

Master of Science Programme

Public Policy and Human Development

Education and Examination Regulations (EER)

Academic Year 2022 - 2023

**Institute for Societal Policy & Innovation
Research (INSPIRE)**
School of Business and Economics

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SECTION 1 GENERAL PROVISIONS

Article 1.1 Applicability of the regulations

These regulations apply to the education, examinations and exam of the Master of Science Programme in Public Policy & Human Development of the SBE at Maastricht University, hereinafter to be referred to as: 'the programme', and to all students who have a valid registration for the programme in academic year 2022-2023.

These regulations also apply to students from other programmes, faculties or institutions of higher education (e.g. the United Nations University, UNU), insofar as they follow components of the programme to which these Education and Examination Regulations (EER) apply, unless stated otherwise in this EER.

For components of the study programme that students follow at another degree programme, faculty or institution of higher education (e.g. the UNU), the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.

The programme is provided by Maastricht University's School of Business and Economics, hereinafter to be referred to as: 'the faculty'.

The regulations were adopted by the SBE Board after advice and consent from the Programme Committee [*opleidingscommissie*] and after advice and consent from the Faculty Council. The regulations will take effect on 01 September 2022 for the 2022/23 academic year. For participants who started before 01 September 2022 the current EER is not applicable, and Transitional Regulations are mentioned under the changed articles and under Appendix B following the criteria mentioned in Section 8.

Article 1.2 Double degree

The participant pursues a double degree programme offered by Maastricht University and the United Nations University. These Education and Examination Regulations specify only the requirements to be fulfilled in order to be awarded the degree 'Master of Science in Public Policy & Human Development' by Maastricht University.

Article 1.3 Definitions

In the EER, the following definitions apply:

- a. academic year: the period from 1 September of a calendar year up to and including 30 August of the following calendar year;
- b. Act, the: the Higher Education and Scientific Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*], chapter 7, Titles 1 and 2, of which is declared applicable by analogy to the programme, based on Article 7.1 paragraph 2 of the Act;
- c. Board of Admissions: the board responsible for judging the admissibility of the candidate to the programme;
- d. Board of Examiners: the committee referred to in Article 7.12 of the Act;
- e. course: an educational unit within the meaning of article 3.6;
- f. course examination: an assessment of an educational unit of the examination as referred to in Article 7.10 of the Act;
- g. Double Degree: an approved combined study programme that leads to two Master's degrees. Students complete the Master's study programme at Maastricht University, SBE, and follow courses provided by Maastricht University and by United Nations University (UNU). After successfully completing all the requirements of both Master's study programmes, students will receive a Master's degree from each university;
- h. ECTS credit: a unit expressed in ECTS credits, with one credit equalling approximately 28 hours of study;
- i. educational unit: a study unit of the programme within the meaning of the Act;
- j. Ethics Board: a committee designated to assess thesis research designs for ethical implications and empowered to require necessary adjustments to proposed research prior to implementation to protect the rights and interests of research subjects;
- k. exam [*examen*]: the overall assessment or the final exam of the Master's study programme referred to in Article 7.3 paragraph 3 ° Article 7.10 paragraph 2 of the Act/WHW;

- l. examination [*tentamen*]: an assessment of an educational unit or units of the exam as referred to in Article 7.3 paragraph 3 ° Article 7.10 paragraph 1 of the Act/WHW in a written, oral or digital format;
- m. examiner: the person designated by the Board of Examiners to administer examinations and to determine the results of such examinations;
- n. extracurricular internship: an internship outside of the programme and not part of the academic transcript;
- o. SBE Board: the Faculty Board referred to in Article 9.12 of the Act;
- p. final exam: the exam for the degree programme;
- q. learning agreement: a written agreement between participant, thesis supervisor, and school delineating the rights and responsibilities of the three parties towards each other as related to the master thesis preparation and defence process;
- r. Office of Student Affairs: a team of administrative staff providing services relating to admission, enrolment, education; and general assistance;
- s. participant: a person who is registered at the university for education and/or to take examinations and the exam of the programme;
- t. practical: a practical exercise as referred to in Article 7.13(2)(d) of the Act, in one of the following forms:
 - writing a thesis;
 - writing a paper, creating a technological design, or performing another written assignment;
 - performing a research assignment;
 - participating in field work or a field trip;
 - participating in an activity intended to develop certain skills;
- u. pre-approved free elective track: a specialization composed of a combination of courses from two or more specializations that has been pre-approved by the Board of Examiners;
- v. programme: the master's programme referred to in article 1.1 of these regulations, consisting of a coherent whole of study units;
- w. Programme Committee [opleidingscommissie]: the representation and advisory board of the Institute for Societal Policy & Innovation Research (INSPIRE) as defined in Article 9.18 of the Act;
- x. semester: a portion of the academic year, starting 1 September and ending the following 31 January, or starting 1 February and ending the following 30 August;
- y. Student Portal/Canvas: the electronic learning environment of Maastricht University;
- z. study advisor: a staff member who participants may consult regarding their personal development and plans for the future, including related to their current study programme and planning;
- aa. syllabus: the programme guide, which include further details about programme-specific provisions;
- bb. Master Thesis: a research paper written solely by the participant on a particular subject of policy relevance; rigorously analytical and resulting in an original, evidence-based contribution to academic discourse;
- cc. thesis administrator: an administrative staff member in charge of coordinating the process of the thesis, including registration of supervisors, registration of defence, and tracking each participant's completion of requirements;
- dd. thesis coordinator: a qualified academic appointed as examiner by the Board of Examiners to coordinate the research educational unit of the thesis, including advice on the regulations, coordination of the thesis method track, vetting of supervisors and graders, monitoring reviews by the Ethics Board, verifying public storage of replication of data, and maintenance of grading standards across theses and assessors;
- ee. thesis supervisor: a qualified academic or practitioner, chosen by the participant and approved by the thesis coordinator, to guide and supervise the academic development of the thesis proposal and written thesis;
- ff. UM: Maastricht University.

The other terms have the meaning given to them by the Act.

SECTION 2 ADMISSION

Article 2.1 Admission

Persons who meet the requirements referred to in articles 2.2 and 2.3 are eligible for admission to the programme and may be issued a letter of acceptance.

