

**Examination Regulations for the  
Double Degree Bachelor's Programme  
"Public Governance across Borders"  
at the Westfälische Wilhelms-Universität Münster and the Universiteit Twente  
of 31 July 2013**

Based on § 2 Abs. 4 and § 64 Abs. 1 of the *Gesetz über die Hochschulen des Landes Nordrhein-Westfalen (Hochschulgesetz – HG)* (Universities and Colleges of North Rhine-Westphalia Act) as amended by the *Hochschulfreiheitsgesetz* (Higher Education Autonomy Act) of 31 October 2006 (GV NRW p. 474), amended last on 18 December 2013 (GV. NRW. p. 672) and in accordance with the Dutch Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek, short WHW, section 7.59 and section 7.13 on Teaching and Examination Regulations) the University of Münster and the University of Twente have published the following Examination Regulations:

**Contents:**

- § 1 Area of Application of the Examination Regulations**
- § 2 Goal of the Programme**
- § 3 Bachelor's Degree**
- § 4 Examination Board**
- § 5 Admission to the Bachelor's Examination**
- § 6 Standard Duration, Workload, credits (*Leistungspunkte*)**
- § 7 Content of the Programme**
- § 8 Types of Courses**
- § 9 Structure of the Programme and of the Examination, Description of Modules**
- § 10 Coursework (*Studienleistungen*) and required examinations (*Prüfungsleistungen*),  
Registration**
- § 11 Multiple Choice Examinations**
- § 12 Bachelor's Thesis**
- § 13 Acceptance and Grading of Bachelor's Thesis**
- § 14 Examiners and Observers**
- § 15 Recognition of coursework (*Studienleistungen*) and required examinations  
(*Prüfungsleistungen*)**
- § 16 Adjustments for Handicapped and Chronically Ill Students**
- § 17 Passing the Bachelor's Examination, Retaking of Examinations**
- § 18 Grading of Single Examinations, Module Grades, and Calculation of Overall Grade**
- § 19 Bachelor's Diploma**
- § 20 Diploma Supplement and Transcript of Records**
- § 21 Access to Examination Files**
- § 22 Non-Appearance, Withdrawal, Deception, Breach of Regulations**
- § 23 Invalidity of Single Examinations**
- § 24 Revocation of Bachelor's Degree**
- § 25 Coming into Force and Publication**

Appendix I: Glossary

Appendix II: Module Descriptions

Appendix III: Bachelor Thesis Guide

## § 1

### Area of Application of the Examination Regulations

(1) These Examination Regulations apply to the Joint Bachelor's Degree Programme "**Public Governance across Borders**" at the Westfälische Wilhelms-Universität Münster (D), short Münster University or WWU, and the Universiteit Twente/Twente University (Enschede/NL), short the UT.

(2) The Student Charter of Twente University applies where specific programme requirements and student regulations concerning the study at Twente University are concerned. The student charter consists of two parts: the institutional section (ISS) and the academic section (FSS). Parts of the academic section are the Teaching and Examination Regulations (OER) and the Rules and Regulations of the Examination Boards (R&R), as adopted in accordance with section 7.13 of the Higher Education and Research Act.

## § 2

### Goal of the Programme

The Bachelor's Programme "Public Governance across Borders" is an undergraduate degree course which aims to equip students with academic as well as professional knowledge and skills so that they can map public issues, analyse their causes and contribute to the design of effective solutions. Such analyses and problem approaches include different levels of scale (local, regional, national, European and international), while a special focus is laid on the European Union and its institutions and the process of European integration.

Within the programme, students acquire knowledge in the areas of Political Science, Public Administration, European Studies, Law and Economics. The programme also focuses on a sound methodological training in methods of the Social Sciences. The scientific training is backed by professional qualifications. Students learn to work and think in a target-oriented manner and according to scientific rules. They also learn to critically question and debate scientific findings and take responsibility for their own actions.

The Bachelor's Programme furthermore aims to prepare students for admission to a Master's Programme.

## § 3

### Bachelor's Degree

The successful candidate will be awarded the academic degree "Bachelor of Science" (BSc) with the adjunct "in Public Governance across Borders".

## § 4

### Examination Board

(1) *Fachbereich 06* (Faculty 06) of the Westfälische-Wilhelms Universität Münster and *Faculteit management en Bestuur* (School of Management and Governance) of the Universiteit Twente jointly appoint an examination board to organize and supervise the examinations within these Examination Regulations. The board reports to the respective faculties, and, if applicable, provides suggestions for innovations on and development of the Examination Regulations.

(2) The examination board (WWU: *Prüfungsausschuss*, UT: *examencommissie*) consists of the chair, his/her deputy and six additional members. Each university elects the same number of members to the examination board. Chair, deputy chair and two additional members are selected from the group of full professors, two members from the group of academic staff and two members from the group of students. The student board members are elected at the WWU.

(3) The elections/appointments for the groups of professors and academic staff are valid for two years, for the group of students one year. Re-election is possible.

(4) Chairmanship of the examination board alternates between the two universities with every election period.

(5) Members of the examination board are either elected by the representatives of the groups in the *Fachbereichsrat* (faculty board) (WWU) or appointed by the Head of Faculty (UT). All members of the examination board are confirmed by the faculty board (*Fachbereichsrat*) at the WWU and by the Dean at the UT.

(6) Members from the group of students do not cooperate in the grading and recognition of course work and required examinations, the setting of examination tasks and the selection of examiners. They also do not have voting-rights concerning these matters.

(7) The examination board has a quorum if the chair or deputy chair, two members from the group of professors and two additional members are present. Decisions are made by simple majority; in the case of equality of votes the chair, or in his/her absence the deputy chair, has the deciding vote. Concerning matters referred to in § 4 (6), the quorum is reached once the chair or deputy chair and three additional non-student members are present.

(8) The examination board can transfer regular and undisputed tasks to its chair. This is not applicable to decisions on appeals (*Widersprüche*).

(9) The Examinations Office (WWU: *Prüfungsamt*, UT: *Bureau Onderwijszaken*) acts as agent of the examination board.

(10) Members of the examination board may attend all examinations.

(11) The members of the examination board have an obligation of maintaining confidentiality. Board members who are not already placed under such an obligation through their position as a state employee have to be placed under this obligation by the chair. Examination board meetings are not public.

## § 5

### Admission to the Bachelor's Examination

Admission to the bachelor's examination is granted through enrolment in the Bachelor's Programme "Public Governance across Borders" at the Westfälische Wilhelms-Universität Münster and the Universiteit Twente, provided the enrolment is upheld until the time of the final

examination. Enrolment is to be refused should the applicant have finally failed an examination in the programme “Public Governance across Borders” or a comparable programme.

## § 6

### Standard Duration, Workload, Leistungspunkte (credits)

(1) The standard duration of studies until graduation, including all examinations and bachelor’s thesis, is three academic years. An academic year is divided into:

- two semesters at Münster University
- two semesters at Twente University, each semester consisting of two quartiles of ten weeks each.

(2) For passing from the first into the second year of study, students must reach 45 credits (WWU: *Leistungspunkt/LP*, UT: *European Credit/EC*) during the first year. In case students fail to reach at least 45 credits, they may not proceed with the programme at Twente University until the requirements are met.

(3) For successful graduation, students must gain 180 credits. Each year contains modules with a total of 60 credits. Credits are used to assess the overall workload for students quantitatively and include course attendance as well as pre- and postpreparation, examinations and examination preparation as well as the final thesis and work placements. One credit equals a workload of 28 hours. The annual volume therefore equals 1680 hours (5040 hours for the programme). Credits are granted according to the ECTS (European Credit Transfer System) grading system.

## § 7

### Content of the Programme

(1) In addition to the bachelor’s thesis, the Bachelor’s Programme “Public Governance across Borders” comprises the successful completion of the following list of modules. A closer description of the modules is to be found in the appendix of these Examination Regulations:

List of mandatory Modules:

#### Year 1:

- Integration Module: (12 EC)
  - Programme Introduction “Comparative Public Governance” (5 EC)
  - Course/Excursion: Institutions of Public Governance (7 EC)
- Core Module: Basic Course (lecture + tutorial) “Comparative Politics” (6 EC)
- Core Module: Basic Course (lecture + tutorial) “International Relations” (6 EC)
- Methods: “Methods I” (4 EC) and “Statistics I” + Tutorial (6 EC); together 10 EC

#### Year 2:

- Core Module: Value for Money (15 EC)
- Core Module: Best Practices in Public Governance (15 EC)

Year 3:

- Thesis Semester:
  - Quartile 3: preparatory courses and colloquia at Twente University and Münster University (15 EC)
  - Quartile 4: Bachelor thesis and defence (15 EC)

List of elective mandatory courses/modules:

Year 1:

- Core Electives:
  - Basic Courses (lecture + tutorial):  
“Political Theory” OR  
“The Political System of Germany” (6 EC each)
  - 2 Courses (standard or reading course) from the general course offer (10 EC; 5 EC each)
- Elective Tracks:
  - Dutch-German Studies (10EC) OR
  - European Public Law (10 EC)

Year 2:

- Elective Tracks:
  - Global Governance (30 EC)
    - Quartile 3: Optional Module “Global Governance I” (15 EC)
    - Quartile 4: Optional Module “Global Governance II” (15 EC)
  - OR European Governance (30 EC)
    - Quartile 3: Optional Module “European Governance I” (15 EC)
    - Quartile 4: Optional Module “European Governance II” (15 EC)
  - OR (Sub-)national Governance (30 EC)
    - Quartile 3: Optional Module “(Sub-)national Governance I” (15 EC)
    - Quartile 4: Optional Module “(Sub-)national Governance II” (15 EC)

Year 3:

- Core Electives:
- Quartile 1:
  - Optional Module “Advanced Professional Skills” (15 EC) OR
  - Optional Module “*ab extra*” (15 EC)
- Quartile 2:
  - Optional Module “Advanced Research Skills” (15 EC) OR
  - Optional Module: “*ab extra*” (15 EC) OR
- Optional Module “Erasmus exchange” (30 EC) OR
- Optional Module “Internship” (30 EC)

(2) Successful graduation requires 180 credits. 15 credits are awarded for the bachelor's thesis.

(3) It is not possible for students from the Bachelor's Programme "Public Governance across Borders" to take courses from Master's Programmes at either the WWU or the UT.

(4) Language of tuition:

- WWU: Courses will be held mainly in German. This applies especially to the methodological training and the basic courses.
- UT: Tuition will be completely in English.

## § 8

### Types of Courses and Modules

#### Münster University:

Basic courses (Grundkurse) and tutorials: Basic courses transfer knowledge on central theoretical and analytical concepts of specific fields of political science. The content ranges from classical concepts to current developments and theoretical debates of analytical and/or normative nature. Basic courses are completed by tutorials that deepen the content of the lecture and focus on methodological and presentation skills.

Standard courses (Standardkurse): Standard courses introduce specific research areas of political science. They give a profound overview on contemporary and classic questions and challenges of their specific research area. Thereby, they build on knowledge acquired within the core modules in year one and the basic courses in year two. Thus they encourage and indeed require from students to look into concepts, issues and methods of political science more deeply. Finally, within these courses, selected contemporary developments are methodologically and theoretically analysed and discussed.

Reading courses (Lektürekurse): Reading courses deepen the ability of students to read and understand political science texts. The range of courses encompasses classical authors and theories of political science as well as contemporary texts.

#### Twente University:

A module at Twente University consists of 15 ECTS. Modules run (sequentially) for 10 weeks.

Modules are made up from different course types, including e.g. standard courses and methodological courses. A detailed description will follow together with the module descriptions from Twente University.

#### Joint tuition:

Integration module: The integration module serves as introductory module to the programme and thus serves two aims: to make students familiar with the programme and their fellow students and support cooperation between the two universities and students are introduced to their new learning environments, including for instance trips from Münster University to Twente University and library tours. The module also provides general as well as programme specific information,

knowledge and skills, such as ethics in science and how to write course work and an introduction into institutions of public governance on different governance levels. Also, the module serves to form a collective identity and understanding of belonging between the students and foster cooperation between the Münster and Twente University.

