy & Governance, a Public Management and a Legal Governance approach to tackling public problems under conditions of governance; all this combined with thorough knowledge of research concepts and methods;
- The programme allows students to focus on particular fields/domains of application or a particular professional approach; the Public Management and Legal Governance specializations provide such opportunities, as well as the Public Safety specialization; without such theme-based specialisations, the Policy & Governance specialization leads to generic professional and academic qualifications in policy research and policy advice;
- The programme is doable; especially data on average duration of study for students on a scholarship demonstrate that the one-year master programme is doable;
- The programme is (partly) oriented towards professional activity; all tracks were decided upon only after an analysis of job advertisements for the public domain as a basis for extended consultations with our Practitioners' Board and discussions in the Programme Committee.

The specialisations are internally coherent, especially through the concentration on particular fields of application/professional approaches. Given the fact that we have chosen to allow students to enter the programme at the beginning of each semester, we have limited possibilities to build up complexity in the programme. The two thesis-work quartiles, however, provide excellent opportunities for splitting up between the logical steps in research: choice of topic, problem formulation, theoretical approach and research design, first; data collection, analysis and reporting, second.

The master is a training to perform research, but also a test of competences. The aim is that students demonstrate that they are able to integrate theoretical perspectives and research skills in an applied scientific context. For this the students need to show in their papers, and especially in their MSc thesis, their ability:

- to formulate a problem definition that suits the problem at hand including research questions, sub-questions, methodology and time-frame;
 - to use concepts and theories of the public domain, preferably those that figure prominently in their selected track/specialisation;
 - to make educated choices regarding:
 - units of research;
 - choice of variables;
 - choice of analysis – or design strategy;
 - choice of research – design methods;
 - to formulate research – design findings and link them to the research – design questions;
 - to devote attention to the social embedding and ethical aspects of the research at hand;
- to give a clear, structured presentation, comprehensible for audiences of different level and (professional or disciplinary) background.

Content of practical exercises

A practical exercise is an academic unit or a component of an academic unit in which the emphasis is on the activity of the student, such as:

- preparing a literature review, paper or design project, thesis, article, or position paper, or delivering a public presentation;
- a design or research assignment, tests and experiments, practical exercises, skills practice;
- work placement, fieldwork or excursions;
- participation in other required learning activities aimed at achieving the desired skills.

Practical exercises are generally part of an academic unit for which there is a responsible examiner. The structure of the practical exercise(s) is described in general terms in OSIRIS, and in more detail on Blackboard at the start of the programme.

Master's Thesis

The Master's thesis is 25 EC and has to be finished (green light for colloquium) within the nominal study time.

The Master's project is evaluated on an individual basis. The Master's project tests the student's competence in the integrated application of the knowledge, comprehension and skills covered in the study units. The Examination Board prescribes an evaluation checklist to help ensure the quality of the evaluation. More practical information on the Master's assignment is found in the Master's Thesis Syllabus.

1d. Honours programmes

For excellent students the University of Twente offers three different extra-curricular Master's honours programmes of 15 EC. Each of these programs has a distinctive profile, which allows the student to develop himself in one of three roles: as an organizer, designer or researcher. These programmes are:

- MSc Change Leaders
- MSc Design Honours
- MSc Research Honours.

More information about these programs and the corresponding selection procedure can be found at the UT honours programmes website.

2. Aims and final attainment targets

2a Aims of the programme

The objective of the Master's in Public Administration is to train students for management-supporting and policy-advising positions within public administration in the broadest sense of the word. In this broad sense, the term 'public administration' refers to both government organizations and social

organizations, companies and institutions that play a role in the collective decision-making on the administration and structuring of our society and the implementation of decisions made in that context.

2b Final attainment targets

The final attainment targets of the Master's programme in Public Administration have been specified in a set of 'learning outcomes'. The complete set of learning outcomes is as follows.

Competence in choosing and using Public Administration approaches and skills.

The student is familiar with the existing knowledge base and is able to increase its width and depth through study. He/she...

- is familiar with relevant theories, methods, techniques and current questions regarding problem-oriented and interactive policy analysis
- has knowledge and understanding of political, administrative and societal relations as well as of the legal preconditions for policy making, guidance, planning and control of political and administrative processes
- acknowledges the importance of democracy and the constitutional principles for the functioning of public institutions
- can judge the appropriateness and effectiveness of a problem approach, based on ex ante and ex post evaluations
- has the ability to comprehend and master a given policy area and to use policy-oriented skills.