Article 2.2 Admission requirements

1. The following persons are eligible for admission to the programme:
 - a. those who have obtained a University of Applied Science or a University Bachelor of scientific education or
 - b. an equivalent degree that provides the knowledge, understanding, and skills on the level of a Dutch University Bachelor's degree of Applied Science or a University Bachelor of scientific education. To assess if the Bachelor's of the participant is equivalent to a Dutch University Bachelor's degree, the Nuffic comparison tool for education systems on www.nuffic.nl will be used. If the Bachelor's degree is not included in these education systems, Nuffic will assess the degree separately. The verdict of Nuffic is final.
2. In addition to the requirements mentioned in subsection 1, the following specific requirements apply:
 - a. at the least one course in a bachelor of scientific education or in a master programme on mathematics and statistics as evidenced by prior education or evidence (assessed through documents required in 2.b through 2.e) on the analytical capacity of the participant to catch up with basic mathematics and statistics;
 - b. bachelor of scientific education or a master programme that substantially covers topics on economics, political sciences, public administration, and/or law as evidenced by prior education;
 - c. an essay on a topic prescribed by the Board of Admissions;
 - d. a letter of motivation; and
 - e. two letters of recommendation by current/former instructors, employers, or line managers.
3. Applicants with relevant professional experience in the field of public policy you will get additional credits.

Article 2.3 Language requirement

- a. Holders of a non-Dutch diploma can only register if they have met the minimum English language proficiency corresponding to IELTS (international English Language Testing System) with a score of at least 7.0.
- b. The requirement referred to under (a) is met if the person concerned has obtained one of the following diplomas or certificates:
 - o a completed bachelor's or master's study programme where the language of instruction is English;
 - o an International or European Baccalaureate, a high-school level or equivalent certificate issued in an English-speaking country, or
 - o Can demonstrate sufficient proficiency in English, for example through English-taught courses, internships, or work experience in an English environment, or
 - o can submit one of the following language valid test certificates:
 - IELTS (score of at least 7.0)
 - TOEFL Home Edition (score of at least 90)
 - TOEFL Paper-based test (600)
 - TOEFL Internet test (score of at least 100)
 - TOEIC listening and reading (780) and speaking and writing (350)
 - Cambridge [Advanced (CAE) Grade C (scale 185 and above), First Certificate in English (FCE) Grade A (score of at least 185 and above)]
 - or similar accredited certification

The Board of Admissions can reject an application or set additional requirements if there are reasonable doubts about the English language proficiency of the applicant.

Article 2.4 Limited capacity

Not applicable

Article 2.5 Board of Admissions

1. The Board of Admissions for the programme is responsible for assessing eligibility for admission and issuing the letter of acceptance to the programme. The Board of Admissions consists of:
 - a member who acts as Chair, appointed from among academic staff who are responsible for the programme curriculum;
 - two to three members appointed from the other academic staff.
2. A member of the Office of Student Affairs for the programme in reference is appointed as an adviser to the Board, as is a Secretary.
3. The dean appoints the members of the Board of Admissions after consulting with the Programme Board.

Article 2.6 Admissions test dates

Not applicable

SECTION 3 CONTENT AND STRUCTURE OF THE PROGRAMME

Article 3.1 Aim of the programme

1. The programme is intended to:
 - provide the participant with academic education within the specific educational concept and profile of Maastricht University;
 - provide the participant with specialized knowledge, skills, and insights in the field of public policy and human development and test participants on their knowledge, understanding, and participation by means of the examinations;
 - prepare the participant for professional and/or scientific work in the field of public policy and human development.

2. A graduate of the programme is able to:
 - 1. Understand, use and assess leading theories and concepts in the field of public policy and human development**
 - 1.1 Explain and argue for the relevance of public policy for human development
 - 1.2 Understand public policy and development as a multidisciplinary field of study drawing primarily from economics, political science, sociology, international relations, public administration and law
 - 1.3 Identify, classify and explain the role of actors and institutions involved in the public policy process and their influence on the developmental outcomes
 - 1.4 Comprehend and interpret key conceptual frameworks relevant to at least one of the areas: global governance, innovation, migration, social entrepreneurship, social protection, and risk
 - 1.5 Identify and analyze different actors' preferences for public policy in the context of human development regarding at least one of the following areas: global governance, innovation, migration, social entrepreneurship, social protection, and risk
 - 1.6 Explain the rationale for public sector interventions for the achievement of developmental outcomes
 - 1.7 Understand and explain the relation between institutional failures and policy responses
 - 1.8 Analyze the functioning of key policy instruments and tools

 - 2. Analyze and evaluate public policies and provide recommendations for policy design**
 - 2.1 Explain and analyze the impact of private and public interventions on development outcomes
 - 2.2 Explain the translation of theory and concepts into measurement options relevant to at least one of the following areas: global governance, innovation, migration, social entrepreneurship, social protection, and risk
 - 2.3 Analyze research results and translate those results into policy recommendations
 - 2.4 Appraise, negotiate and recommend policy options relating to at least one of the following areas: global governance, innovation, migration, social entrepreneurship, social protection, and risk

 - 3. Understand, assess and apply public policy research methods**
 - 3.1 Explain the characteristics of evidence-based policy and its rationale
 - 3.2 Understand and assess the quality of different research designs
 - 3.3 Understand different methodologies and identify the appropriate methods for a particular policy research question
 - 3.4 Understand and differentiate causality from correlations and use appropriate tools to identify the causal effects in policy-relevant research
 - 3.5 Recognize and explain the data requirements and analysis methods that are appropriate in different research contexts
 - 3.6 Compare, select and apply different advanced quantitative and qualitative methodologies to public policy research

 - 4. Undertake analytical and independent research on public policy and human development**
 - 4.1 Appraise, evaluate, and address ethical challenges that arise in research on social challenges
 - 4.2 Identify and formulate relevant and feasible research questions for policy-relevant research

- 4.3 Orient a topic of research within the larger literature and conduct a literature review that summarizes and synthesizes a topic area
- 4.4 Master the skill of proper referencing
- 4.5 Undertake independent research, select relevant policy concepts and theories, and present findings in original academic output using a critical analytical approach
- 4.6 Express, written and orally, a critical analysis on a policy topic