Bachelor's thesis module:

The thesis semester will involve teaching in research methodology that is particularly relevant to the thesis research (proposal writing, reporting). Thesis research will be done and assessed individually but groups of students will be formed that work on similar research topics ("thesis circles"). These topics will be linked to on-going research at the department. The actual thesis research and writing will take place mainly in the final quarter (3.4). It is finalized by research seminars during which students present and discuss their thesis, under supervision of staff. The final assessment of the thesis and the supervision will be separated (i.e. supervisors are no longer the final assessors of the thesis). This module will also involve the development of life-long learning skills (including job market orientation).

## § 9

### Structure of the Programme and of the Examination, Description of Modules

- (1) The programme is divided into modules that are defined by topic, content and time-frame. Educational objectives and learning targets are defined for each module and highlight which qualifications in respect to the programme goals are to be acquired by students. Modules may be comprised of courses with different teaching and learning methods from one or several semester. At Münster University, a module comprises a minimum of five credits; at Twente University all modules comprise 15 credits. In accordance with the description of modules, some modules encompass elective courses.
- (2) The bachelor's examination consists of cumulative examinations as well as the final bachelor's thesis and its defence.
- (3) The description of modules defines the module structure and the number of credits that can be attained. A credit equals 28 hours of work (see also § 6 (3)).
- (4) In order to successfully pass a module, students have to complete all the required coursework and pass all examinations assigned to the module.
- (5) Admission to a module can be bound to requirements, e.g. successful participation in another module/other modules.
- (6) Specific knowledge may be required for participation in certain courses.
- (7) Admission to a course can be conditional on the successful participation in another course from the same module or the passing of an examination from the same module.
- (8) Requirements and conditions according to § 9 (5)-(7) are stated in the description of modules.
- (9) The description of modules states the cycle in which a module is offered.

## § 10

### Coursework (Studienleistungen) and required examinations (Prüfungsleistungen), Registration

- (1) The description of modules states the requirements for attending a course.
- (2) Within a module, at least one required examination (WWU: Prüfungsleistung; UT: examen) has to be passed. Additionally, coursework may be asked for that is not relevant for the examination. Required coursework and examinations may be: written and oral examinations, presentations and term papers, work placements and reports, practical classes and minutes.
- (3) The instructor defines the components of required examinations or coursework (WWU: Studienleistung; UT: examenonderdelen) and the criteria for grading. These conditions are announced at the beginning of each course.
- (4) Instructors may make the successful completion of coursework conditional for admission to the examination.
- (5) The description of modules provides information on required coursework and examinations as to their type, duration and scope. Coursework and required examinations form part of the bachelor's examination.
- (6) In order to participate in required examinations, students must register for them first. Deadlines for registration are made public centrally:
  - WWU – in QISPOS and on the Institute website.
  - UT – on „blackboard“/SIS.

Registration may be revoked by students without explanation within the time limit indicated by QISPOS or SIS.

## § 11

### Multiple Choice Examinations

- (1) Written examinations may also consist of or include multiple choice questions. In the case of pure multiple choice examinations, all examinees receive the same items. All examination items must be related to the content of the module.
- (2) Examinations must be checked for adequacy with respect to the stated educational objective of the module. Should items be inadequate in this sense, they may not be considered for grading. The lower number of items must be taken into account and may not be disadvantageous for the examinees.
- (3) An examination consisting entirely of multiple-choice items has been passed if at least 50 per cent of the items are answered correctly or if the number of correct answers is not more than 10 per cent below the average performance of all examinees.
- (4) If the candidate has answered the minimum number of items required to pass correctly, grading follows the criteria below:

"excellent/*sehr gut*", if at least 75 per cent,



"good/*gut*", if at least 50 per cent, but less than 75 per cent,

"satisfactory/*befriedigend*", if at least 25 per cent, but less than 50 per cent,

"pass/*ausreichend*", if no or less than 25 per cent

of the additional examination items are answered correctly.

(3) The above-named criteria also apply to examinations that are only partly multiple-choice examinations. The overall grade of the examination is calculated from the weighted arithmetic mean of the multiple choice part and the other part of the examination. The parts will be weighted according to their share of the overall examination in per cent.

## § 12

### Bachelor's Thesis

(1) Through the bachelor's thesis candidates are to show that they are capable of tackling a scientific problem within a given period of time. They show their use of scientific methods and their ability to display their results coherently. The thesis must not be longer than 10,000 words. It has to be written in English.

(2) The bachelor's thesis is issued and supervised in accordance with § 14. Candidates may propose the topic of the thesis.

(3) The Examinations Office issues the thesis topic on behalf of the examination board and following the applicant's request. The applicant must have fulfilled the following requirements:

- Successful pass of the first-year examination at the UT, meaning having reached 45 EC during the first year.
- At least 135 credit points.
- The date and time of the issuing of the thesis topic has to be recorded.
- The bachelor's thesis plan must have been approved by the relevant supervisor/examiner.

(4) The candidate has 12 weeks to complete the bachelor's thesis. Topic and scope of the thesis have to be defined in such a way that it can be completed within this time. The thesis topic can be refused by the candidate only once and only within the first week.

(5) In exceptional cases, the examination board may extend the period for completion of the bachelor's thesis once for no longer than two weeks.

(6) On account of serious grounds that make working on the bachelor's thesis considerably difficult or impossible, the deadline can be extended accordingly upon application by the candidate. Reasons for an extension can be sudden illness or unalterable technical problems. Serious grounds may also be having to care for a child younger than twelve or the need to nurse or care for a husband or wife or a registered civil partner, or the need to nurse or care for a direct relative or first-degree relative by marriage in the case of this person being in the need of care. The examination board decides about the extension and can ask the candidate for written proof (e.g. medical certificate). Instead of extending the period of time for the bachelor's thesis, the examination board also may decide to issue a new topic in the case of the candidate being unable

to work on the thesis for more than six months. In such a case, issuing a new topic does not count as repetition as defined by § 17 (7).

(7) With exemption from the examination board, the thesis may be written in a language other than English.

(8) The bachelor's thesis must contain a title page, a table of contents, a list of sources and a bibliography. All passages of the thesis that make use of the work of others, either by wording or by content, have to be indicated by stating the original source. Candidates have to declare that they wrote the thesis on their own and only used the sources and means indicated in the thesis and have identified all quotations. Such a declaration also has to be given for all tables, sketches, drawings and pictures etc.

### § 13

#### Acceptance and Grading of Bachelor's Thesis

(1) The bachelor's thesis has to be submitted to the „Bureau Onderwijszaken“ (BOZ) (Examinations Office) at the UT and to the two supervisors within the deadline. The thesis has to be handed in to the supervisors (paper copies) at least five working days before the thesis defence. A digital version has to be sent to [scripties\\_mb@mb.utwente.nl](mailto:scripties_mb@mb.utwente.nl). If the thesis is not handed in within the deadline, it will be considered as failed in accordance with § 22 (1). Furthermore, the candidate will add a written declaration of consent to his/her thesis being saved in a database for the purpose of detecting plagiarism and to its being compared with other texts and works for identification of any analogies.

(2) The thesis must be supervised jointly by a supervisor from both the WWU and the UT. One of the supervisors assigns the thesis topic. The candidate chooses a first and second supervisor in mutual agreement with these persons. First and second supervisor are named in the application for the bachelor's thesis in accordance with § 14 (1).

If the candidate does not claim his/her right to propose supervisors, they are assigned by the examination board.

(3) Grading has to follow § 18 (1). Candidates receive a written statement and explanation of the grade. The thesis grade equals the arithmetic average of the individual grades of the two supervisors following § 18 (5), sentences 3 and 4, unless the difference is greater than 2.0. Should this be the case or is one grade a „fail“ but the other a pass or better, the examination board will appoint a third examiner to grade the bachelor's thesis. In this case, the overall thesis grade equals the arithmetic average of the three individual grades. However, the thesis can only be graded as a pass or better if at least two grades are a pass or better.

(4) The assessment of the bachelor's thesis shall take no longer than eight weeks, or 12 weeks if a third examiner is appointed.

(5) Detailed and up-to-date information on writing and defending the bachelor's thesis can be found in the Bachelor Thesis Guide on the website of the UT Centre of European Studies. The information contained in the Bachelor Thesis Guide forms part of and is attached to this Examination Regulations. It is regularly updated and accessible at <http://www.utwente.nl/mb/ces/ba-dd/>.

## § 14

### Examiners and Observers

(1) The examination board names examiners and supervisors for examinations and the bachelor's thesis. In the case of oral examinations or the defence of the bachelor's thesis, it also names observers.

(2) All persons qualified in terms of § 65 (1) *Hochschulgesetz Nordrhein-Westfalen (HG NRW)* (Universities Act of the Federal State of North Rhine-Westphalia) (WWU) or Article 7.12c WHW (UT) who regularly teach in the programme in which the examination is taken or the thesis written (Public Governance across Borders) can be appointed as examiner or supervisor. Exceptions have to be decided upon by the examination board.

(3) Only persons with a bachelor's degree, an equal qualification or higher degree can be appointed as observer.

(4) Examiners and observers are independent in their decisions. Written examinations may be designed by academic staff members. These may also carry out a first assessment of the examination.

(5) Oral examinations are taken by an examiner in the presence of an observer. Before grading the examination, the examiner has to consult the observer. Minutes of the examination including the most important content and the grade are taken and signed by examiner and observer.

(6) Written examinations in the context of modules are assessed by a single examiner. Assessment and grading of the bachelor's thesis follow § 13.

(7) Written and oral examinations that form a third attempt in accordance with § 17 (2) sentence 1 have to be assessed by two examiners. The overall grade equals the arithmetic average of the two individual grades. § 18 (5) sentences 3 and 4 come into effect respectively.

Students from the same programme can take part in oral examinations as audience if the candidate does not object. The audience is not allowed to counsel the candidate or notify the candidate of the result of the examination.

## § 15

### Recognition of coursework (*Studienleistungen*) and required examinations (*Prüfungsleistungen*)

(1) Coursework and required examinations attained within the same programme at other universities in Germany or the Netherlands are accepted without their equivalence being checked.

(2) Study times, coursework and examination results from other universities will be recognized if equivalent. The verification of equivalence is decided by the examination board. Equivalence has to be granted if study times, course work and foreign examination results are equivalent to the requirements of the joint degree "Public Governance across Borders" in terms of content and scope. The verification of equivalence should not be a schematic comparison, but an overall evaluation.

(3) Equivalence of coursework and required examinations from non-German or non-Dutch universities is assessed according to the guidelines and agreements of the *Kultusministerkonferenz* (Standing Conference of the Ministers of Education and Cultural Affairs) and the *Hochschulrektorenkonferenz* (German Rectors' Conference). In case of doubt, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen*) can be consulted.

(4) Knowledge and skills of students who are entitled to start the programme in a higher semester on account of a placement test will be given credit concerning coursework and required examinations. The results of the placement test are binding for the examination board.

(5) In the case of recognition of study achievements and examination results from other universities with comparable grading systems, grades are transferred into the grading scheme according to § 18 (1) and included in the final grade. In the case of non-comparable grading systems, the course will be marked as „passed”. Should this make the grading of a module impossible, the module grade will not be included in the final grade. Students have to hand in the necessary documentation of their study and examination achievements in order for them to be recognized. Study achievements from non-comparable grading systems may only amount to 10 per cent of all grades. Beyond that, they cannot be recognized.

(6) The examination board is responsible for recognizing study achievements and examination results from other universities. Programme coordinators have to be consulted concerning the equivalence of results.

(9) The decision on recognition has to be communicated to the student within four weeks of the application and submission of documentation.

## § 16

### Adjustments for Handicapped and Chronically Ill Students

(1) If a student proves that because of chronic illness or disability it is impossible for him/her to take part in an examination or render the required performance partly or completely within the given time, the examination board has to extend completion time or the examination period or allow a form of examination that meets the special needs of the candidate. This also applies to coursework.

(2) The student may ask the examination board to consult the department or university disability representative within the decision process according to § 16 (1).

(3) The student may be asked for adequate proof of the illness or disability in the form of a medical certificate or disability ID card.

