

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

for the Bachelor of Science programme

European Public Administration (EPA)

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1. Structure and content of the programme

1a. Composition of the programme

The Bachelor's programme in European Public Administration (EPA) consists of three academic years (B1, B2 and B3) of 60 ECs each. The academic timetable for the Bachelor's programme consists of two semesters per academic year, each semester consisting of two quartiles of ten weeks each¹. A quartile consists of one unit of study, a 'module' of 15 EC (420 hours).²
The global overview of the EPA programme structure is given in *Table 1*.

Each module is composed of different parts which are logically clustered around a particular topic in such a way that different scientific disciplines and approaches are applied. Students work in groups on project oriented assignments and gain new knowledge rather independently (under the support and supervision of tutors). Such a teaching approach requires a variety of assessment forms – individual and group assignments, individual written tests, group papers and presentations, etc. - which are applied at different phases along each module. More detailed information on the exam formats can be found in the module descriptions in Osiris and at the Blackboard site of each module.

Content of practical exercises

A practical exercise is a unit of study or part of a unit of study, whereby the emphasis is placed on the student's activities³. In the Twente Educational Model (TEM) on which the EPA curriculum is based practical exercises play an important part, especially in the form of a project (or sometimes several small projects) which is at the heart of each module. The structure of the practical exercise(s) is described in general terms in OSIRIS, and in more detail on Blackboard.

Bachelor's Thesis

In the Bachelor's thesis at the end of the third year of the programme (introduced in Module 3.3, and continued in Module 3.4, the last module) students show their acquisition of the competences specified in the intended learning outcomes of the programme. The Bachelor's thesis is a research-oriented assignment, with justified choices towards theoretical, empirical, or practice- and design contribution to existing knowledge within the Public Administration and European Studies field of inquiry.

The Bachelor's thesis assignment has a coherent structure and time frame. The preparation of the Bachelor's thesis takes place in the 3rd quartile of the third year, as part of the 'Professionalization' module (Module 3.3). Students first choose to which Bachelor Circle they want to be added. A bachelor circle is a small group of consistent research questions supervised by a staff member and directly connected to his/her research. Subsequently students write their research proposal. This culminates in a research paper during module 3.4. More details can be found in OSIRIS and Blackboard.

¹ Further information on the academic timetable and the exam timetable can be consulted on the Student portal.

² The four quartiles (Q1, Q2, Q3, Q4) are also called "blocks" in Osiris and on Blackboard. These are indicated by a number for the semester (1, 2) and a letter for the quartile (A, B): 1A (=Q1), 1B (=Q2), 2A (=Q3) and 2B (=Q4).

³ For a detailed description of the term "practical exercise" see chapter 1, paragraph 1.2 of the common elements of these Education and Examination Regulations.

Table 1: Curriculum 2015-2016, BSc. in European Public Administration (EPA)

Year. Quart	Module Code	Module name	EC
B1: First year			
1.1	201300018	The Modern State	15
1.2	201300025	European Challenges	15
1.3	201300110	Public Policy	15
1.4	201300111	Regional innovation and Smart Cities	15
B2: Second year			
2.1	201500146	Public Management	15
2.2	201500176	Public Governance in Europe	15
Track: European Studies			
2.3a	201400095	The EU after the Financial-Economic Crisis	15
2.4a	201400097	The European Union and the World	15
Track: Public Administration			
2.3b	201400099	Policy-making and planning	15
2.4b	201400101	Street-level governance	15
B3: Third year			
3.1		Minor or Internship or exchange	15
3.2		Minor or Internship or exchange	15
3.3		Professionalization	15
3.4		Bachelor's Thesis	15
Total			180

Information on prior knowledge prerequisites is given in chapter 3.

1b. Study load of the programme and of each of the units of study

The Bachelor's in European Public Administration at the University of Twente has a study load of 180 EC. The study load of each of the study units making up the programme is listed in EC in Table 1. 1 EC = 28 hours of study.