5. Perform in multicultural and multidisciplinary teams

- 5.1 Recognize and strengthen own competences and knowledge
- 5.2 Respectfully contribute to team discussions
- 5.3 Be able to give and receive constructive, critical, and detailed feedback
- 5.4 Respond to work pressure in a sustainable and professional manner
- 5.5 Be able to self-study, interact, and contribute the acquired knowledge to the solution of a policy problem

3. The programme includes the following specializations:

- Global Governance for Development*
- Governance of Innovation
- Migration Studies
- Risk & Vulnerability
- Social Entrepreneurship and Public Policy
- Social Protection Policy
- (Pre)approved free elective track

A list of pre-approved free elective tracks are available on the Student Portal. Participants can choose a pre-approved free elective track or request for an alternative free elective track to be considered by the Board of Examiners. In this case, participants must submit a proposed free elective track to the Board of Examiners together with a motivation letter justifying the proposed course combination by the deadline stated in Student Portal to register for a specialization. The Board of Examiners reviews and approves or reject the request based on the extent to which the proposed combination ensures that the participant attains the programme learning outcomes mentioned in article 3.1.2.

* This specialization merges the specializations formerly known as Regional Integration & Multi level Governance and Foreign Policy & Development. For students who started these specializations prior to September 2022 transition regulations apply. Please refer to Appendix B for the transitional provisions.

Article 3.2 Form of the programme

This is a full-time programme (see study load in article 3.5).
The programme commences once a year in September.

Article 3.3 Language of instruction

The programme is given in English. The justification of English as a language of instruction is provided in Appendix A.

Article 3.4 Communications and announcement of decisions

1. The programme uses (digital) institutional communication channels (such as My UM, the UM webmail account, Student Portal/Canvas) to inform participants of or to communicate about the study programmes, exam(inations), (to announce) decisions and/or other topics related to the UM or SBE.
2. Participants must regularly check the (digital) institutional communication channels throughout the entire academic year. It is the participants' own responsibility to inform themselves by checking these channels. Information disseminated via the (digital) communication channels are assumed to be known.

Article 3.5 Study load

The programme has a study load of 60 ECTS credits, with one credit equalling approximately 28 hours of study. This study load requires personal attendance for all educational units defined under

article 3.6, except the Master Thesis, unless explicitly exempted by decision of the Board of Examiners.

Article 3.6 Content

The programme includes the following educational units and related study load. Given the double degree nature of the programme, some courses fall under UM rules whereas others fall under UNU rules; in **bold** and without brackets are the courses that fall under this EER (UM rules). The remaining courses fall under the UNU rules, available on the Student Portal.

1. Core Courses (Content classes), 16 ECTS in total
 - (MPP4301 Public Policy, 4 ECTS)
 - (MPP4302 Public Economics, 4 ECTS)
 - **MPP4504 Public Policy Analysis, 8 ECTS**
2. Research & Analysis Skills (Applied research), 12 ECTS in total
 - **SKL4102 Introductory Data Science & Statistics, 3 ECTS**
 - (SKL4204 Regression Analysis, 6 ECTS*)
 - **SKL4403 Research Design, 3 ECTS**
3. Specialization Courses (Content classes), 16 ECTS in total
 - 4 courses from an elective specialization track, 4 ECTS each; *or*
 - one of the pre-approved elective tracks consisting of 4 courses from two or more specializations, 4 ECTS each.

The name of the specializations with the corresponding courses are mentioned below:

- Global Governance for Development*
 - o (GPO4105 Global Governance and Human Development)
 - o **GTD4206 The Law and Policy of the World Trade Organization**
 - o **GPO4307 Peacebuilding and Development**
 - o (GPO4408 Global Governance of Planetary Challenges)
- Governance of Innovation
 - o (GID4105 Innovation and Innovation Policy from a System Perspective)
 - o (GID4206 Local Knowledge, Systems and Policy)
 - o (GID4307 Managing the Fourth Industrial Revolution)
 - o (GID4408 Innovation for Sustainability)
- Migration Studies
 - o **MGR4105 Introduction to Migration Studies**
 - o **MGR4206 Migration and Remittance Effects**
 - o **MGR4309 The Migration Lifecycle: Journeys, Integration, Return**
 - o **MGR4408 Comparative Migration Policy**
- Risk and Vulnerability
 - o (RSK4105 Risk and Vulnerability Assessment)
 - o (RSK4206 Building Resilience and Adaptive Governance)
 - o **RSK4307 Risk Management in Crisis Situations**
 - o **RSK4409 Behavioral Insights for Policy Design in Risky and Vulnerable Situations**
- Social Protection Policy
 - o **SPP4205 The Global Social Challenge: Beyond Poverty and Inequality**
 - o **SPP4206 Understanding Social Protection**
 - o (SPP4408 Quantitative Techniques for Social Protection Policy Design)
 - o **SPP4105 Financing Social Protection**
- Social Entrepreneurship and Public Policy
 - o (SOE4105 Introduction to Social Entrepreneurship)
 - o **SOE4307 Leveraging Social Entrepreneurship with Science, Technology and Innovation**
 - o (SOE4206 The Social Entrepreneurship Public Policy Nexus)
 - o (SOE4408 Solution Design and Policy Communication to Address Societal Challenges)
- Pre-approved free electives
 - o The combinations of the pre-approved free elective specializations are made available to participants on the Student Portal/Canvas and on the UM website.

4. Master Thesis (Applied research), 16 ECTS*

- Attendance and participation in a three-week Master Thesis method track
- An in-person presentation of the Master Thesis idea
- A written thesis proposal
- If required: approval of the research design by the Ethics Board
- Written Master Thesis
- If applicable: deposit of data, code, and instructions for replication
- Public defence of the written Master Thesis

The aim of the Master Thesis, the learning goals, assessment criteria, deadline for handing in the Master Thesis, procedures and requirements are described in the Master Thesis syllabus, available on the Student Portal/Canvas.

* For participants who started with their studies prior to September 2022, and transition regulations might apply; for these regulations please refer to Appendix B.