Competence in doing research

The student has the competence to acquire new scientific knowledge through research. For this purpose, research means: the development of new knowledge and new insights and understanding in a purposeful and methodical way. He/she...

- is able to assess the usability and validity of assignments for applied research
- is able to monitor the usability and validity in assignments for applied research
- is able to perform research in the field of public administration.

Competence in designing

The student has the competence for design. Designing is a synthetic activity aimed at the realisation of new approaches, solutions and the sensible use of measures in the public domain. He/she ...

- is to use disciplinary knowledge in coherent ways in the design of solutions for societal problems
- is able to use disciplinary knowledge in coherent ways in the design of approaches regarding the dynamics of political and administrative problems
- is able to critically reflect on the usability of disciplinary knowledge
- is to involve research findings in the design of (new) policies, political and administrative processes and structures
- is able to design an appropriate and effective problem approach based on theoretical insight and research findings.

Competence regarding a scientific approach

The student has a systematic approach characterised by the development and use of theories, models and coherent interpretations. They have a critical attitude and insight in the nature of scientific work. He/she...

- is able to use disciplinary knowledge in coherent ways at the interpretation and analysis of societal developments and their backgrounds
- is able to use disciplinary knowledge in coherent ways at the interpretation and analysis regarding the dynamics of political and administrative problems and their backgrounds
- is to critically reflect on the validity of (inter-) disciplinary knowledge.

Competence regarding intellectual skills

The student is competent in reasoning, reflection and forming a judgement in the context of the discipline. He/she...

- is able to independently keep up with developments in the field of Public Administration
- is able to critically assess disciplinary approaches in the field of study
- can critically reflect on one's own analytic competences; draw conclusions and identify fields and strategies for one's own improvement
- is able to take a critical stance regarding the validity of (inter-) disciplinary knowledge.

Competence in co-operation and communicating

The student has the competence of being able to work with and for others. This requires adequate interaction, a sense of responsibility, leadership and communication with colleagues and non-colleagues. The student has competences to participate in scientific or public debate. He/she...

- is able to present societal issues, their backgrounds, disciplinary perspectives and views regarding political and administrative issues in oral and written form (in English)
- is able to present research ideas and – findings for various audiences
- is able to involve professionals and laymen in the analysis, (design for a) solution and evaluation of societal problems
- is able to advice various groups of professionals and laymen regarding legal and judicial aspects.

Competence to take the temporal and social context into account

Beliefs and methods have their origin and decisions have social consequences in time. The students is aware of the temporal and social context of their work and have the competence to integrate these insights into their work. He/she...

- is able to locate a societal problem against the temporal and contextual background
- is to take ethics and history into account in the definition, analysis and solution of societal problems.

3. Examination and exams

3a. Examination

The programme has one examination, the Master's examination at the end of the year. The Master's examination is deemed to have been successfully completed if the exams of the units of study, including the Master's thesis, have been taken successfully.

3b. Exam formats and the number and sequence of exams and practical exercises

A unit of study is completed with an exam. An exam can comprise one of the following formats:

- a written exam
- an oral exam
- a series of tests
- the assessment of practical exercises as meant in art. 1 (Glossary)
- a combination of the above

The exam formats of each of the courses offered in the programme is shown in Table 1.

3c. Required sequence of exams / Prerequisites

There are no prior knowledge prerequisites in the MSc other than being admitted to the programme.

4. General information

4a Admission to the programme

The admission request for the programme is assessed by an admission committee that consists of the program directors.

In addition to the general criteria, Public Administration distinguishes two types of (inter)national education;

1. Research Universities (primarily responsible for research-oriented programs)
2. Universities (college) for professional education (prepares students particular for more practical professions)

The admission committee has specific requirements depending on the degree.

1. Dutch Degrees of Research Universities

a. A Bachelor's degree in Public Administration or related awarded by a Dutch university

Applicants with a Bachelor's degree in (European) Public Administration awarded by a Dutch university will be admitted to the program.

b. Another Bachelor's degree awarded by the University of Twente

Applicants with a Bachelor's degree in a related field awarded by a Dutch research university will be admitted after completion of a 15 or 30 EC pre-Master's programme, to be decided by the admissions committee. The admissions committee determines whether or not a pre-Master is awarded and determines the content of the pre-Master's programme. The applicant must have successfully completed the entire pre-Master's programme within 12 months¹ before being admitted to the Master's degree programme.