## § 17

### Passing the Bachelor's Examination, Retaking of Examinations

(1) Candidates pass the bachelor's examination if, following § 7, § 9 and § 10 and the description of modules, all modules and the bachelor's thesis have been passed (minimum grade: 4,0 (WWU); 6 (UT)) (§ 18 (1)). 180 credit points have to be achieved by the candidate.

(2) With exception of the bachelor thesis, students have three attempts per course to pass an examination.

(3) Course repetition in order to improve grades is not possible.

(4) If an examination has not been passed after three attempts (§ 17 (2)), the module has been failed.

(5) Failed comparable modules from other universities will be treated as failed examinations/modules within the Bachelor's Programme "Public Governance across Borders" and taken into account for the number of possible attempts. Students who transfer from another university therefore must hand in an overview of passed and failed examinations, including the number of failed attempts from their former university, to the Examinations Office (WWU: *Prüfungsamt*, UT: BOZ). This also applies to students who have studied at either the University of Münster or the University of Twente and failed comparable modules in those programmes.

(6) In the case of failing a course within an elective module, students may choose to switch the course after their first or second attempt. In that case, § 17 (2) and (4) apply starting with the failed attempt.

(7) In the case of failing a course within an elective track, students may choose between two options:

- Option 1: Students can decide to treat the course/module as in § 17 (2) and (4). In that case it is not possible to switch to another track.
- Option 2: Students can decide to switch the track after their first attempt. In that case § 17 (2) and (4) apply to the new course/module. This is only possible once.

(8) Should the bachelor's thesis and its defence not be passed, students have a second attempt. For the second attempt, another topic must be chosen/issued. A third attempt is not possible. The thesis topic can only be replaced according to § 12 (4) in the second attempt if this possibility was not made use of in the first attempt.

(9) In modules that are not provided by Faculty 06 at the WWU or the School of Management and Governance at the UT, examination regulations of the other programme or faculty apply. This is the case for modules provided by the *Zentrum für Niederlande-Studien* (Center for Netherlands-Studies, WWU) (module 5a).

Regulations concerning study and examination achievements and awarded credit points are stated within the module descriptions.

(10) If a mandatory module or the bachelor's thesis has not been passed in the final attempt, the bachelor's examination has been ultimately failed.

(11) If the bachelor's examination has been ultimately failed, the student receives a certificate that lists his/her gradings of coursework and required examinations. The student receives this certificate after presenting his/her exmatriculation. The certificate is signed and stamped according to § 19 (4).

### Grading of Single Examinations, Module Grades, and Calculation of Overall Grade

(1) The examiners determine the grades of single examinations and their components using their national grading system. This can be transferred to the other grading system by applying the following scheme:

WWU	UT	Definition ECTS
1,0	10	EXCELLENT – Outstanding performance with only minor errors
1,3/1,7	9	VERY GOOD – Above the average standard but with some errors
2,0/2,3/2,7	8	GOOD – Sound work with a number of notable errors
3,0/3,3/3,7	7	SATISFACTORY – Fair but with significant shortcomings
4,0	6	PASS – Performance meets the minimum criteria
5,0	5	FAIL – Some more work required before the credit can be awarded
6,0	4	FAIL – Considerable further work is required

Diversification of grading at the WWU is possible by decreasing or increasing the grades by 0,3. The grades 0,7; 4,3; 4,7; 5,3 and 5,7 do not exist.

(2) Grades are weighted and rounded within the national systems.

- WWU: Decimal points after the first position are deleted without being rounded.
- UT: Fractional grades  $\geq .50$  are rounded to the nearest higher whole grade. Fractional grades  $< .50$  are rounded to the nearest lower whole mark.

(3) The grading of oral examinations must be communicated to the student and the respective Examinations Office at either the WWU or the UT within one day of the examination. For written examinations this time span is

- eight weeks at the WWU
- 20 working days (four weeks) at the UT.

(4) Results of written examinations are published in public lists at the faculties/institutes, or in QISPOS (WWU) or SIS (UT), and can be accessed by students. Students are notified about their performance in the bachelor's thesis in written form. The date of the publication/information must be recorded. The list identifies students by their matriculation number. Students who fail the third attempt according to § 17 (2) and (4) are informed individually. The notifications as defined by § 18 (4) sentences 1 and 2 contain information on legal remedies.

(5) For each module the grade equals the grades of the required examinations and coursework. Grades for individual examinations figure within the overall grade for a module. Decimal places after the first place are not considered. Module grades are derived according to the following system:

WWU	UT	
$\leq 1,5$	10	EXCELLENT
1,6 – 2,0	9	VERY GOOD
2,1 – 3,0	8	GOOD
3,1 – 3,5	7	SATISFACTORY
3,6 – 4,0	6	PASS
$> 4,0$	5	FAIL

(6) The overall grade of the bachelor's examination is a weighted arithmetic average of the individual modules. The grade of a module is the weighted arithmetic average of the corresponding courses. Weighting is based on the ratio of the credit points of a course examination/module grade, to the overall number of credit points of a module/the bachelor's examination. The grade of the bachelor's thesis and defence count for 27 per cent of the overall grade.

(7) Additionally to the overall grade according to § 18 (8), a relative grade according to the ECTS grading-system is determined.

(8) The overall grade of the bachelor's examination is determined according to the following table:

WWU	UT	
≤ 1,5	10	EXCELLENT
1,6 – 2,0	9	VERY GOOD
2,1 – 3,0	8	GOOD
3,1 – 3,5	7	SATISFACTORY
3,6 – 4,0	6	PASS
> 4,0	5	FAIL

## § 19

### Bachelor's Diploma

(1) After successful graduation, the candidate receives a bachelor's diploma, stating the graduation and the degree according to § 3 and the final grade, and a diploma supplement with details of the candidate's study achievements.

(2) The diploma and supplement are dated from the day of the last required examination.

(3) The diploma and supplement are issued in English.

(4) The diploma is signed by the chair of the examination board and the two heads of faculty. It is stamped with the seals of the two faculties.

## § 20

### Diploma Supplement and Transcript of Records

(1) In addition to the diploma, the successful candidate will receive a diploma supplement, including a transcript of records. The diploma supplement informs about the profile of the Bachelor's Programme. It informs about the study programme, the courses and modules attended, the examinations taken, and the individual profile chosen.

(2) The diploma supplement also informs about the topic of the bachelor's thesis, the grade of the bachelor's thesis and defence and the duration of the bachelor's studies.

(3) The diploma supplement is issued according to the recommendations given by the *Hochschulrektorenkonferenz* and according to the WHW section 7.11.

## § 21

### Access to Examination Files

After completion of each required examination, candidates are granted access to the documentation of their examinations (the examination papers/term papers, assessments and minutes). Access must be applied for at the examination committee within two weeks of the declaration of results. The examination committee decides on the time and the place of access. The same applies to the bachelor's thesis.

## § 22

### Non-Appearance, Withdrawal, Deception, Breach of Regulations

(1) A required examination is considered as a fail (WWU: 5,0, UT: 5) if the candidate does not attend the examination at the designated time or withdraws after beginning an assignment/examination without good cause. An examination is also considered as failed if a required written examination (term paper, report, bachelor's thesis etc.) is not completed within the deadline. Reasons for non-attendance or withdrawal are illnesses that make attending the examination or meeting the deadline impossible. Other reasons are maternity protection regulations or care for husband or wife, registered civil partner or direct relative or first-degree relative by marriage.

(2) The reasons for non-appearance or withdrawal must be submitted immediately to the examination board in written form. In the case of illness, the candidate has to provide a medical certificate. The candidate is informed about the decision in writing. If the reasons have been accepted, a new examination date will be determined.

(3) In the case of deception or use of unauthorized material or devices, the examination is considered as a fail (WWU: 5,0, UT: 5). Evidence will be assessed and documented by the respective examiner/s. If a candidate disrupts an examination, he/she may be excluded. In this case, this examination is considered as not completed and will be marked as a fail (WWU: 5,0, UT: 5). In severe cases the examination board can exclude a candidate from further examinations and/or the bachelor's examination entirely. In that case the bachelor's examination is considered as "failed" (WWU: 5,0, UT: 5). The reasons for the exclusion have to be documented.

(4) The candidate is informed immediately about a detrimental decision and its reasons by the examination board in written form. This decision must be accompanied by an explanation of the legal remedies available. The candidate must be heard before a final decision is reached.

## § 23

### Invalidity of Single Examinations

(1) If a candidate's attempt of deception in a required examination or the bachelor's thesis becomes known after the diploma has been issued, the examination board can declare the bachelor's examination or single examinations invalid.

(2) If the requirements for admission to a module, examination or the bachelor's thesis were not fulfilled and the candidate had no intention of acting dishonestly and if this fact becomes known after the grading of the candidate's examination or the issue of the diploma, there are no consequences for the candidate. If the candidate was wrongly admitted to an examination or the bachelor's thesis through intentional deception, the examination board decides upon legal



consequences under consideration of the *Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen* (Administrative Procedures Act for North Rhine-Westphalia) and WHW section 7.12. Application of the legal regulations depends on

- Supervision of bachelor thesis: the university of the first supervisor
- Required examinations: the university at which the examination took place.

(3) The candidate must be heard before a decision is reached by the examination board.

(4) An incorrect diploma is confiscated and, if applicable, replaced. A decision according to § 23 (1) and (2) is excluded after a period of five years after the issue date of the diploma.

## **§ 24**

### **Revocation of Bachelor's Degree**

The bachelor's degree can be revoked if a deception or the lack of essential requirements for awarding the bachelor's degree becomes known. The revocation requires a common decision of the legal entities (examination board) of Münster University, Faculty 06 and Twente University, School of Management and Governance. § 23 applies.

## **§ 25**

### **Coming into Force and Publication**

The Examination Regulations will become valid the day after their publication in the official announcements of both universities (WWU: Amtliche Bekanntmachungen; UT: officiële mededelingen). The regulations apply to all students enrolled in the Bachelor's Programme "Public Governance across Borders" from the winter semester 2013/14 onwards.

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Issued following the resolution of the faculty board of Faculty 06 of the Westfälische Wilhelms-Universität on 3 July 2013 and of the Head of Faculty of the School Management en Bestuur of the Universiteit Twente on 19 July 2013.

Münster, 31 July 2013

**Rector**



Prof. Ursula Nelles

Enschede, 26 August 2013

**Head of Faculty**



Prof. Ramses Wessel

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Westfälische Wilhelms-Universität Münster: These Regulations are hereby announced according to the Regulations on the Announcement of Regulations, Publication of Agreements and the Declaration of Statutes of 8 February 1991 (AB Uni 91/1), as amended on 23 December 1998 (AB Uni 99/4).

Universiteit Twente: The Head of Faculty of the School of Management and Governance has resolved to, on behalf of the Executive Board of the University of Twente, adopt the programme-specific student charter, for the Bachelor's Programme Comparative Public Governance.

Münster, 31 July 2013

**Rector**



Prof. Ursula Nelles

Enschede, 26 August 2013

**Head of Faculty**



Prof. Ramses Wessel

**APPENDIX I: GLOSSARY**

<i>German</i>	<i>English</i>	<i>Dutch</i>
Dekan	<i>Head of Faculty</i>	Decaan
Fachbereich	<i>faculty</i>	Faculteit
Fachbereichsrat	<i>faculty board</i>	Faculteitsraad
Leistungspunkt (LP)	<i>credit (EC)</i>	Studiepunt (SP)
Modulabschlussprüfung	<i>final module examination</i>	Examen
Pflichtmodul	<i>mandatory module</i>	Verplichte module
Prüfungsamt	<i>Examinations Office</i>	Bureau Ondervijzaken
Prüfungsausschuss	<i>examination board</i>	Examencommissie
Prüfungsleistung	<i>required examination</i>	Verplicht examen
Studienleistung	<i>coursework</i>	Exmaneonderdeel
Wahlpflichtmodul	<i>elective mandatory module</i>	Keuzemodule

Proofread by Supportstelle Englisch, WWU Münster 2012.