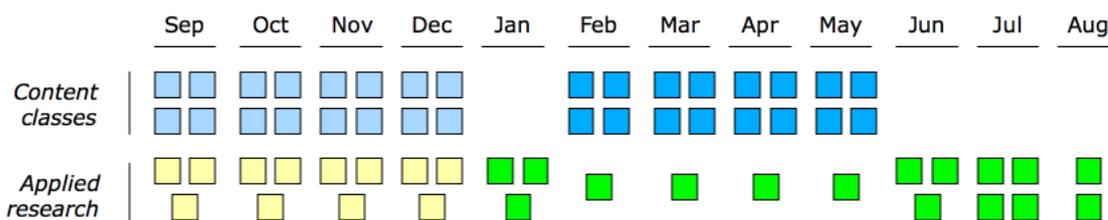


Figure 1: Distribution of workload across the four educational units; each ■ represents 1 credit (approx. 28 study hours)
 ■ core; ■ research/analysis skills; ■ specialization; ■ thesis

Article 3.7 Programmes

Not applicable

Article 3.8 Content of programmes

Not applicable

Article 3.9 Educational units elsewhere (electives outside the faculty)

Not applicable

Article 3.10 Flexible programme and flexible master's

Not applicable

Article 3.11 Honours programme

Not applicable

Article 3.12 The Exam

The exam consists of all course examinations for the core courses, research and analysis skills, specialization courses, and Master Thesis identified in article 3.6, including those items listed in article 5.3.

SECTION 4 EDUCATION

Article 4.1 Courses, composition, actual design

1. For the programme educational units, courses are given with the study load stated in article 3.5 and 3.6.
2. The education is given in the form of classes, study or tutorial groups, practical training, lectures, individual supervision, assigned study tasks, or equivalent tasks.

Article 4.2 Course registration

Each participant is automatically registered for the core courses, research and analysis skills, and Master Thesis track in their first academic year in the programme. Each participant may participate in specialization courses after he/she has registered for such courses in a timely manner through Qualtrics. Participants may request a course change for specialization courses to the Board of Examiners through MyUM at least four weeks prior to the start of the course the request relates to. Participants may re-take courses after their first academic year if they have registered for them in a timely manner through MyUM.

Article 4.3 Attendance and participation

1. Each participant should attend and participate actively in the courses for which he/she has registered. Attendance at and participation in educational activities may be part of an examination when announced along with its assessment norms in the syllabus. Moreover, syllabuses of the respective course specify attendance requirements to participants.
2. In exceptional cases, the Board of Examiners may, at the participant's request, exempt the participant from the obligation to attend and participate. The Board of Examiners assesses if the examination and evaluation of the envisaged skills may still be performed if the participation percentage is lower, with or without additional requirements being imposed.

Article 4.4 Practicals

All courses include a practical in accordance with the given specifications regarding the nature and scope of the participant's activities.

SECTION 5 ASSESSMENT

Article 5.1 General

1. During a course, the participant will be tested for academic training and the extent to which the participant has sufficiently achieved the stated intended learning outcomes.
2. The syllabus states the intended learning outcomes the participant must achieve in order to pass the course and the criteria against which the participant is assessed.
3. The Rules and regulations and the Rules of Procedure for Examinations of UM describe the assessment procedure. These documents are available on the Student Portal.

Article 5.2 Grades

1. Grades are awarded on a scale of 0 to 10, where 1 is the lowest grade and 10 the highest grade. The grade 0 is used at the discretion of the Board of Examiners. Final grades (i.e. the weighted average of partial grades of a course) are awarded up to at most one decimal place. Partial grades (i.e. grades assigned to individual assessment educational units of a course) are never rounded.
2. The participant must receive a final grade of 5.5 or higher prior to rounding to pass the course.
3. For the purpose of the Maastricht University transcript, the grading of courses offered under the UNU rules will be converted to the grading for Maastricht University (Dutch grading scale). The grade scales for Maastricht University transcripts and United Nations University transcripts together with the conversions are shown in the table below.

| Numerical Scale of UM | Numerical Scale of UNU |
|-----------------------|------------------------|
| 8.9–10.0 | 90–100% |
| 8.3–8.8 | 85–89% |
| 7.7–8.2 | 80–84% |
| 7.4–7.6 | 77–79% |
| 7.0–7.3 | 73–76% |
| 6.6–6.9 | 70–72% |
| 6.3–6.5 | 67–69% |
| 5.8–6.2 | 63–66% |
| 5.5–5.7 | 60–62% |
| 1.0–5.4 | 0–59% |

4. The first sit is the first opportunity within an academic year for participant to take an examination for a course or specific educational unit(s). A resit entails the second opportunity within an academic year for participants to take an examination for a course or specific educational unit(s) of a course that they have not passed. Participants may take a resit when the final grade in the course is below 5.5. In addition, an examiner may indicate in the syllabus that, due to the nature of the educational unit(s) assessed, a resit of specific educational unit(s) must be taken when the grade of those educational units are below 5.5, regardless of the final grade in the course. The examiner decides, based on the nature of the course, to offer a resit for the educational unit(s) that participants have not passed or one combined resit for all educational unit(s) in the course.
5. The highest result attained determines the final grade.
6. A "No Grade" is assigned when there is inability to determine a grade.
7. The grading scale from 0 to 10 or Pass/Fail, is to be interpreted as below.

| | |
|------------|---|
| 10.0 | Outstanding |
| 9.0 | Very Good |
| 8.0 | Good |
| 7.0 | More than satisfactory |
| 6.0 | Satisfactory |
| 5.5 | Pass |
| 5.0 | Almost satisfactory |
| 4.0 | Unsatisfactory |
| 3.0 | Very unsatisfactory |
| 2.0 | Poor |
| 1.0 | Very poor |
| 0.0 | Used at the discretion of the Board of Examiners |
| Pass | ≥5.5; performance at least meets the minimum criteria |
| Fail | <5.5; performance below the minimum criteria. |
| 'No grade' | Inability to determine result |

Disclaimer: Rights can only be derived from final results as published on the Student Portal. Note that the explanation of the marks in the table below is only used to explain the valuation of the mark and is not a grading in itself (e.g. if an examiner indicates "Good" for an examination, this does not automatically mean the examination is graded with an 8.0).