1c. Other programme-specific characteristics

Nature and structure of the programme

The Bachelor's in European Public Administration, Dutch croho 56654, is a fulltime programme. It consists of the following components:

- A 'major' of 150 EC comprising:
 - 90 EC Core: The first six modules of the study, i.e. the first year and the first semester of the second year, are considered the 'core' of the programme. After this core the student has gained a basic understanding of the main fields of

- European Public Administration.of required (compulsory) modules.
 - 30 EC Track: In the second semester of the second year, students choose a track for the modules 2.3 and 2.4. It is allowed to make free choices out of the four modules, to “mix & match”. The two tracks are either specializing in European Studies or Public Administration. For a more detailed overview, see OSIRIS.
 - 30 EC Finalization: The Professionalization Module and the Bachelor’s Thesis (last modules in the third year): students prepare and carry out their Bachelor’s thesis project and write a thesis in preparation for graduation. They gain more knowledge about the work field and their prospective future.
- A ‘minor’ of 30 EC: In the first semester of the third year, students can either go abroad for an exchange, do an internship abroad or in the Netherlands, or choose a minor of their choice. More information about minors can be found at www.utwente.nl/minor. Exchange and internship are subject to further requirements, see chapter 4.

In collaboration with the Westfälische Wilhelms University in Muenster, we offer a joint degree specialization “Public Governance across borders”. This specialization consists of first year courses in Muenster, and second and third year courses in Twente. For the second and third year of this joint degree specialization the rules and regulations are the same as for the 180 EC Twente bachelor’s programme. For the first year the rules and regulations of the Muenster programme have to be met.

Coherence and didactic concept

The didactic concept of the EPA-programme reflects two major principles:

1. Increasing levels of student’s autonomy throughout the programme;
2. Increasing levels of issue complexity and knowledge integration.

Next to vertical and horizontal programme structuring, both principles are especially approximated through case-based learning. The didactic concept can be characterized as a mixture of classical knowledge development gradually expanding the body of knowledge regarding disciplinary backgrounds, and integration of that knowledge with other disciplines and in concrete cases in tutorials, seminars and projects.

Increasing levels of autonomy: The programme aims at increasing levels of student’s autonomy. This means that a number of skills are especially trained to help students organize their learning process through increased levels of independence. The early courses are far more structured regarding teaching environment, assignments and teaching guidance than later courses. Students are expected to develop skills to cope with complexity and uncertainty.

Case-based learning: The programme acknowledges the importance of knowledge drawn from practice. This kind of knowledge is introduced in the curriculum through study visits, guest lectures and the involvement of professionals in the projects. Furthermore, students are encouraged to do interviews outside the university and thus develop their competences and interaction with the outside world. Another strategy to train student’s abilities is to design cases in which they have to find their ways through problems and dilemmas. We believe that the teaching with cases leads to the acquisition of knowledge, the development of competences and the development of self-reflective skills. Therefore, cases are the very soul of the projects. But cases are also important illustrations in discipline-driven courses. One of our strategies to adjust courses (that are frequently taught to various programmes) to particular public administration demands is to use cases in tutorials. Here students can easily identify with typical public administration issues and problems.

Increasing levels of integration: The projects are especially designed to facilitate integration. In early projects one can easily recognize the different analytical views, but advanced programmes integrate these views more, and the practice-oriented component increases. The rationale is that students are not yet familiar with the content and the connection and coherence of disciplines. Their insights develop throughout the programme and students are increasingly able to master higher complexity levels.

1d. Excellence programmes

For students obtaining excellent results there are two options for doing something extra up and above the standard programme: the EPA Star programme and the UT Bachelor's Honours programme.

The EPA Star programme

Excellent students may be selected in five of the six core modules of the Bachelor's programme, in module 1.2 to 1.4 and module 2.1 and 2.2. These students can follow the "EPA Star programme", the intra-curricular excellence programme. Participation in this programme, including the total number of 'stars' obtained, will be mentioned on the EPA diploma supplement.

Participation in the EPA Star programme for a certain module implies that the selected students will do a special version of the project of the module in question. The difference with the regular version of the project is in the level of understanding of the module's theoretical parts that is needed to finish the project successfully. The specific requirements for the 'star' version of the project varies from one module to another. In one module, for example, the theory offered must be applied to a more complex situation than the one presented for the regular project, in another module the 'star' students must develop insights at a higher level (meta-level) than is requested for the regular project.