## APPENDIX II: MODULE DESCRIPTIONS

<b>Title (German):</b>		Integrationsmodul: Public Governance						
<b>Title (English):</b>		Integration Module: Public Governance						
<b>Programme:</b>		Public Governance across Borders						
<b>1</b>	<b>Number:</b> 1	<b>Status:</b>		<input checked="" type="checkbox"/> Compulsory		<input type="checkbox"/> Elective		
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input checked="" type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input type="checkbox"/> 1 Sem. <input checked="" type="checkbox"/> 2 Sem.	<b>Semester:</b>	1,2	<b>EC:</b> 12	<b>Workload (hrs.):</b> 336
<b>3</b>	<b>Structure:</b>							
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>1</sup>)</b>	<b>Self-study (hrs.)</b>	
	1.	S	Introduction to Public Governance	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	5	30 (2)	110	
	2.	S	Institutions of Public Governance	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	7	60 (2)	136	
<b>4</b>	<b>Content:</b>							
	<p><b>Introduction to Public Governance</b></p> <p>This module is designed as integration module based on a bi-national approach with joint tuition from both universities. A lecturer from IfPol and a lecturer from MB agree on the contents of the module and cooperate in tuition. Thus, cooperation between lecturing staff from both universities and the institutes as such is strengthened.</p> <p>The module aims at taking students closer to the structure and issue of their bachelor programme. It will introduce the field of public governance, but also make students familiar with the two universities they study at. The course will introduce terms of political science and public governance research, as well as of the participating disciplines, economics and law. It will also make students familiar with the ethics of scientific work and teach them skills required for their study, such as research, presenting and writing course work. As the programme start at Münster University, the course will include a “field trip” to Twente University and information on the Dutch structure of higher education.</p> <p><b>Institutions of Public Governance</b></p> <p>The second part of the module will specifically deal with institutions of public governance from a German-Dutch comparative perspective or on different administrative levels. If possible, this course will entail an excursion in order to give students an impression of the institutions with which they will be confronted more theoretically especially during the second year of their study.</p> <p>The module also serves to enable students to get to know each other and form a collective understanding as a group. This is especially helpful, as most of the modules and courses within their study are shared with other programmes at Münster and Twente University.</p>							
<b>5</b>	<p><b>Acquired competences:</b></p> <p>Students acquire basic scientific competences especially tailored for political science and meeting general scientific requirements as well as specific requirements of Münster and Twente University. They will be introduced to contemporary and multi-disciplinary questions of public governance research and be asked to discuss and reflect these questions. Students will also be asked to work in teams to bolster their team competences.</p> <p>In the second part of the module, students become familiar with relevant institutions of public governance. They learn about the challenges of governance at different political levels and to deal with these in a reflective and discursive manner.</p>							

<sup>1</sup> SWH: semester week hours (Semesterwochenstunden)

6	<b>Description of electives within the module:</b> None		
7	<b>Assessment methods:</b> [x] Final Examination [Modulabschlussprüfung (MAP)] [ ] Examination [Modulprüfung (MP)] [ ] Component Examinations [Modulteilprüfungen (MTP)]		
8	<b>Required performance in examinations:</b> Quantity and form; connection to the course <sup>2</sup>		Duration/ length
	The lecturers choose between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500.		90 min. / 4,500 words
9	<b>Required course work (grading optional):</b> Quantity and form; connection to the course		Weightage for overall grade of the module (%)
	The lecturers may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, and other comparable assignments.		100
10	<b>Required course work (grading optional):</b> Quantity and form; connection to the course		Duration/ length
	The lecturers may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, and other comparable assignments.		adjacent
10	<b>Prerequisites for attaining credit points:</b> Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)		
11	<b>Weighting of the grade of the module for the overall grade:</b> The grade of the module weighs 6.6% for the overall grade.		
12	<b>Prerequisites for participation:</b> No prerequisites		
13	<b>Attendance:</b> Regular attendance is highly recommended.		
14	<b>Usability in other programmes:</b> The module consists of courses specifically designed for the Bachelor's Programme "Public Governance across Borders".		
15	<b>Person responsible for the module:</b> N.N. (UT) Prof. Dr. Norbert Kersting (WWU)		<b>Department:</b> School of Management and Governance (UT) Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)
	<b>Other information:</b> Registration for courses and examinations (UT) needs to be done via the electronic administration system of Twente University (OSIRIS). Please follow the hints for required course work and examinations as announced on Osiris ( <a href="http://www.utwente.nl/onderwijssystemen/onderwijssystemen/osiris">http://www.utwente.nl/onderwijssystemen/onderwijssystemen/osiris</a> ) Registration for courses and examinations (WWU) needs to be done via the electronic administration system of the Münster University. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.		

<sup>2</sup> Not applicable for final examination (Modulabschlussprüfung)

<b>Title (German):</b>		Politische Theorie (WWU)					
<b>Title (English):</b>		Political Theory (WWU)					
<b>Programme:</b>		Public Governance across Borders					
<b>1</b>	<b>Number:</b> 2a	<b>Status:</b>		<input type="checkbox"/> Compulsory <input checked="" type="checkbox"/> Elective			
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input checked="" type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input checked="" type="checkbox"/> 1 Sem. <input type="checkbox"/> 2 Sem.	<b>Semester:</b> 1	<b>EC:</b> 6	<b>Workload (hrs.):</b> 168
<b>3</b>	<b>Structure:</b>						
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>3</sup>)</b>	<b>Self-study (hrs.)</b>
	1.	L	Political Theory	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54
	2.	T	Tutorial	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54
<b>4</b>	<b>Content:</b> The module Political Theory deals with the historical, theoretical, terminological and scientific foundations of political science. It thereby unravels the explanations and concepts behind political order and process and discusses their legitimacy. Therefore, the critical perspective on such orders is also discussed. The module transfers knowledge on central analytical and normative concepts of political science. It looks at classical concepts as well as current developments and theoretical debates of analytical and/or normative nature. The tutorial deepens the content of the lecture and focuses on methodological and presentation skills. Within the programme, the module allows students to compare theories of European integration with classical theories of political order and the formation of states. This makes them aware of the theoretical background of national politics and thus the difficulty to incorporate classic concepts of political order on national level into the different concepts of political order on European or international level.						
<b>5</b>	<b>Acquired competences:</b> Students acquire and deepen their capability for theoretical work while discussing and applying central analytical and normative concepts of political science. They gain knowledge on classical and contemporary concepts and approaches and are enabled to reflect on and discuss these approaches critically. Within the tutorial, students gain and train their group work and presentation skills on complex issues.						
<b>6</b>	<b>Description of electives within the module:</b> None						
<b>7</b>	<b>Assessment methods:</b> <input checked="" type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)] <input type="checkbox"/> Examination [Modulprüfung (MP)] <input type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]						
<b>8</b>	<b>Required performance in examinations:</b>				<b>Duration/ length</b>	<b>Weightage for overall grade of the module (%)</b>	
	Quantity and form; connection to the course <sup>4</sup>						
The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500.				90 min. / 4,500 words	100		

<sup>3</sup> SWH: semester week hours (Semesterwochenstunden)

<sup>4</sup> Not applicable for final examination (Modulabschlussprüfung)

9	<b>Required course work (grading optional):</b>	
	Quantity and form; connection to the course	Duration/ length
	The tutors and lecturers may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, writing of reviews, essays and summaries (up to 600 words) and other comparable assignments.	
10	<b>Prerequisites for attaining credit points:</b>	
	Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)	
11	<b>Weighting of the grade of the module for the overall grade:</b>	
	The grade of the module weighs 3,3% for the overall grade.	
12	<b>Prerequisites for participation:</b>	
	No prerequisites	
13	<b>Attendance:</b>	
	Regular attendance is highly recommended.	
14	<b>Usability in other programmes:</b>	
	The module is designed for all bachelor programmes of the Institute of Political Science.	
15	<b>Person responsible for the module:</b>	<b>Department:</b>
	Prof. Dr. Ulrich Willems (WWU)	Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)
16	<b>Other information:</b>	
	Registration for courses and examinations needs to be done via the electronic administration system of the university. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.	

<b>Title (German):</b>		Grundlagen des politischen Systems der BRD (WWU)					
<b>Title (English):</b>		Introduction to the Political System of Germany (WWU)					
<b>Programme:</b>		Public Governance across Borders					
<b>1</b>	<b>Number:</b> 2b	<b>Status:</b>		<input type="checkbox"/> Compulsory		<input checked="" type="checkbox"/> Elective	
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input checked="" type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input checked="" type="checkbox"/> 1 Sem. <input type="checkbox"/> 2 Sem.	<b>Semester:</b>	<b>EC:</b>	<b>Workload (hrs.):</b>
					1	6	168
<b>3</b>	<b>Structure:</b>						
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>5</sup>)</b>	<b>Self-study (hrs.)</b>
	1.	L	Political System of Germany	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54
	2.	T	Tutorial	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54
<b>4</b>	<b>Content:</b>						
	The module conveys basic knowledge on the political system of the Federal Republic of Germany. It focusses on the polity- and policy-dimensions of the system and views it before the background of current political developments and challenges. These are especially posed by internationalisation and globalisation. The module therefore puts the German national political system within the framework of regional and international cooperation. With an emphasis on the transgression of boundaries and the interconnectedness of national systems, the module paves the way for module 10 and 11 on comparative politics and international relations. It thus has a propaedeutic function in that it envisions central concepts and approaches of political science using the example of the national political system of Germany.						
<b>5</b>	<b>Acquired competences:</b>						
	In the end of the module, students know the legal, economic, social and socio-cultural foundation of the political system of the FRG. They are able to analyse the basic principles of constitution and organisation of this system and can evaluate the effects of globalisation on national political systems, based on the example of the German political system. Additionally, students acquire theoretical and methodological competences concerning theory of political systems and are able to understand and critically reflect texts on selected aspects of the political system.						
<b>6</b>	<b>Description of electives within the module:</b>						
	None						
<b>7</b>	<b>Assessment methods:</b>						
	<input checked="" type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)] <input type="checkbox"/> Examination [Modulprüfung (MP)] <input type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]						
<b>8</b>	<b>Required performance in examinations:</b>				<b>Duration/ length</b>	<b>Weightage for overall grade of the module (%)</b>	
	Quantity and form; connection to the course <sup>6</sup>						
	The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500.				90 min. / 4,500 words	100	

<sup>5</sup> SWH: semester week hours (Semesterwochenstunden)

<sup>6</sup> Not applicable for final examination (Modulabschlussprüfung)



9	<b>Required course work (grading optional):</b>	
	Quantity and form; connection to the course	Duration/ length
	The tutors and lecturers may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, writing of reviews, essays and summaries (up to 600 words) and other comparable assignments.	
10	<b>Prerequisites for attaining credit points:</b> Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)	
11	<b>Weighting of the grade of the module for the overall grade:</b> The grade of the module weighs 3.3% for the overall grade.	
12	<b>Prerequisites for participation:</b> No prerequisites	
13	<b>Attendance:</b> Regular attendance is highly recommended.	
14	<b>Usability in other programmes:</b> The module is designed for all bachelor programmes of the Institute of Political Science.	
15	<b>Person responsible for the module:</b> Prof. Dr. Klaus Schubert (WWU)	<b>Department:</b> Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)
16	<b>Other information:</b> Registration for courses and examinations needs to be done via the electronic administration system of the university. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.	