Article 5.3 Scheduling and frequency of the examinations

1. With the exception of the Master Thesis, participants can take examinations twice per academic year on dates determined by the SBE Board: once during or directly after the course period (first sit for the examination) and once during a resit period of the academic year (resit option). The syllabus states the dates on which the examinations can be taken.
2. In exceptional cases, the Board of Examiners may decide that an examination is taken at another time or in another location.
3. If the examination for a course consists of multiple educational units, the examiner can decide (and state in the syllabus) to offer a resit for each specific educational unit or one combined resit for all educational units. No resit has to be offered for a participation grade. In case individual resits for each part are offered, participants who are eligible for a resit (see article 5.2) are entitled to resit each part that they have not yet passed.
4. If the first submission of the Master Thesis proposal is deemed insufficient (below 5.5), participants may be offered a chance to resit this educational unit within six (6) weeks.
5. If a Master Thesis is deemed insufficient (below 5.5), participants may be offered the chance to resubmit a revised version within three (3) months. If the revised version results again in an insufficient grade, or if the participant fails to hand-in and defend a revision within three (3) months, the participant should write a Master's Thesis on a new subject, unless exceptional circumstances are acknowledged by the Board of Examiners. Exceptional circumstances that may qualify as a precondition are listed in article 8.3.

Article 5.4 Registration for examinations

1. Participants are automatically registered for the first sit of the examination each of the courses in which they have a valid registration.
2. Participants have to register for the resit in a timely manner. Participants are informed of the registration deadlines and the procedure they must obey in order to have a correct and timely registration for examinations, amongst others by publication on the Student Portal/Canvas by Student Affairs Office. It is the participants' own responsibility to check in time whether they have valid registrations.
3. Participants may participate in a resit in accordance with the article 5.2.3.

Article 5.5 Form of the examinations

1. Examinations are taken in the manner stated in the syllabus, and can be, and are not limited, to the following types:
 - Attendance and participation;
 - Oral assignment (e.g. oral examinations and oral group presentations);
 - Written assignment, including computer-based assignments;
 - Submission of data or analyses, including computer-based analysis;
 - Performance of practical analytical tasks, including programming, coding, data;

- Written examination (in person/take home);
 - Oral examination.
2. The examination for a course can consist of multiple parts. The syllabus specifies the weight of each partial grade. Participants who have not successfully completed a course are entitled to a resit opportunity (article 5.2), subject to timely registration as specified in article 5.4 (2).
 3. Upon request, participants with a disability and/or chronic disease may take examinations in a manner that accommodates their specific disability or condition, as much as is possible by the University. Participants must contact the Disability Support Office for guidance. A request for special arrangement for participants with a disability must be requested to the Board of Examiners by the Disability Office. The Board of Examiners will obtain expert advice from the Faculty's study advisor and/or the Student Dean at the Student Service Centre (SSC) before making a decision in such matters. Information on the conditions and procedure with regard to special arrangements can be found on the UM website and the Rules and Regulations providing further guidance on disability facilitation.

Article 5.6 Oral examinations

1. Oral examinations are taken by one person at a time, unless the Board of Examiners decides otherwise.
2. An oral examination is given by at least two assessors, unless the Board of Examiners has decided otherwise.
3. Oral examinations take place in public, unless the Board of Examiners or the relevant examiner decides otherwise in a special case or if the participant objects to this.
4. Assessors of an oral examination should record answers in a way that would enable the inspection of the grade.

Article 5.7 Extra examination opportunity

1. A participant can submit a request to the Board of Examiners for an individual assessment.
2. This request may be granted if the participant has not passed the examination in question due to exceptional circumstances and if a lack of granting an individual assessment would result in an unacceptable study delay.
3. The following criteria apply to the granting of an individual assessment for the final educational unit of the programme:
 - It must be the last study result to be obtained, with exception of the Master Thesis, to graduate within the Master's study programme.
 - The study delay in case the individual assessment is not granted must be at least three months.
 - This extra-ordinary repeat examination can only be requested once per participant per academic year.

Article 5.8 Written examinations

1. The Board of Examiners may draw up general guidelines for formulating written examinations. The guidelines (including more detailed rules on the format, content, time schedule and assessment) are adapted to each course by the responsible examiner, and are communicated to participants in the syllabus or examination. These rules/guidelines are part of the Education and Examination Regulations.
2. The Master Thesis coordinator shall draw up specific guidelines for the Master Thesis, which are included in the Master Thesis syllabus.
3. The Master Thesis will be assessed by at least two examiners.

Article 5.9 Internships

Not applicable

Article 5.10 Determination and announcement of examination result

1. The Board of Examiners determines the standards for assessing each examination educational unit.
2. Comments and complaints regarding open and/or closed questions of examinations shall be submitted by participants to the examiner within five (5) working days of the examination in order for them to be reviewed. Comments and complaints submitted after this period has expired may be considered at the discretion of the examiner.

3. For non-oral course examination, the examiner determines the result within 15 working days of the date on which the examination was taken and publishes the provisional grades on the Student Portal.
4. For oral course examination, the examiner determines the result within 24 hours after it has been taken and publishes the provisional grades on the Student Portal. If more than one participant takes the same examination after each other, this period may be extended by up to five working days.
5. Within 10 working days of the date on which the results of an examination are announced in Student Portal, the participant should be given the opportunity to inspect the examination as per article 5.11.
6. After an examination inspection has occurred, the examiner provides the Office of Student Affairs with the necessary information to apprise the participant of the final course grades.
7. The Office of Student Affairs publishes the final course grades on the Student Portal within 5 working days of the date that the examiner hands in the final results of an examination.

Article 5.11 Right of inspection

1. Within 10 working days of the date on which the result of an examination, including a computer-based examination, is announced on the Student Portal/Canvas, participants may, upon request, inspect their evaluated work.
2. The examiner will provide the opportunity and information regarding the inspection date, time and location in the syllabus published on Student Portal/Canvas.
3. If the participant in question demonstrates that he/she will be or was prevented from attending an inspection at the specified location and time due to circumstances beyond his/her control (see article 8.3), he/she will be offered another opportunity, if possible within the period specified in subsection one. The participant must have reported the inability with due rapidity to the course coordinator.

Article 5.12 Period of validity

1. Examinations that have been passed are valid for an unlimited period. However, the Board of Examiners may require the participant to take an additional or replacement examination (or examination component) that was passed more than two years ago if the participant's knowledge that was examined is demonstrably outdated or the skills that were examined are demonstrably outdated.
2. If exceptional circumstances apply as referred to in article 8.3, the period of two years in subsection one will be extended by the duration of the financial support a participant receives from the profiling fund.
3. Passed partial requirements (components) of an educational unit that were not passed will lose their validity after the academic year in which they were passed, except for the Master Thesis were passed partial requirements (components) will be valid for one (1) more academic year, unless the participant reregisters for and participates in the entire educational unit again.
4. The Board of Examiners in consultation with the course coordinator may extend the period of validity mentioned under article 5.12.3.