Participation in the 'star' version of a module will be based on selection. Details of the selection procedure will be announced before the start of the modules. For each module a separate selection procedure will be followed which will be directed at selecting approximately 10% of the students. Successful participation in the EPA Star programme for at least three modules may open the possibility of graduating with distinction. See chapter 5.

The UT Bachelor's Honours programme

This programme starts every year in February and is for the top 5% of first year students of each study only. In nearly one and a half year students follow a programme of 30 EC. Three variants are offered, in science, design and mathematics. Students work in interdisciplinary groups and learn about great scientists or designs, learn to ask questions about everyday scientific situations, will learn how to write their own research proposal and make a joint final work. More information can be found at the [website of the honours programme](#).

2. Aims and final attainment targets

2a. Aims of the programme

Public administration is an interdisciplinary social science, which reflects on grand societal challenges from an intervention-based approach.

Public administration at University of Twente

- Is multi-scale: It integrates public administration with global and European studies
- Is attentive to the role of technology in the grand challenges of complex societies
- Has a strong tradition in social sciences research methods
- Has a design approach: “engineering solutions”
- Has a project-based “learning by doing” educational philosophy: the Twente Educational Model (TEM).

The programme in European Public Administration has three interdisciplinary cores, which reflect the main subfields of public administration. The cores integrate knowledge from the disciplinary foundations. In alphabetical order: public governance, public management, public policy. Students of EPA have basic competences in each of these interdisciplinary cores.

2b. Final attainment targets of the programme

Based on the various exit qualifications in the field (Dublin descriptors, Meijers-criteria, TUNING reference points for European Studies, ICB/VSNU/QANU, EAPAA) and keeping in mind the alumni profile, we define the following core competences:

- A. Competent in governance, policy-making and public management;
- B. Basic competence in the core disciplines of economics, law, political science and sociology;
- C. Capable of integrating disciplinary perspectives;
- D. Competent in doing research;
- E. Academic & professional skills;
- F. Professional and academic attitude.

2c. Connecting Master's programmes

A successful examination for the Bachelor of Science in the European Public Administration programme automatically qualifies students for immediate acceptance into:

- the one-year Master of Science programme in Public Administration at University of Twente;
- the one-year Master of Science programme in European Studies at University of Twente;
- the two-year combined programme in European Studies at University of Twente and Westfälische Wilhelms University in Muenster, leading to a double degree.

3. Examination and exams

3a Examination

The programme has one examination, the Bachelor's examination after three years. The Bachelor's examination is deemed to have been successfully completed if the exams of the units of study, including the courses/modules of the minor/Study abroad phase and the Bachelor's thesis, have been taken successfully.

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

Following the principles of the Twente Educational Model (TEM), the exam format of each of the EPA modules and the modules offered at the UT for the minor consists of a mixture of assessment methods. These may include individual and group assessment, (various forms of) practical exercises, written tests and reports, different forms of presentations (poster, verbal, paper). For each TEM

module a test plan is in place, which is published on Blackboard before the start of the module in question. This test plan includes, amongst others, information on when tests will be sat and in what form.

The sequence of the exams and practical exercises corresponds with the course numbers as shown in Table 1.

3c. Required sequence of exams / Prerequisites

The formal sequence of the modules and their exams is the order as recorded in Table 1. Departures from the sequence of modules as recorded in Table 1 will be allowed in case:

- the student fails (does not successfully pass) one or more modules
- the student enters the programme in the course of the academic year, at a moment when one or more preceding modules cannot be followed any more.

Please notice: if the student is forced to depart from the formal sequence of the exams, as stated in Table 1, the student is expected to take any failed or missed module(s) of B1 at the first possible occasion.

Obligatory prior knowledge prerequisites in the BSc in European Public Administration are in place for the last phase in the programme:

- Module 3.3 can only be taken if all other obligatory modules of the EPA core-programme were passed successfully;
- to be allowed to start the Bachelor's Circle and the writing of the Bachelor's thesis (module 3.4) the student must have passed successfully module 3.3.