<b>Title (German):</b>		Wahlpflichtbereich: Standard- und Lektürekurse (WWU)						
<b>Title (English):</b>		Core Electives: Standard and reading courses (WWU)						
<b>Programme:</b>		Public Governance across Borders						
<b>1</b>	<b>Number:</b> 3	<b>Status:</b>		<input type="checkbox"/> Compulsory		<input checked="" type="checkbox"/> Elective		
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input checked="" type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input type="checkbox"/> 1 Sem. <input checked="" type="checkbox"/> 2 Sem.	<b>Semester:</b>	1, 2	<b>EC:</b> 10	<b>Workload (hrs.):</b> 280
<b>3</b>	<b>Structure:</b>							
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>7</sup>)</b>	<b>Self-study (hrs.)</b>	
	1.	S	1 standard or reading course	<input type="checkbox"/> P <input checked="" type="checkbox"/> WP	5	30 (2)	110	
	2.	S	1 standard or reading course	<input type="checkbox"/> P <input checked="" type="checkbox"/> WP	5	30 (2)	110	
<b>4</b>	<b>Content:</b>							
	<p>Within its three main research areas the Institute of Political Science offers a great number of standard courses and reading courses that focus on international and/or European politics or have a comparative nature (see list next page). Concepts of European integration and globalisation are treated in most of them, as these processes pose some of the major contemporary challenges to national political systems and also political science. Thus it is ensured that, even though students can choose courses according to personal interest, the courses fit the programme of European Public Administration.</p> <p>Standard courses introduce specific research areas of political science. They give a profound overview on contemporary and classic questions and challenges of their specific research area. Thereby, they build on knowledge acquired within the core modules in year one and the basic courses in year two. Thus they encourage and indeed require from students to look into concepts, issues and methods of political science more deeply. Finally, within these courses, selected contemporary developments are methodologically and theoretically analysed and discussed.</p> <p>Reading courses deepen the ability of students to read and understand political science texts. The range of courses encompasses classical authors and theories of political science (e.g. Hobbes, Locke, Tocqueville etc.) as well as contemporary texts.</p> <p>Standard and literature courses are constituted by the three research areas of the institute – “Governance”, “Civil Society and Democracy” and “Regionalisation and Globalisation”. The following list specifies a number of political science issues that are regularly covered by standard courses:</p> <ul style="list-style-type: none"> <li>• Political parties and election processes</li> <li>• Interest groups and associations</li> <li>• Media – politics – the public</li> <li>• Third sector, social capital and civil society</li> <li>• Political culture and democracy</li> <li>• Peace- and conflict studies</li> <li>• European integration</li> <li>• Local and regional governance</li> <li>• German foreign policy</li> <li>• International Political Economy</li> <li>• Global governance</li> <li>• Development studies</li> <li>• Policy Analysis</li> </ul>							

<sup>7</sup> SWH: semester week hours (Semesterwochenstunden)

5	<p><b>Acquired competences:</b>          Students gain an overview on selected issues in political science. They are able to discuss and to deal with contemporary questions and challenges in political science and apply related theories and methods. Thus students get familiar with analysis in social science and learn to reflect critically on questions of political science before the background of the discipline.          In reading courses, students learn to read and understand complex texts from political science and to structure and interpret their content and results.          Within standard courses students also train their presentation skills and their ability to deal with complex problems in teams or individually.</p>														
6	<p><b>Description of electives within the module:</b>          Within this module, students can choose freely from courses offered by the Institute of Political Science. Thus, they can focus on courses that meet their individual interests. Students have to choose 1 standard course and one reading course. These different course types aim at conveying different important skills and a mixture of both is therefore sensible and made obligatory.</p>														
7	<p><b>Assessment methods:</b>  <input type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)]  <input type="checkbox"/> Examination [Modulprüfung (MP)]  <input checked="" type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]</p>														
8	<p><b>Required performance in examinations:</b></p> <table border="1" data-bbox="248 869 1498 958"> <thead> <tr> <th data-bbox="248 869 1098 958">Quantity and form; connection to the course<sup>8</sup></th> <th data-bbox="1098 869 1249 958">Duration/ length</th> <th data-bbox="1249 869 1498 958">Weightage for overall grade of the module (%)</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 958 1098 1182">Students take required exams in two courses (standard or reading courses) of their choice. The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500. According to prior agreement with the lecturer, documentations, small empirical assignments, the production of a movie or radio features can also be accepted as required examination.</td> <td data-bbox="1098 958 1249 1182"></td> <td data-bbox="1249 958 1498 1182"></td> </tr> <tr> <td data-bbox="248 1182 1098 1272">Course 1: see above</td> <td data-bbox="1098 1182 1249 1272">90 min. / 4,500 words</td> <td data-bbox="1249 1182 1498 1272">50</td> </tr> <tr> <td data-bbox="248 1272 1098 1370">Course 2: see above</td> <td data-bbox="1098 1272 1249 1370">90 min. / 4,500 words</td> <td data-bbox="1249 1272 1498 1370">50</td> </tr> </tbody> </table>			Quantity and form; connection to the course <sup>8</sup>	Duration/ length	Weightage for overall grade of the module (%)	Students take required exams in two courses (standard or reading courses) of their choice. The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500. According to prior agreement with the lecturer, documentations, small empirical assignments, the production of a movie or radio features can also be accepted as required examination.			Course 1: see above	90 min. / 4,500 words	50	Course 2: see above	90 min. / 4,500 words	50
	Quantity and form; connection to the course <sup>8</sup>	Duration/ length	Weightage for overall grade of the module (%)												
	Students take required exams in two courses (standard or reading courses) of their choice. The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500. According to prior agreement with the lecturer, documentations, small empirical assignments, the production of a movie or radio features can also be accepted as required examination.														
	Course 1: see above	90 min. / 4,500 words	50												
Course 2: see above	90 min. / 4,500 words	50													
9	<p><b>Required course work (grading optional):</b>          Quantity and form; connection to the course</p>		Duration/ length												
	Lecturers may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, writing of reviews, essays and summaries (up to 600 words) and other comparable assignments.		adjacent												
10	<p><b>Prerequisites for attaining credit points:</b>          Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)</p>														
11	<p><b>Weighting of the grade of the module for the overall grade:</b>          The grade of the module weighs 5.6% for the overall grade</p>														
12	<p><b>Prerequisites for participation:</b>          No prerequisites</p>														

<sup>8</sup> Not applicable for final examination (Modulabschlussprüfung)

13	<b>Attendance:</b> Regular attendance is highly recommended.	
14	<b>Usability in other programmes:</b> The module is designed for all bachelor programmes of the Institute of Political Science.	
15	<b>Person responsible for the module:</b> Dr. Matthias Freise (WWU)	<b>Department:</b> Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)
16	<b>Other information:</b> Registration for courses and examinations needs to be done via the electronic administration system of the university. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.	

<b>Title (German):</b>		Methoden (WWU)								
<b>Title (English):</b>		Methods (WWU)								
<b>Programme:</b>		Public Governance across Borders								
<b>1</b>	<b>Number:</b> 4	<b>Status:</b>		<input checked="" type="checkbox"/> Compulsory			<input type="checkbox"/> Elective			
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input checked="" type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input type="checkbox"/> 1 Sem. <input checked="" type="checkbox"/> 2 Sem.	<b>Semester:</b>	1, 2	<b>EC:</b>	10	<b>Workload (hrs.):</b>	280
<b>3</b>	<b>Structure:</b>									
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>		<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>9</sup>)</b>	<b>Self-study (hrs.)</b>		
	1.	L	Methods I	<input checked="" type="checkbox"/> P	<input type="checkbox"/> WP	4	30 (2)	80		
	2.	L	Statistics I	<input checked="" type="checkbox"/> P	<input type="checkbox"/> WP	3	30 (2)	55		
	3.	T	Tutorial	<input checked="" type="checkbox"/> P	<input type="checkbox"/> WP	3	30 (2)	55		
<b>4</b>	<b>Content:</b>									
	<b>Methods I (Lecture)</b> Within the overall methodological training at the Insitute of Political Science, the lecture serves two means. It contains the important introduction into the standards and ethics of scientific work and makes students familiar with different types of examinations and coursework. It thus hands them the tools (e.g. writing and presentation skills) necessary for their further study.  The lecture then focusses on basic concepts and the history and development of empirical research in Social Sciences. Next to the theoretical framework of the research process, the methodological principles of the quantitative and qualitative paradigms are introduced and compared. The course also offers an overview on methods of data acquisition. Thereby it concentrates on qualitative empirical research and discusses quality criteria and artefacts.									
<b>4</b>	<b>Statistics I (Lecture and Tutorial)</b> Statistical training during the first year focusses on quantitative basics of empirical social research. Content of the course are theory of statistical questions, approaches to statistics, basic concepts of statistics, univariate and bivariate distributions, measures of location, measures of dispersion, coefficients of concentration, and nominal, ordinal and metric measures of concentration. Furthermore, official statistics are interpreted with special emphasis on European statistics and cross-country statistics. Also, handling statistics programmes is a central aspect in the tutorial.									
	<b>Acquired competences:</b> Students are enabled to read and interpret statistical data. Moreover, they can autonomously implement statistical calculations and document the results accordingly. Students can organise statistical tests and interpret of complex statistical procedures. Finally, students are acquainted with analysing secondary data.									
<b>6</b>	<b>Description of electives within the module:</b> None									

<sup>9</sup> SWH: semester week hours (Semesterwochenstunden)

7	<b>Assessment methods:</b> <input type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)] <input type="checkbox"/> Examination [Modulprüfung (MP)] <input checked="" type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]			
8	<b>Required performance in examinations:</b>  Quantity and form; connection to the course <sup>10</sup>		Duration/ length	Weightage for overall grade of the module (%)
	Methods: The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500. According to prior agreement with the lecturer, documentations, small empirical assignments, the production of a movie or radio features can also be accepted as required examination.		90 min. / 4,500 words	50 %
	Statistics I + Tutorial: The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500. According to prior agreement with the lecturer, documentations, small empirical assignments, the production of a movie or radio features can also be accepted as required examination.		90 min. / 4,500 words	50 %
9	<b>Required course work (grading optional):</b> Quantity and form; connection to the course			Duration/ length
	The tutors and lecturers may request working on exercises, oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, writing of reviews, essays and summaries (up to 600 words), and other comparable assignments.			adjacent
10	<b>Prerequisites for attaining credit points:</b> Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)			
11	<b>Weighting of the grade of the module for the overall grade:</b> The grade of the module weighs 5,6% for the overall grade.			
12	<b>Prerequisites for participation:</b> No prerequisites			
13	<b>Attendance:</b> Regular attendance is highly recommended.			
14	<b>Usability in other programmes:</b> The module consists of courses (Methods I/Statistic I) designed for all bachelor programmes of the Institute of Political Science.			
15	<b>Person responsible for the module:</b> Prof. Dr. Oliver Treib (WWU)		<b>Department:</b> Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)	
	<b>Other information:</b> Registration for courses and examinations (WWU) needs to be done via the electronic administration system of the Münster University. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.			

<sup>10</sup> Not applicable for final examination (Modulabschlussprüfung)

<b>Title (German):</b>		Niederlande-Deutschland-Studien (WWU)						
<b>Title (English):</b>		Dutch-German Studies (WWU)						
<b>Programme:</b>		Public Governance across Borders						
<b>1</b>	<b>Number:</b> 5a	<b>Status:</b>		<input type="checkbox"/> Compulsory		<input checked="" type="checkbox"/> Elective		
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input checked="" type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input type="checkbox"/> 1 Sem. <input checked="" type="checkbox"/> 2 Sem.	<b>Semester:</b>	1, 2	<b>EC:</b> 10	<b>Workload (hrs.):</b> 280
<b>3</b>	<b>Structure:</b>							
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>11</sup>)</b>	<b>Self-study (hrs.)</b>	
	1.	L	History of Dutch-German Relations	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	5	30 (2)	110	
	2.	S	1 Standard Course	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	5	30 (2)	110	
<b>4</b>	<b>Content:</b> The module Dutch-German Studies is offered by the Centre for Netherland Studies. It addresses questions of bi-national reciprocity within a European context. Also, Germany and the Netherlands are analysed from a comparative perspective. The overall objective is to develop a thorough understanding of Dutch-German relations within European politics as well as to compile and to explore points of similarity and differences between these two countries in historical, political and economic terms. The module consists of a compulsory lecture and an elective seminar: the lecture deals with the history of Dutch-German relations since the 19 <sup>th</sup> century; the seminar can be chosen from the areas “Communication and Media” (“Kommunikation und Medien”) and “Politics and Economics” (“Politik und Wirtschaft”) from the Bachelor’s Programme “Niederlande-Deutschland Studien”.							
<b>5</b>	<b>Acquired competences:</b> Students acquire well-grounded knowledge of <ul style="list-style-type: none"> <li>Dutch-German relations</li> <li>Dutch and German policy on the European Union</li> <li>foundations and contents of selected political discourses</li> </ul> They are enabled <ul style="list-style-type: none"> <li>to identify determinants of Dutch-German relations and analyse parameters of mutual perception</li> <li>to discuss and compare foundations and instruments of German and Dutch policy on the EU</li> <li>to deal with political discourse from a comparative perspective</li> </ul> Students are qualified <ul style="list-style-type: none"> <li>to filter and tap relevant contents and to present results in a comprehensive and target group related manner (e.g. by oral presentations and exams or by written papers and reviews)</li> <li>to research, to capitalise and to critically reflect the descriptive and normative information of relevant texts</li> <li>to develop research questions and to profoundly debate these on a high academic level.</li> </ul>							
<b>6</b>	<b>Description of electives within the module:</b> Students may choose one course from the areas “Communication and Media” or “Politics and Economics”							
<b>7</b>	<b>Assessment methods:</b> <input type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)] <input type="checkbox"/> Examination [Modulprüfung (MP)] <input checked="" type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]							