2. Degree by a Dutch college for higher professional education (HBO)

a. A Bachelor's degree in a related field awarded by a Dutch University (college) for higher professional education

Students with a Bachelor's degree in a related field awarded by a Dutch University (college) for higher professional education will be admitted if they have successfully completed the 30 EC pre-Master's programme within a period of twelve months². The admissions committee determines the content of the pre-Master's programme. All applicant will be judged on an individual basis. The content of the pre-master programme is described on the Utwente website.

Students who have had a higher professional education (HBO) are assumed to be sufficiently proficient in the English language at the start of the Master's phase . It is the responsibility of the student to attain this level of English.

The following degrees are currently considered degrees in a related field:

- Bestuurskunde
- Commerciële economie
- Fiscale economie
- Rechten
- Hogere juridische opleiding
- Integrale veiligheidskunde
- International Business & Languages
- International Business Management
- Management, Economie en Recht
- Ruimtelijke ordening en planologie

b. Another Bachelor's degree awarded by a Dutch University (college) for higher professional education

Applicants with a degree in a non-related field are judged on an individual basis. The applicant must have successfully completed the entire pre-Master's programme within 12 months before being admitted to the Master's degree program.

3. Bachelor's degrees from a non-Dutch university

The admissions committee assesses international applicants with a Bachelor's degree awarded by a non-Dutch Research University or University (college) for higher professional education on an individual basis. The assessment of the applicant's skills is based on:

- a NUFFIC credential evaluation;
- A Bachelor's degree in a related field
- a letter of motivation;
- an academic IELTS overall band score of at least 6.5 (see also www.ielts.org) or a TOEFL internet-based (TOEFL-iBT) score of at least 90
- mathematics proficiency is at VWO level
- any additional information required by the admissions committee.

The assessment of all applicants' skills is based on academic background and the possibility for students to finish the Master programme within a year.

¹ Per course of the pre-Master's programme no more than two attempts are permitted to sit the corresponding exam. If the student fails to successfully complete the pre-Master's programme on time, he/she will not be admitted to the Master's Programme.

² Idem (as the previous note)

For more information we refer to our website <http://www.utwente.nl/pa/pre-master/>

4b Language of teaching and exams

The programme is offered in English, and the exams are taken in English. The report of the Master's project will be written and defended in English. Students are free to make a translation or summary in Dutch once this is necessary for the dissemination of the research results, but the final grade will be based on the original version in English.

4c International cooperation

The research that is the basis of the master's programme is (almost) always international. Students are invited to write their Master's Thesis on these internationally relevant subjects. This includes the possibility to do the research abroad.

4d Elective options and requirements related to electives and student's individual choices

The structure of having four specializations and the opportunity of choosing a Master's Thesis subject yourself, means there are plenty of opportunities to make choices within the programme. Should students wish to defer from the programme as stated in table 1, the programme management will take a decision on the changes.

4e Program Committee (OLC)

Members of the Programme Committee (OLC) are appointed by the Dean of the faculty every (two) year(s) (faculty regulations article 13). The most recent composition of the committee can be found at the webpage of the [programme committees](#). For more information contact the secretariat at 3987.

4f Examination Board

Members of the Examination Board are appointed by the Dean of the faculty every (two) year(s) (faculty regulations article 12). The recent composition of the Board can be found at the [webpage of the Examination Boards](#). Correspondence with the Boards goes through [ExamcommissieBMS](#). For more information contact the secretariat [secr-OSC-BMS](#) at 3987 or 4996.

5. Additional subjects

5a. Graduation with distinction

If upon sitting the Master's examination, the student has given evidence of exceptional capability, 'cum laude' ('with distinction') will be recorded on the degree certificate. A student is considered to have exceptional capability if the following three conditions are met.

The student:

1. fulfils all requirements for the study within two years;
2. has an average grade of at least 8.0 over all numerical graded courses and no courses with a grade of '6'
3. has a Master thesis grade of '9' or '10'.

6. Transitional arrangements