Article 5.13 Retention period for tests

1. The exercises, answers, and evaluated work of the written tests will be retained in paper or digital form for two years after the exam/examination result is determined.
2. The final projects/theses and the evaluation of these will be kept for at least seven years after the evaluation.

Article 5.14 Exemption

1. The Board of Examiners may, at a participant's request and having heard the relevant examiner, grant the participant an exemption from taking an examination if he/she demonstrates that he/she previously:
 - either passed an examination for a university or higher professional education programme that was similar in terms of content and level or
 - gained sufficient knowledge and skills relevant to the examination concerned, either through work or professional experience.
2. Participants may request an exemption to the Board of Examiners through MyUM at least four weeks prior to the start of the course the request relates to.
3. An exemption may only pertain to an entire course and not an educational unit thereof.

4. At most 8 of the ECTS credits for the programme may be earned based on the exemptions granted.
5. The Master Thesis is excluded from this exemption option.
6. The Board of Examiners will not grant any exemption based on examinations passed by a participant outside the programme during the period in which the participant was barred by the Board of Examiners from taking examinations for the programme because of fraud.
7. The same period of validity applies to exemptions as to examination results.

Article 5.15 Fraud (including plagiarism)

1. Fraud, including 'plagiarism', means actions or omissions by a student that make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills, or that creates the opportunity to commit fraud or plagiarism.
2. Plagiarism means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources.

Article 5.15A Measures/sanctions in case of Fraud

1. If the Board of Examiners determines that a student has engaged in fraud with respect to an exam or examination, the Board of Examiners may take appropriate measures/impose sanctions.
2. The Board of Examiners may only (decide to) impose measures/sanctions if fraud indeed could be established and after having given the student the opportunity to put forward his/her view on the matter during a hearing.
3. The Board of Examiners may impose a sanction if it establishes that a student has committed fraud in any examination or part(s) thereof.
Fraud includes but is not limited to a student:
 - having any unauthorised aids, texts or notes, or unauthorised electronic aids and/or communication devices at his or her disposal;
 - having communicated or tried to communicate with fellow students, without permission from an examination supervisor, examiner, or a member of the Board of Examiners;
 - having copied or tried to copy fellow students' answers, or having given another student the opportunity to copy his/her own answers;
 - having posed as someone else or having themselves represented by someone else at the examination;
 - having deliberately misled or tried to mislead an examination supervisor/invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam(ination), or having provided an opportunity for them to be misled.
4. The Board of Examiners may impose a sanction if it establishes that a student has committed plagiarism in any examination or part(s) thereof.
Plagiarism includes but is not limited to a student:
 - using or copying his/her personal or other people's texts, data, ideas or thoughts without adequate reference to the source;
 - presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
 - not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or an appropriate layout;
 - paraphrasing the content of his/her own or other people's texts without adequate reference to the source;
 - copying video, audio or test material, software and programme codes from others without adequate reference to the source and thus passing them off as his/her own;
 - copying work from fellow students and thus passing it off as his/her own;
 - submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own
5. If fraud has been established and, if applicable, a sanction has been imposed, the Board of Examiners will include the decision in the student's file. The decision can be taken into account in any future event of this nature and this might lead to a more severe sanction.
6. When fraud/plagiarism has been established by means of paragraph 1 and 2 of this article, the Board of Examiners may reach the decision to impose any of the following measure/sanctions, referred to in Article 7.12b of the Act/WHW, or a combination thereof upon the student:
 - a. a reprimand/official warning;
 - b. complete or partial voidance or annulment of the relevant examination; and

- c. exclusion from participation or further participation of one or more examinations or exams at the SBE for a period of time to be determined by the Board of Examiners, with a maximum period of one year.
7. In serious cases of fraud, the Board of Examiners can propose the UM's Executive Board that the student(s) concerned should be permanently deregistered from the study programme

Article 5.15B Invalid examination

If an examination involves irregularities that make it impossible to accurately assess a participant's knowledge, insight, and skills, the Board of Examiners may declare the examination invalid for either the examinee or a group of examinees.

Article 5.16 Unsuitability (*Iudicium Abeundi*)

1. In exceptional cases and after careful consideration of the interests involved, the Board of Examiners and/or the dean/ SBE Board may ask the UM's Executive Board to terminate or, as the case may be, refuse the enrolment of a participant in a programme if that participant, through his/her behaviour or opinions ventured, has demonstrated unsuitability for the practice of one or more professions for which the participant is trained by the programme, or, as the case may be, for the practical preparation for the practice of the profession. The dean/ SBE Board, the Board of Examiners, and the UM's Executive Board will reach a decision in accordance with the *Iudicium Abeundi* Protocol adopted by the Dutch Federation of University Medical Centres on 1 November 2010.
2. The relevant clauses of Maastricht University's Enrolment Provisions apply.

SECTION 6 EXAM

Article 6.1 Exam

1. The Board of Examiners determines the result and date of the exam and issues the certificate as referred to in article 6.3 as soon as the participant has satisfied the requirements for the exam, unless otherwise requested by the participant and approved by the Board of Examiners as per article 6.1.7.
2. Prior to determining the result of the exam, the Board of Examiners may conduct their own investigation of the participant's knowledge regarding one or more educational units or aspects of the programme.
3. To pass the exam, the participant must successfully complete or receive an exemption for each educational unit enumerated in article 3.6.
4. To pass the exam and receive the certificate, the participant must also have been registered for the programme during the period that the tests were taken.
5. A certificate may only be issued after it has been shown that the participant has satisfied all the obligations, including paying the fees.
6. The last day of the month in which the participant satisfied all the exam obligations will be considered the exam date (graduation date).
7. Participants who have passed the exam and who are entitled to the issuance of a certificate may, stating reasons, ask the Board of Examiners not to do so yet.
8. This request must be submitted ultimately two weeks before fulfilling the last examination requirement of the programme.

The Board of Examiners in any event grants the request

- if the participant is participating in an extracurricular internship, or
- if the participant holds or will hold a board position for which at least nine months of financial support is awarded from the 'profiling fund' or holds or will hold an 'INKOM' board position.