<sup>11</sup> SWH: semester week hours (Semesterwochenstunden)

8	<b>Required performance in examinations:</b>		Duration/ length	Weightage for overall grade of the module (%)
	Quantity and form; connection to the course <sup>12</sup>			
	<b>History of German-Dutch Relations (lecture):</b> oral exam		30 min.	50
	<b>Course from "Communication and Media":</b> presentation & comparative review		15-20 min. 15 pages	50
<b>Course from "Politics and Economics":</b> presentation & comparative review		20 min. 10 pages		
9	<b>Required course work (grading optional):</b>			Duration/ length
	Quantity and form; connection to the course			
Weekly reading assignments are obligatory to prepare sessions of lecture and seminar. Active participation during the sessions of lecture and seminar is expected.			adjacent	
10	<b>Prerequisites for attaining credit points:</b>			
Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)				
11	<b>Weighting of the grade of the module for the overall grade:</b>			
The grade of the module weighs 5.6% for the overall grade.				
12	<b>Prerequisites for participation:</b>			
No prerequisites				
13	<b>Attendance:</b>			
Regular attendance is highly recommended.				
14	<b>Usability in other programmes:</b>			
The courses of this module are used in other bachelor programmes of the Centre of Studies on the Netherlands (Zentrum für Niederlande-Studien).				
15	<b>Person responsible for the module:</b>		<b>Department:</b>	
	Prof. Dr. Friso Wielenga (WWU)		Centre of Studies on the Netherlands Zentrum für Niederlande-Studien (WWU)	
16	<b>Other information:</b>			
Registration for courses and examinations needs to be done via the electronic administration system of the university. Please follow the hints for required course work and examinations as announced on the homepage of the Centre of Studies on the Netherlands (Zentrum für Niederlande-Studien).				

<sup>12</sup> Not applicable for final examination (Modulabschlussprüfung)



<b>Title (German):</b>		Öffentliches Europarecht (WWU)					
<b>Title (English):</b>		European Public Law (WWU)					
<b>Programme:</b>		Public Governance across Borders					
<b>1</b>	<b>Number:</b> 5b	<b>Status:</b>		<input type="checkbox"/> Compulsory		<input checked="" type="checkbox"/> Elective	
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input checked="" type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input type="checkbox"/> 1 Sem. <input checked="" type="checkbox"/> 2 Sem.	<b>Semester:</b> 1, 2	<b>EC:</b> 10	<b>Workload (hrs.):</b> 280
<b>3</b>	<b>Structure:</b>						
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>13</sup>)</b>	<b>Self-study (hrs.)</b>
	1.	L	Constitutional Law (Staatsrecht)	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	5	30 (2)	110
	2.	L	Administrative Law (Verwaltungsrecht)	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	5	30 (2)	110
<b>4</b>	<b>Content:</b>  The module conveys the different functions of the application of law. Essential concepts and basic principles of European Community Law, its institutions, sources of law and the relationship to national law are addressed and illustrated. By means of selected precedents fundamental freedoms are discussed and analysed. Furthermore, the module focuses on constitutional law with special emphasis on the internal structure of constitutional objectives. The functions of basic rights to ward off government action or to provide bases for a claim are also dealt with. The application of extremely relevant basic rights is addressed with the help of precedents. Moreover, the module approaches questions of administrative law by referring to categories and reach as well as structures and the application of administrative law. Students familiarise themselves with European institutions, its organisation, structure and competences as the bases of administrative action. The effect of European Union law on and its consequences for national public law are one core aspect of the module.						
<b>5</b>	<b>Acquired competences:</b>  The module enables students to grasp the interfaces between public law and other disciplines of public administration and to utilise the expertise in public law for professional or academic career. The two lectures are designed to make the logic of judicial reasoning transparent and to define the legal bases for the application of public law. Moreover, students learn to recognise the constitutional safeguards of fundamental rights and freedoms on national and European level. Students familiarise themselves with the different areas of administrative law, which are of importance both for a professional and academic career. Particularly, lawfulness and enforceability of administrative activities are made transparent. Thus, students are introduced to those areas of administrative law, which – in the public interest – have an impact on citizens (e.g. surveillance, control, sponsoring or subsidisation). Generally speaking, the module qualifies students to discern basic conditions of laws and administrative action and to critically assess the effectiveness of administrative requirements at national and European level.						
<b>6</b>	<b>Description of electives within the module:</b> None						
<b>7</b>	<b>Assessment methods:</b> <input checked="" type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)] <input type="checkbox"/> Examination [Modulprüfung (MP)] <input type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]						

<sup>13</sup> SWH: semester week hours (Semesterwochenstunden)

8	<b>Required performance in examinations:</b>		
	Quantity and form; connection to the course <sup>14</sup>	Duration/ length	Weightage for overall grade of the module (%)
	Written examination	120 min.	100 %
9	<b>Required course work (grading optional):</b>		
	Quantity and form; connection to the course	Duration/ length	
	The lecturer may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, writing of reviews, essays and summaries (up to 600 words) and other comparable assignments.		adjacent
10	<b>Prerequisites for attaining credit points:</b>		
	Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)		
11	<b>Weighting of the grade of the module for the overall grade:</b>		
	The grade of the module weighs 5.6% for the overall grade.		
12	<b>Prerequisites for participation:</b>		
	No prerequisites		
13	<b>Attendance:</b>		
	Regular attendance is highly recommended.		
14	<b>Usability in other programmes:</b>		
	None		
15	<b>Person responsible for the module:</b>		<b>Department:</b>
	Dr. Matthias Freise (WWU)		Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)
16	<b>Other information:</b>		
	Registration for courses and examinations needs to be done via the electronic administration system of Münster university. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.		

<sup>14</sup> Not applicable for final examination (Modulabschlussprüfung)

<b>Title (German):</b>		Vergleichende Politikwissenschaft (WWU)						
<b>Title (English):</b>		Comparative Politics (WWU)						
<b>Programme:</b>		Public Governance across Borders						
<b>1</b>	<b>Number:</b> 6	<b>Status:</b>		<input checked="" type="checkbox"/> Compulsory		<input type="checkbox"/> Elective		
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input type="checkbox"/> winter term <input checked="" type="checkbox"/> summer term	<b>Duration:</b>	<input checked="" type="checkbox"/> 1 Sem. <input type="checkbox"/> 2 Sem.	<b>Semester:</b>	2	<b>EC:</b> 6	<b>Workload (hrs.):</b> 168
<b>3</b>	<b>Structure:</b>							
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>15</sup>)</b>	<b>Self-study (hrs.)</b>	
	1.	L	Introduction to Comparative Politics	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54	
	2.	T	Tutorial	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54	
<b>4</b>	<b>Content:</b> The module conveys a comprehensive overview of development, theories, central approaches, topics, problems and methodological questions of comparative politics. Comparison is considered to be among the most important methods of political science. Comparative politics as a sub discipline of political science is approached by differentiating it into comparative government, comparative public policy, comparative welfare state research, comparative political economy. Furthermore, students are made familiar with selected classics of comparative politics. The tutorial deepens the content of the lecture and focuses on methodological and presentation skills.							
<b>5</b>	<b>Acquired competences:</b> Students gain various analytical skills of comparison by applying comparative approaches to political systems, policy areas, topics and questions. They are acquainted with key findings of comparative politics. Moreover, students are able to recognise differences in systems of government, governance arrangements, political economies and welfare regimes in order to discuss disadvantages and advantages. Due to their knowledge of different systems of government and policy arrangements students are competent to analyse and discuss recent political developments in a global context. The tutorial is utilised for experiencing systematic group work and presenting complex issues.							
<b>6</b>	<b>Description of electives within the module:</b> For each Basic Course, several tutorials are offered. Students can choose freely from these tutorials according to their individual curricula.							
<b>7</b>	<b>Assessment methods:</b> <input checked="" type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)] <input type="checkbox"/> Examination [Modulprüfung (MP)] <input type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]							
<b>8</b>	<b>Required performance in examinations:</b>							
	Quantity and form; connection to the course <sup>16</sup>				Duration/ length	Weightage for overall grade of the module (%)		
	The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500.				90 min. / 4,500 words	100		

<sup>15</sup> SWH: semester week hours (Semesterwochenstunden)<sup>16</sup> Not applicable for final examination (Modulabschlussprüfung)

9	<b>Required course work (grading optional):</b>	
	Quantity and form; connection to the course	Duration/ length
	The tutors and lecturers may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, writing of reviews, essays and summaries (up to 600 words) and other comparable assignments.	
10	<b>Prerequisites for attaining credit points:</b> Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignments need to be met)	
11	<b>Weighting of the grade of the module for the overall grade:</b> The grade of the module weighs 3.3% for the overall grade.	
12	<b>Prerequisites for participation:</b> No prerequisites	
13	<b>Attendance:</b> Regular attendance is highly recommended.	
14	<b>Usability in other programmes:</b> The module is designed for all bachelor programmes of the Institute of Political Science.	
15	<b>Person responsible for the module:</b>	<b>Department:</b>
	Prof. Dr. Annette Zimmer (WWU)	Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)
16	<b>Other information:</b> Registration for courses and examinations needs to be done via the electronic administration system of the university. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.	

<b>Title (German):</b>		Internationale Beziehungen (WWU)					
<b>Title (English):</b>		International Relations (WWU)					
<b>Programme:</b>		Public Governance across Borders					
<b>1</b>	<b>Number:</b> 7	<b>Status:</b>		<input checked="" type="checkbox"/> Compulsory		<input type="checkbox"/> Elective	
<b>2</b>	<b>Cycle:</b>	<input type="checkbox"/> every term <input type="checkbox"/> winter term <input checked="" type="checkbox"/> summer term	<b>Duration:</b>	<input checked="" type="checkbox"/> 1 Sem. <input type="checkbox"/> 2 Sem.	<b>Semester:</b> 2	<b>EC:</b> 6	<b>Workload (hrs.):</b> 168
<b>3</b>	<b>Structure:</b>						
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>17</sup>)</b>	<b>Self-study (hrs.)</b>
	1.	L	Introduction to International Relations	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54
2.	T	Tutorial	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	3	30 (2)	54	
<b>4</b>	<b>Content:</b> The module conveys a fundamental knowledge about actors, structures, and processes of Europeanization and Globalisation. At the same time, theoretical approaches to International Relations are introduced. The concept of 'actor' includes governmental as well as non-governmental actors. 'Structures' contain elements such as balance of power, anarchy, hegemony or interdependence. They are to be analysed in terms of their implications for actors. The most important processes are war and peace, globalisation, development, institutionalisation, and cooperation. Focus on processes allows addressing contemporary and recent developments in world politics. The tutorial deepens the content of the lecture and focuses on methodological and presentation skills. Questions of how International Relations in Europe influenced European unification and how today, the European Union acts as international actor are raised and discussed.						
<b>5</b>	<b>Acquired competences:</b> Students gain comprehensive knowledge of International Relations. This enables them to bring single events and phenomena into relation of larger contexts. Consequently, students can analyse and discuss them from different theoretical perspectives. The tutorial serves as a place for experiencing systematic group work and presenting complex issues.						
<b>6</b>	<b>Description of electives within the module:</b> None						
<b>7</b>	<b>Assessment methods:</b> <input type="checkbox"/> Final Examination [Modulabschlussprüfung (MAP)] <input type="checkbox"/> Examination [Modulprüfung (MP)] <input checked="" type="checkbox"/> Component Examinations [Modulteilprüfungen (MTP)]						
<b>8</b>	<b>Required performance in examinations:</b>				Duration/ length	Weightage for overall grade of the module (%)	
	Quantity and form; connection to the course <sup>18</sup>						
The lecturer chooses between a written test of 90 minutes, a paper of about 4,500 words or several essays with an overall word count of 4,500.				90 min. / 4,500 words	100		

<sup>17</sup> SWH: semester week hours (Semesterwochenstunden)

<sup>18</sup> Not applicable for final examination (Modulabschlussprüfung)

9	<b>Required course work (grading optional):</b>	
	Quantity and form; connection to the course	Duration/ length
	The tutors and lecturers may request oral presentations of about 30 minutes, preparatory reading of relevant texts (approx. one hour of reading per week), participation in group assignments, writing of reviews, essays and summaries (up to 600 words) and other comparable assignments.	
10	<b>Prerequisites for attaining credit points:</b> Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met)	
11	<b>Weighting of the grade of the module for the overall grade:</b> The grade of the module weighs 3.3% for the overall grade.	
12	<b>Prerequisites for participation:</b> No prerequisites	
13	<b>Attendance:</b> Regular attendance is highly recommended.	
14	<b>Usability in other programmes:</b> The module is designed for all bachelor programmes of the Institute of Political Science.	
15	<b>Person responsible for the module:</b> Prof. Doris Fuchs Ph.D. (WWU)	<b>Department:</b> Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU)
16	<b>Other information:</b> Registration for courses and examinations needs to be done via the electronic administration system of the university. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.	