4. General information

4a. Admission to the programme

In addition to the stipulations in article 4 of the Common Elements of this OER and the admission regulations laid down in the web brochure 'Colloquium Doctum' that this article refers to the following admission regulation to the programme is in place:

Dutch students:

- Pre-university education: VWO (profile Economie & Maatschappij, Natuur & Gezondheid or Natuur & Techniek. At the profile Cultuur & Maatschappij mathematic knowledge at the level Wiskunde A or Wiskunde B is required);
- HBO: under special conditions (hbo-propedeuse in a related field and sufficiently proven Mathematics and English

Foreign students:

- Pre-university school-leaving certificate equivalent to the Dutch VWO-certificate (i.e. German Abitur, Belgian 'Diploma van Secundair Onderwijs', International or European Baccalaureate <http://www.utwente.nl/en/education/bachelor/admission/diplomas/>) and
- Sufficient level of Mathematics and English subject of school-leaving certificate (i.e. German Abitur certificate with "Mathematik und Englisch bis zum Abitur") or completing the University of Twente entrance exam).

4b. Language of teaching and exams

The BSc in European Public Administration is taught in English. This means not only that teaching of the modules is offered in English, but also that all course materials (textbooks, readers, etc.) will be in English, as well as all tests, exams and practical exercises (specifically the Master's Circle/Thesis).

4c. International cooperation

In the first semester of the third year students can choose between study abroad and minor offered by the UT. Students that choose study abroad can select a partner university in or outside Europe. More information on study abroad is given on the UT [study abroad website](#).

The minor Crossing Borders offers another opportunity to students who are eager to gain international experience. More information on the minor Crossing Borders is available on the minor's [website](#).

4d. Elective options and their related requirements

In the European Public Administration programme after one and a half year of obligatory modules students have one and a half year in which individual choices direct their exam programme to a large extent.

In the second year two **track-specific modules** of 15 EC are offered in quartiles 3 and 4.

In the third year, first semester, students can choose between a 30 EC **study abroad, internship or a 30 EC minor** or equivalent at the UT.

More information about spending (a part of) a semester abroad can be found on the UT [study abroad website](#). Students who opt to stay in Twente to fill their minor space, can choose from a number of High-Tech Human-Touch minor modules, the Crossing Borders minor, and a number of "join-in minors" and in-depth minors. For the most recent information on the modules that are being offered please consult the UT www.utwente.nl/minor

Finally, for their **Bachelor's Circle/Thesis** at the end of the third year students can choose a subject

from different knowledge domains.

Requirements related to electives and student's individual choices

Minors

The UT offers a broad range of minors. A student may not participate in a minor with a large degree of correspondence in terms of content and learning objectives with the study units of the main programme. The HTHT-minors and the join-in minors that are open for EPA students are listed on the UT Minor site.

To be allowed to start the minor phase, the student must have accumulated a registered minimum of 90 EC at 1 August, including at least the 60 EC of the first year (B1) modules.

Study Abroad

To be able and allowed to study abroad, students need to fulfill the following conditions:

- Be enrolled as a regular UT student and pay UT tuition fee
- Pre-requisite: 90 EC registered at 1 August, including a successfully completed first year (60 EC) of the study programme.

Additional condition to apply for a place at a partner university, in a related programme:

- To be eligible in reserving a place at a partner university, students must have successfully passed modules with a total of at least 60 EC registered six months before the start of their intended study abroad (at 1 March for study abroad in first semester). Once students are selected to apply for a partner university, they are not allowed to switch to another partner university.

Information on selection procedure and deadlines will be communicated to students on information sessions and on Blackboard.

Internship

Students who wish to do an internship can choose between:

- A 15 EC version—either in the first quarter or second quarter of the fifth semester. The 15 EC version of the internship covers the answer to a relatively small, uncomplicated research question. The internship report includes a reflection of the student on the internship.
- A 30 EC version in the fifth semester. The 30 EC version of the internship includes answering a large, more complex research question. The internship report includes a reflection of the student on the internship.