The Board of Examiners may also grant the request in other circumstances and when compelling reasons are provided by the participant.

Article 6.2 Degree

Participants who have successfully completed the exam will be awarded the degree 'Master of Science in Public Policy & Human Development.'

Article 6.3 Certificate and statements

1. As proof that the exam(ination) was passed, the Board of Examiners issues a certificate, after it has been stated by (or on behalf of) UM's Executive Board that the procedural requirements for receiving the certificate have been met. The certificate is based on the model that UM's Executive Board has adopted.
2. The certificate that the exam has been passed also indicates:
 - a. the name of the institution;
 - b. the name of the programme;
 - c. the examination components;
 - d. the degree awarded;
 - e. the date on which the programme was most recently accredited or was subjected to the new programme test.
3. Participants who are entitled to the issuance of a certificate may, stating valid reasons, ask the Board of Examiners to postpone the issuing of the certificate in accordance with article 6.1.7.
4. The certificate is signed by the chair of the Board of Examiners and the faculty dean.
5. The certificate includes a list of the examination components.
6. The Board of Examiners includes a diploma supplement as referred to in article 7.11.4 of the Act with the certificate. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.
7. The Board of Examiners may award the '*Cum Laude*' designation if the candidate:
 - a. obtained a weighted and not rounded average numerical score (GPA) of at least 8.00 for all final grades within the Master's exam;
 - b. did not resit examinations or failed or obtained 'no grade' (NG);
 - c. obtained a grade of at least 8.0 for the Master's thesis; and
 - d. needed not to be found guilty of academic fraud as described in article 5.15.
8. The Board of Examiners may award the '*Summa Cum Laude*' designation if the candidate:

- a. obtained a weighted and not rounded average numerical score (GPA) of at least 9.00 for all final grades within the Master's exam;
 - b. did not resit examinations or failed or obtained 'no grade' (NG);
 - c. obtained a grade of at least 9.0 for the Master's thesis; and
 - d. needed not to be found guilty of academic fraud as described in article 5.15.
9. Participants who have passed at least one examination and who cannot be issued a certificate will, upon request, receive a statement issued by the Board of Examiners for the examinations that they have passed.

Article 6.4 Grade point average (GPA)

The diploma supplement referred to in article 6.3.6 indicates the final grade point average (GPA), to provide a reflection of the participant's academic performance. The GPA is calculated when the participants obtained all ECTS and the final GPA is rounded to two (2) decimals (e.g. GPA 6.40).

Article 6.5 Honours programme certificate

Participants who have participated in the UM honours programme PremiUM will receive a statement from UM.

Article 6.6 Right of appeal

Within six weeks after the decision by an examiner and/or the Board of Examiners is announced, the participant may appeal this decision to UM's Complaints Service Point.

The appeal must be signed; must include a date, the name, and address of the party lodging the appeal; must indicate the grounds for the appeal; and, if possible, must include a copy of the decision being appealed.

SECTION 7 STUDY GUIDANCE

Article 7.1 Study progress administration

The faculty records the participants' individual study results and makes them available through MyUM.

Article 7.2 Study guidance

1. The faculty will provide for the introduction and study guidance for participants registered for the programme.
2. The study guidance may include:
 - providing access to a study advisor;
 - providing access to an academic advisor and/or mentor;
 - offering referrals and help if the participant experiences problems during the study.

SECTION 8 AMENDMENTS AND FINAL PROVISIONS

Article 8.1 Amendments

1. Amendments to these regulations may be adopted in a separate decision by the SBE Board after consent from or a recommendation by the Programme Committee and after consent from or consultation with the faculty council.
2. An amendment to these regulations will not pertain to the current academic year, unless the interests of the participants will not reasonably be harmed, as a result as stated in Appendix B Transitional Regulations.
3. In addition, amendments may not affect, to the participants' detriment, a decision regarding a participant which has been made by the Board of Examiners pursuant to these regulations and prior to the amendment.

Article 8.2 Notice

1. The Programme Board ensures that proper notice is given of these regulations, the Rules and Regulations adopted by the Board of Examiners, and any changes to these documents by, for example, placing such notice on the Faculty website and Student Portal/Canvas.
2. Any interested party may obtain a copy of the documents referred to in subsection one from the Office of Student Affairs.

Article 8.2A Evaluation

The Programme Board will ensure that the education of the programme is regularly evaluated, assessing at least the amount of time participants need to complete their duties as set out therein for the purpose of monitoring and, if necessary, adapting the workload.

Article 8.3 Exceptional circumstances and unforeseen cases/safety net scheme

1. Exceptional circumstances that hinder participants from meeting a required deadlines and standards of a study component and/or the Master's thesis may constitute a precondition for the Board of Examiners to extend the time frame set for the Master's thesis, based on a positive advice from the study advisor. Exceptional circumstances that may qualify as a precondition are:
 - a. Illness on the part of the student concerned;
 - b. Physical, sensory or other impairments which the student concerned has;
 - c. Pregnancy on the part of the student concerned;
 - d. Special family circumstances;
 - e. The status of a top-class sportsman or sportswoman (Topsport Limburg or NOC*NSF statement required);
 - f. Administrative activities as referred to in article 2.1(1) under (e), (f) and (g) of the Implementation Decree for the Act 2008 (Uitvoeringsbesluit 2008 of the Act/WHW), and
 - g. Other personal circumstances, not mentioned in paragraphs a to f, that, if not taken into account by the Board of Examiners, would lead to manifestly unreasonable results.
2. If unforeseen circumstances occur beyond the participant's and/or UM's control and which are solely a result of force majeure, such as the outbreak and control of contagious diseases (such as epidemics/pandemics), that hinder participants from being able to fulfil (the) exam and/or other requirements stated in this EERs, the Board of Examiners, the SBE Board and/or the UM Executive Board may deviate from the EERs and may decide to prescribe and/or provide (an) appropriate alternative(s).
3. In cases not covered or not clearly covered by these regulations, decisions on exceptional circumstances are made by or on behalf of the SBE Board, after it has consulted with the Board of Examiners.
4. In individual cases in which application of the Education and Examination Regulations would lead to manifestly unreasonable results, the Board of Examiners can deviate from the stated regulations in the participant's favour.