### Modules in year 2 and 3

The modules in year 2 and 3 of the programme lie in the responsibility of the School of Management and Governance (MB) of Twente University. Due to re-structuring of the bachelor programmes at MB, these modules are still in development. They will be included in the examination regulations at a later stage.

Requirement for studying the modules offered by Twente University is the fulfilment of § 6 (2).

Modules concerned:

Module 8 – Value for Money

Module 9 – Best Practices in Public Governance

Module 10a – Global Governance

Module 10b – European Governance

Module 10b – (Sub-) national Governance

Module 11 – Advanced Professional Skills

Module 12 – Advanced Research Skills

Module 13+14 – Free Electives

Module 15 – Exchange

Module 16 – Internship

<b>Title (German):</b>		Studienabschluss (WWU/UT)					
<b>Title (English):</b>		Thesis Semester (WWU/UT)					
<b>Programme:</b>		Public Governance across Borders					
<b>1</b>	<b>Number:</b> 17	<b>Status:</b>		<input checked="" type="checkbox"/> Compulsory		<input type="checkbox"/> Elective	
<b>2</b>	<b>Cycle:</b>	<input checked="" type="checkbox"/> every term <input type="checkbox"/> winter term <input type="checkbox"/> summer term	<b>Duration:</b>	<input type="checkbox"/> 1 Quartile <input checked="" type="checkbox"/> 2 Quartiles	<b>Semester:</b> 6 (Quartile 3+4)	<b>EC:</b> 30	<b>Workload (hrs.):</b> 840
<b>3</b>	<b>Structure:</b>						
	<b>No.</b>	<b>Type</b>	<b>Course</b>	<b>Status</b>	<b>EC</b>	<b>Contact hours (hrs. + SWH<sup>19</sup>)</b>	<b>Self-study (hrs.)</b>
	1.	R	Research Classes/Preparatory Courses	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	15	120 (8)	300
2.	B	Bachelor Assignment	<input checked="" type="checkbox"/> P <input type="checkbox"/> WP	15	-	420	
<b>4</b>	<b>Content:</b>						
	<p>This module consisting of a research class (Forschungskolloquium) and the bachelor assignment is in principle the final part of the joint bachelor programme "Public Governance across Borders". The work amounts to 15 EC.</p> <p>The following preparatory procedure applies for the bachelor assignment:</p> <ol style="list-style-type: none"> <li>Picking a subject and supervisors (from WWU and UT)</li> <li>Drawing up a research plan</li> <li>Presentation of the research proposal at a research class</li> <li>Conducting research</li> </ol> <p>The exact procedure is described within the Bachelor Thesis Guide which forms part of the Examinations Regulations.</p> <p>Students can start on their thesis research as soon as the thesis plan has been approved by the thesis supervisors who need to be from WWU and UT. Students present a first research proposal during a research class and are also required to discuss research proposals of other students throughout the 6<sup>th</sup> semester. Topic, research question and scope of the bachelor thesis are to be framed in a way that students can finish the assignment within 12 weeks. The student gives an account of the execution and results of the bachelor assignment through a written report (bachelor thesis; language: English) and an oral presentation and defence (colloquium; language: English). The amount of the written report is a maximum of 25 pages (10,000 to 12,000 words), excluding the table of contents, appendices, list of literature etc. The form of the report is as is usual in scientific and professional journals. The oral presentation has the form of a public presentation and takes 15-20 minutes and is followed by a discussion with the audience. Because of the limited amount of time, the presentation must be concise and understandable for a broad audience. The presentation is part of the bachelor colloquium/defence, which altogether lasts 60 minutes.</p>						
<b>5</b>	<b>Acquired competences:</b>						
	<p>The objectives of the bachelor thesis have been derived from the general so-called Dublin objectives for bachelor programmes. Students that have finished a bachelor programme should be able to:</p> <ol style="list-style-type: none"> <li>show that they have knowledge of the most recent developments in their academic field;</li> <li>use their knowledge and insights (including methodological skills) to address practical issues in their field;</li> <li>give a well-balanced assessment of their own work, from an academic angle, from the practical side, and from the ethical perspective;</li> <li>communicate (both orally and in writing) their ideas and insights to a mixed public;</li> <li>work independently.</li> </ol>						
<b>6</b>	<b>Description of electives within the module:</b>						
	None						

<sup>19</sup> SWH: semester week hours (Semesterwochenstunden)



7	<b>Assessment methods:</b> [x] Final Examination [Modulabschlussprüfung (MAP)] [ ] Examination [Modulprüfung (MP)] [ ] Component Examinations [Modulteilprüfungen (MTP)]			
8	<b>Required performance in examinations:</b> Quantity and form; connection to the course <sup>20</sup>		Duration/ length	Weightage for overall grade of the module (%)
	Research Class: Research Proposal		3500 words	0
	Bachelor Thesis		10,000 to 12,000 words	90
	Oral defence		60 min. colloquium	10
9	<b>Required course work (grading optional):</b> Quantity and form; connection to the course		Duration/ length	
	The lecturer may request oral presentations of about 30 minutes, preparatory reading of relevant texts (ca. one hour of reading per week), participation in group assignments, and other comparable assignments.		adjacent	
10	<b>Prerequisites for attaining credit points:</b> Credit points for the module can be attained if the entire module is passed successfully (the requirements of all relevant assignment need to be met).			
11	<b>Weighting of the grade of the module for the overall grade:</b> The grade of the module weighs 16.7% for the overall grade.			
12	<b>Prerequisites for participation:</b> Students can only start their bachelor assignments if they have acquired at least 135 EC.			
13	<b>Attendance:</b> Regular attendance is highly recommended.			
14	<b>Usability in other programmes:</b> The module is designed for the Bachelor's Programmes Public Administration and European Studies (BSc-BSK (ES), Twente University) and the Double Degree Bachelor's Programme Public Governance across Borders.			
15	<b>Person responsible for the module:</b>		<b>Department:</b>	
	Prof. Dr. Norbert Kersting (WWU) Prof. Bert de Vroom (UT)		Fachbereich 6: Erziehungswissenschaft und Sozialwissenschaften (WWU) School of Management and Governance (UT)	
16	<b>Other information:</b> Registration for courses and examinations needs to be done via the electronic administration system of Twente University (OSIRIS). Please follow the hints for required course work and examinations as announced on Osiris ( <a href="http://www.utwente.nl/onderwijssystemen/onderwijssystemen/osiris">http://www.utwente.nl/onderwijssystemen/onderwijssystemen/osiris</a> ) Registration for courses and examinations (WWU) needs to be done via the electronic administration system of Münster University. Please follow the hints for required course work and examinations as announced on the homepage of the Institute of Political Science.  Students have to fill in the Assignment form and the Application form through the link to SMS at the Blackboard site of the course 'Bachelor opdracht ES' (see Course Materials) as soon as they have found an assignment. The Assignment form must be signed by the supervisor. Afterwards the form must be handed in at the Ravelijn-building, room RA 2402 (inbox S. Zuidema).			

<sup>20</sup> Not applicable for final examination (Modulabschlussprüfung)

## APPENDIX III: BACHELOR THESIS GUIDE 2012/2013 EUROPEAN STUDIES

### Three year international bachelor programme ES (ESB)/ Third year bachelor programme BSK-ES (Double Diploma)

From 2010 on all students have to register at the Blackboard site of the course 'Bachelor opdracht ES'. There you can find all the necessary information (forms etc.)

#### 1. Introduction

The bachelor thesis is in principle the final part of both Bachelor-programmes in European Studies: the three year international bachelor programme (ESB) and the third year of the bachelor programme BSK-ES (including the Double Diploma programme with Münster). The thesis amounts to 15 EC (i.e. 420 hours or 12 weeks).

Students can start on their thesis research as soon as the thesis plan has been approved by the thesis supervisors. Students that go on internships abroad (as part of the minor International Management, the minor Sustainable Development and/or their thesis research) will be able to do so as from week 9, but these students have to make sure that their thesis research plan is approved in week 7 or 8.

All ESB-students and Dutch BSK-ES-students can only start their bachelor thesis if they fulfil these requirements:

- 1.1. they have completed with success the propaedeutic exam, i.e. successfully passed from the first into the second year following § 6 par. 2 of the examination regulations.
- 1.2. they have acquired at least 135 EC.

The objectives of the bachelor thesis have been derived from the general so-called Dublin objectives for Bachelor programmes<sup>21</sup>. Students that have finished a Bachelor programme should be able to:

1. show that they have knowledge of the most recent developments in their academic field (i.c. Public Administration & European Studies);
2. use their knowledge and insights (including methodological skills) to address practical issues in their field;
3. give a well-balanced assessment of their own work, from an academic angle, from the practical side, and from the ethical perspective;
4. communicate (both orally and in writing) their ideas and insights to a mixed public;
5. work independently.

This outline describes the way this part of the programme is organised (section 2), the way of assessment, that is based on the objectives listed above (section 3), and the procedures to be followed (section 4). Section 5 is only relevant for the students of the BK-ES Double Diploma programme. It explains the procedure to receive both your Dutch and German diploma.

<sup>21</sup> This English outline is based on the Dutch version which deals with these objectives at greater length.

## 2. Organization

### 2.1. Thesis subjects

Subjects for thesis research can be supplied in various ways:

- internally, by professors of UT (and WWU for the BSK-ES Double diploma);
- externally, by governments, businesses or other organisations;
- by the student him/herself;

Moreover, the thesis research can be combined with research done within the framework of the minor International Management or the minor Sustainable Development.

In order to facilitate students a subject database will be developed for students of European Studies specifically. The database will be operational as from week 49 (and is accessible from the CES-site:

<http://www.mb.utwente.nl/ces/ba-dd/Writing%20your%20Bachelor%20thesis/>). It can also be found on the Blackboard site of the bachelor thesis 'Bachelor opdracht ES'.

Students that are aiming for external subjects/internships should take proper initiatives for it themselves. CES staff can help them, provided that they:

- have already picked an organisation;
- provide the name, telephone number and e-mail address of the person to contact within that organisation (no general contact information!);
- come up with one or two alternative subjects;
- come up with a brief curriculum vitae.

In deciding whether a thesis subject is suited for thesis research the following aspects will be taken into account:

- Does the subject enable the student to show that he/she meets the overall programme objectives (listed in the introduction)?
- Can the research be finished within 420 hours?
- Is it relevant in an academic sense, i.c. relevant to European Studies?
- Is it relevant in a practical/empirical sense, i.c. relevant to practical issues of European integration and governance?