To be able and allowed to do an internship, students need to fulfil the following conditions:

- Be enrolled as a regular UT student and pay UT tuition fee
- Pre-requisite: 90 EC registered at 1 August, including a successfully completed first year (60 EC) of the study programme

Bachelor's thesis: students are free to choose a subject for their Bachelor's project according to their personal interest in one of the Circles for which topics are at offer. In combination with their choices for the other elective options (the programme-specific electives and the minor phase) they may set a certain profiling accent for their BSc-programme.

4e. Programme Committee (OLC)

The members of the educational programme committee (OLC) are appointed by the Dean of the faculty. The members are recruited from students and teaching staff members of both the Bachelor's programme in European Public Administration and the Master's programmes in Public Administration and European Studies, on an equal basis (50% students and 50% staff members). The most up-to-date composition of the committee can be found at the webpage of the [programme committees](#).

The tasks of the program committee are:

- Giving advice on the Education and Examination Regulations (EER):
- Assessing, on a yearly basis, the manner in which the Education and Examination Regulations (EER) are carried out;

- Giving advice - invited or not invited - to the programme management and the Dean on all matters relating to the teaching in the educational programme.

Correspondence with the committee can be addressed to s.vanwezel@utwente.nl.

4f. Examination Board

The Examination Board is the body that determines in an objective and expert manner whether a student meets the conditions set under the Education and Examination Regulations (EER) concerning the knowledge, comprehension and skills required to obtain a degree. Members of the Examination Board are appointed by the Dean of the faculty.

The Board's main tasks are described in paragraph 5.1 of the common elements of this EER. More information, including the most up-to-date composition of the Board can be found at the [webpage of the Examination Boards](#).

Correspondence with the Board for EPA-students goes through ExamencommissieBMS@utwente.nl. For more information contact the clerks' office on (053 489) 1049 / 2402.

5. Additional subjects

5a. Graduation with distinction

If upon sitting the Bachelor'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 four years;
2. has an average grade of at least 8.0 over all numerical graded modules (excluding minor) and no modules with a grade of '6'
OR
has at least three Excellence stars and no modules with a grade of '6';
3. has a Bachelor thesis grade of '9' or '10'.

5b. (Binding) recommendation on the continuation of studies

For the BSc programme in European Public Administration no requirements other than those formulated in Article 6.3 of the Common Elements of this TER are in place. This is to say that the definite recommendation on the continuation of studies, issued at the end of the first year of enrollment in the programme, may include a rejection if the student has obtained fewer than 45 ECs in that same year (Article 6.3, sub 7).

5c. Regulations for repairs and retakes in the modules of the first year

In general, each first-year module will have repair possibilities for exams within the module. This means that every student can make a mistake and still fulfil all requirements of the module. If after the module a student fails on only one part of the different parts the module consists of, an extra repair possibility after the module for only this part is in order.

If a student fails more parts of the module, the whole module needs to be retaken in the next academic year. If the project part of the module was sufficient, the student does not have to redo the project.

If a student fails on one part of the module after the extra repair possibility, it is allowed to redo only that part of the module in the next academic year.

6. Transitional arrangements

6a. Students cohort 2012 and earlier

Students from cohort 2012 and earlier need to consult with the study advisor to create a study plan. The plan will consist of substitutes for courses no longer given.

Up to the 1st of February 2016 it is possible to search for a supervisor for the bachelor thesis in the old style. You will only be supervised if you have either at least 160 EC of bachelor courses in the BSK/ES/ EPA programmes or a study plan that incorporates the old style bachelor's thesis and is signed by the study advisor.

If you want to start the thesis after the first of February, you will be incorporated in the bachelor's Circle structure of the current EPA programme.

6b. Changes in the study programme

There are no real changes in the study programme.

- In 2014-2015, the course *European Integration* is substituted for the course 201300025 European Challenges. The content changed marginally.
- During the design of the second year, the module 201400101 Street-level governance was briefly called "The Governance of Coproduction". This is the same module.