Article 8.4 Effective date

This Regulation will come into force on 01 September 2022 and will apply to the academic year 2022/23.

Adopted by the SBE Board on 01 May 2022.

APPENDIX A JUSTIFICATION OF ENGLISH AS LANGUAGE OF INSTRUCTION

The choice for the language of instruction of the programme is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) Article 7.2.

Given the specific educational nature and profile of the M.Sc. Public Policy & Human Development and its special status as a double-degree programme with the United Nations University, teaching and examinations are conducted in English. English as the language of instruction and examination is necessary given the nature of the programme and contributes to the quality of education:

1. The content of the programme has an international orientation and focus, as is appropriate for a study with a focus on human development.
2. The participant intake and current population is internationally diverse, with approximately 75% of participants being non-Dutch and the vast majority of UN member states having been represented among the applicants in the past five years.
3. The academic community is internationally-oriented and the staff is highly international. As a programme co-taught with the United Nations University, the instructors represent many world regions. Key staff in the programme hail from Argentina, Germany, Italy, Jordan, Kenya, the Netherlands, Poland, Russia, Switzerland, Turkey, and the United States of America, with several dozen countries represented among the group of instructors.
4. The labour market demand is internationally-oriented, and career trajectories in the field of public policy and human development often include international collaboration between international organizations, governments, private businesses, and the civil society. English is the most common language for these interactions and is a key UN language. Participants must be able to grasp and express nuances in English to navigate complex subject matter in cross-cultural, international work environments.

APPENDIX B TRANSITIONAL REGULATIONS

Article 1. Applicability

The Transitional Regulations incorporated in the text of the Education and Examination Regulations apply to participants who commenced their Master's programme in the academic year of the cohort corresponding to the EERs.

The Transitional Regulations remain in force for those participants only, and do not apply to participants who commenced their Master's programme in a later academic year. Participants are expected to find out about possible modifications to the EERs and how these modifications could affect them. Participants may contact the Office of Student Affairs with any questions.

Article 2. Modifications

In cases not provided for by the transitional regulations, participants may submit a request to the Programme Board for an adapted programme. The Programme Board will make a decision about the request after discussing it with the Board of Examiners.

If **specialization courses** or educational units in the specializations are replaced, participants from previous cohorts are expected to take the replaced course or can request a change of specializations or a free elective track in line with the conditions specified in the Rules and Regulations. If specialization courses are removed, then no examination or resit will be offered, and the participant will have to register in a free elective track to complete the programme.

APPENDIX B.1. TRANSITION REGULATION: THESIS TRACK

This transition regulation takes effect on 1 February, 2020 and applies until the end of 31 August 2022. This transition regulation outlines how participants of the programme who were enrolled in the programme before September 2019 and have not yet completed the master thesis requirement may complete their credit obligations given changes to the composition of this track.

The master thesis is an essential element to obtain the degree and is considered the final work of the MPPHD. It counts for 16 ECTS out of the 60 ECTS needed to obtain the degree. The master thesis entails the completion and approval of an independent research on a topic of policy relevance. Participants work with a supervisor throughout this process and are assessed by that supervisor and a second reader.

The Education and Examination Regulations (EERs) have addressed the components of the examination of the master thesis in former years. The EERs are amended yearly and the latest version adopted by the SBE Board apply to all participants enrolled in the program (regardless of the year they have started the program). Therefore, participants with pending components from previous years might be affected by changes in the EERs.

This transition agreement is meant to set an agreement with cohorts 2006 – 2007 until 2018 – 2019 regarding the application of article 3.13, paragraph 4.

Academic year 2019 – 2020, 2020 – 2021, and 2021 – 2022, are considered a transition period for the requirements of the thesis track.

Participants who were initially enrolled in the programme before academic year 2019-2020 with a thesis pending have to submit the written thesis and present their written thesis in a public defence, but **are exempted** from the other requirements imposed by EER article 3.6 AND the thesis syllabus.

Participants from previous cohorts must comply with the registration of a supervisor, submission of the final version of the thesis no later than 10 August 2022, and the public defence of the written thesis. The final thesis submission counts for 100% of the thesis grade.

Participants who want to complete the thesis track need to:

1. be enrolled in the program from the beginning of the academic year (unless an exemption has been granted),

2. register for the thesis defense one month before the requested date for defense, by sending an email to mpp@maastrichtuniversity.nl, AND
3. submit the final thesis 15 working days before the date scheduled for the defense.

After August 2022, all registered participants from previous cohorts with a thesis requirement pending are subject to comply with the components, deadlines, and assessment components, available in the EERs and master thesis Manual of the academic year they submit their thesis.

For further questions about the transition period in the Thesis Track, participants may contact the Thesis Coordinator at mppthesiscoordinator@maastrichtuniversity.nl. If you think you will not be able to adhere to one of the options laid out in this document, the study advisor is available to hear your case and discuss possible alternatives (mppthesiscoordinator@maastrichtuniversity.nl).

APPENDIX B.2. TRANSITION REGULATION: REGRESSION ANALYSIS I & REGRESSION ANALYSIS II

Students who started this Master's programme prior to September 2019 can find the transition regulation in Appendix B of the EER of 2021-2022.

APPENDIX B.3. TRANSITION REGULATION: Specialization Foreign Policy & Development and Specialization Regional Integration & Multi level Governance

This transition regulation takes effect on 1 September 2022 and applies until 1 September 2025. This transition regulation outlines how participants of the programme who were enrolled before September 2022 and have not yet successfully completed courses part of the specializations on Foreign Policy & Development and Regional Integration & Multi level Governance may complete their ECTS credit obligations given changes to the composition of these specializations.

In academic year 2022 – 2023 the specializations on Foreign Policy & Development and on Regional Integration & Multi level Governance are merged into one specialization named Global Development Policy of four courses and 16 ETCS. Students who have not yet completed these specializations before 2022 – 2023 have the possibility to retake each course of the previously-separate specializations, during academic year 2022 - 2023. During academic year 2023 – 2024 students who have not yet completed these specializations cannot retake the course(s) and are given an exam only opportunity. During subsequent academic years, participants who have not yet completed these specializations must select another complete specialization or a (pre-approved) free elective track.

For questions about the courses, participants may contact the specialization coordinators.

For general questions about the programme and how to continue with the degree, participants may contact the study advisor.