For students that want to combine the International Management minor field study or the Sustainable Development minor field study with their bachelor thesis, it is important that they realise beforehand that in principle they have to come up with two theses:

- A minor thesis in the field of International Management Sustainable Development, which will be assessed by the staff that offers these minors;
- A Bachelor thesis (assessed by the Bachelor thesis supervisors) that has sufficient 'European' content. These students will have to explicitly link their minor thesis findings to Europe and/or the EU. In most cases it will be possible to do so by simply formulating questions that follow-up on or are related to the minor research like: What are the implications for the EU's policy? Or: What lessons can be drawn for the EU? Or: What does this mean to the relationship of the EU with other countries?<sup>22</sup>

Bachelor theses that are extended versions only of the minor thesis will not do, as we cannot give you double credits for the same piece of work. It is however possible, after consent of your supervisors, to come up with a combined thesis that covers both the minor research questions and the bachelor thesis research questions.

<sup>22</sup> If you have problems formulating such follow-up questions, simply go through the issues covered in the core courses of European Studies, and something interesting is bound to come up.

## *2.2. Workplace and internships, costs*

The actual place where the thesis research is conducted can also vary, and can include an internship (in the Netherlands or Germany, or in a foreign country). Neither UT nor WWU will deal with your legal status as an employee (salary, insurance et cetera). Neither will we reimburse you any of the (travel) costs you make as part of your research. There is however a collective travel insurance scheme<sup>23</sup>.

## *2.3. Supervision*

The Bachelor's assignment is not supervised by a single responsible instructor; instead, a Bachelor's committee is assembled (two supervisors) for each assignment. The Bachelor's committee for the Double Diploma of the University of Twente and the Westfälische Wilhelms-Universität Münster consists of lecturers from both universities. The Bachelor's assignment is evaluated on an individual basis. The Bachelor's assignment 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 (see appendix 2).

If the minor thesis and the bachelor thesis are combined, students will be supervised by a two-person-committee, consisting of the minor supervisor and the European Studies supervisor. It is up to them to decide whether you write a combined thesis or two separate ones. In most cases the organisation that offers an internship also offers an (external) supervisor that will cooperate with the internal supervisors. If an internship is done abroad, it is compulsory to have an external supervisor. The external supervisor will act as sparring partner, will make sure that you will be properly introduced in the organisation, will provide the information you need to do your thesis research, and will advise the internal supervisors in the end regarding the assessment of the bachelor thesis. In all cases, the internal supervisors are responsible for the final assessment of the thesis.

## *2.4. Preparatory course*

For the programme ESB in addition to the bachelor thesis the preparatory course 'Research proposal bachelor thesis' (course code 194128080) is included in the curriculum. Students for the programme BSK-ES (including the Double Diploma programme) are advised to do this preparatory course as an optional course. If they do not choose to follow this preparatory course the research plan must be made within the 15 EC available for the ES-bachelor thesis under supervision of the examiners.

## *2.5. Written and oral report*

The student gives an account of the execution and results of the bachelor assignment through a written report (bachelor thesis) and an oral presentation. The amount of the written report is a maximum of 25 pages (about 10.000 words), excluding the table of contents, appendices, list of literature etc. The form of the report is as is usual in scientific and professional journals. The oral presentation has the form of a public presentation and takes 15-20 minutes and is followed by questions from the supervisors and a discussion with the audience. Because of the limited amount of time (about 60 minutes), the oral presentation must be concise and understandable for a broad audience. The presentation is part of the bachelor colloquium.

<sup>23</sup> See the manual MB-Bachelor programs going abroad for more information on internships in a foreign country and <http://www.utwente.nl/internationaloffice/practical/travelinsurance/> for more information on insurances.

## 2.6. Bachelor colloquium

The presentation takes place in the form a colloquium. This is a concise public presentation of 15-20 minutes. The oral presentation is followed by questioning by the supervisors and a discussion with the audience, which is led by the supervisors (examiners). If all requirements for the bachelor programme are met, the bachelor diploma is conferred at the colloquium. To be able to make sure that during the graduation all administrative requirements have been met, it is necessary to inform the Educational Office (BOZ) in time – at least 15 working days before – on the desired graduation date.

## 3. Assessment

The assessment of the bachelor thesis will be based on three aspects:

- a) The thesis as such. Obviously, this is the most important aspect. The assessment will include both the academic content of the thesis ('matter') as its merits as a means of communication ('form'). The thesis has to be written in English;
- b) The way the thesis research has been conducted ('process');
- c) The final colloquium which will consist of a 15-20 minutes presentation of the research, followed by discussion. The colloquium is public, and the audience will be made up of fellow-students, family, and the thesis supervisors.

The assessment will be done by the internal supervisors, if necessary taking into account the opinion of the external supervisor, if any. The final responsibility and the decision power however rests with the internal supervisors (examiners).

The mark will be given in whole points, on a scale from 0 to 10. The bachelor programme can only be finished after receiving a mark of 6 or more for the bachelor thesis (no marks lower than 6 are allowed for the thesis). Students are admitted to their colloquium only if assessment points a. and b. (matter, form, process) are expected to merit a minimum mark of 6, based on the draft thesis. A complete list of the assessment criteria can be found in appendix 2.

In case the minor thesis and bachelor thesis are combined, there is still a separate assessment of the thesis by the minor supervisor and the ES supervisor, which could lead to different marks for the same thesis because of differences in assessment criteria.

## 4. Procedure

In order to finish you have to go through the following steps:

<i>Step</i>	<i>Statement needed</i>
A. Pick a subject and (internal) supervisors	
B. Draw up a research plan, discuss it with the supervisors	
C. Conduct your actual research	Starting statement
D. Hand in the draft thesis to (internal) supervisors, get feedback and revise the thesis	
E. Final revision of the thesis	Colloquium statement
F. Colloquium	

From 2010 on students have to fill in the Assignment form and the Application form through the link to SMS at the Blackboard site of the course 'Bachelor opdracht ES' (see Course Materials) as soon as you have found an assignment. The Assignment form must be signed by the first supervisor. Afterwards the form must be printed out and handed in in the Ravelijn-building at BOZ (Educational Office).

#### STEP A

You can start with this step right away. Actually, it does make sense to start well in time with finding a thesis subject and supervisors. You can contact organisations or professors yourself, but you can also use the BA-ES subject database (as from the end of November 2012).

#### STEP B

The research plan has to include:

- Personal details (name, student#, address, telephone, e-mail et cetera)
- Brief abstract of the research proposal
- Background of the research (what problem is involved?, why is it interesting to do research on that problem?)
- Objectives of the research (academic, practical)
- Central question the research addresses, followed by sub-questions
- Overview of the literature that will be used (with a list of references at the end of the plan)
- Discussion of the main methodological choices (how will the research be conducted, and why? What data will be used?)
- Preliminary contents of the thesis (chapters, paragraphs)
- Detailed planning over the 10,5 weeks involved.

Please bear in mind that your bachelor thesis is very similar to (but larger than) the papers you have written for the core courses in European studies, so please use our European Studies guide on Writing Papers (available on the CES-site). Moreover, it is advisable to also have a look at the – also highly similar – structure for research proposals used by the minors.

The research plan has to be discussed with your supervisors. In general, make sure that you make an appointment well in time, and make sure that your supervisors have sufficient time to read your documents. Incorporate such 'delays' in your initial planning!

Your supervisors will decide whether the research qualifies as Bachelor-ES thesis research, taking into account the criteria listed in appendix 2. Moreover they will assess the feasibility of your plan. It is possible that you need to revise your initial research plan. When the supervisors are satisfied with your plan, together you must fill out two forms (**Assignment form and Application form**) at the link to the SMS-system at the Blackboard-site.

#### STEP C

It is obligatory to discuss your research with your supervisors during step A and D, but most likely you may need more input from their side. Establish a workable engagement with your supervisors, especially when you conduct your research abroad.

#### STEP D

Make sure that your draft thesis is complete from cover to cover, because at this stage you probably do not want to be confronted with any delays. Also make sure that you and your supervisors agree on what needs to be done in terms of revision.

This step should be concluded by the signing by the supervisors of the **Colloquium statement**. Moreover you should pick a date/time for your colloquium. It may be advisable to pick a preliminary date together with your supervisors at an earlier stage. Please bear in mind that at UT we have an academic recess that runs from the end of June 2013 to the end of August 2013. Sometime in between these dates your supervisors are likely to enjoy their holidays. You hand in your Colloquium statement at BOZ and inform them of the planned colloquium date. If you have completed all other parts of the Bachelor programme, BOZ will arrange a venue for you to hold your colloquium and will make the necessary announcements. You must inform BOZ at least 3 WEEKS (15 working days) in advance of your colloquium date.

#### STEP E

In the meanwhile you can work on the final version of your thesis. Ultimately ONE WEEK (which means 5 working days) before the colloquium you have to hand in paper copies of the final report to your internal supervisors. You also have to send a digital version of your thesis to: [scripties\\_mb@mb.utwente.nl](mailto:scripties_mb@mb.utwente.nl)

#### STEP F

Finally you will be preparing your presentation and defence of the thesis at the colloquium.

### 5. Procedure to receive your Dutch and German diploma (BSK-ES Double Diploma)

German Students must hand over their study results from Münster to BOZ before the colloquium and must send their study results and a copy of the Dutch diploma to the administration in Münster themselves after the colloquium OR hand these over in Twente to BOZ who will send it to Muenster for you.

## Criteria and assessment of the thesis plan

### Criteria:

The thesis plan includes:

- a short summary of the plan
- objective: a short and clear description of the goals of the research or the design (scientific and societal interest)
- a sharply formulated research question and possible sub-questions
- approach/strategy
  - which theories are used for the answer of the research question and the sub-questions
  - which data are used for the answer
  - which research methods and techniques are used
  - justification of the choices made
- the expected end results
- time planning and time expenditure: an estimation of the time needed for the different activities, provided with dates and products/results to be delivered.
- a list of literature consulted (or eventually to be consulted)

### Assessment:

The thesis plan or design plan is formally assessed at its feasibility. Especially the following points are taken into account:

1. is the objective clear
2. are the research question and the sub-questions clear (what is and what isn't included in the research and how is this motivated)
3. does the answer to the research question contribute to the objective (relevance)
4. are the starting-points and the suppositions explicit
5. are the theories useful for answering the research-question; have alternative possibilities been considered; are choices motivated
6. are the right data collected for answering the research-question; are all data to be collected necessary for the answer; has a realistic estimation been made for the time needed and the possibilities for the data-collection
7. is it clear why is chosen to use certain methods; are the right methods chosen for answering the research question
8. is the expected end result feasible
9. is the time planning feasible
10. is the relevant literature used for answering the research question

## Criteria for the assessment of the thesis

The official bachelor thesis assessment form can be found on the CES-site and on Blackboard:

<http://www.utwente.nl/mb/ces/ba-dd/Writing%20your%20Bachelor%20thesis/>

### **Identifying the research problem**

The student has demonstrated that he/she is capable of formulating a relevant research problem for a relatively simple research or design assignment under supervision, including research and/or design questions and a corresponding strategy or general line of approach. He/she has provided argumentation for the choices made, based on an identification of the objective, the core problem and the relevant solution parameters on the one hand and the theory and/or empirical considerations on the other hand.



**Literature review & theoretical/conceptual framework**

The student has demonstrated that he/she is capable of compiling a number of conventional scientific and professional sources which are relevant to the assignment and of studying them critically. The student has also demonstrated that he/she is capable of constructing a theoretical and conceptual framework through proper use of theories, models and concepts which he/she has selected and which are relevant to the field in question. This framework enables the research question to be accentuated in a clearly structured and manageable manner. In doing so, he/she has incorporated aspects of the latest developments in the field.

**Research design/approach to problem**

The student has demonstrated that he/she is capable of drawing up an action plan for carrying out the (design oriented) research under supervision. In doing so, he/she has made critical use of existing conceptual frameworks and standard operationalization methods. The student has provided adequate argumentation for the approach selected and has ensured that it follows logically from the research problem and the theoretical framework.

**Data collection and data analysis and/or design and validation of the design**

The student has demonstrated that he/she is capable of handling the instruments for data collection and analysis in a valid and reliable manner with a degree of supervision resulting in a data set and corresponding analysis results which enable him/her to answer the research questions **and/or:** The student has demonstrated that he/she can adequately handle the instruments for designing, selecting and validating solutions with a degree of supervision, resulting in a design for the solution to the problem which meets the set specifications/requirement.

**Conclusions and recommendations**

The student has demonstrated that he/she is capable of describing research and design results and of relating them to the research problem, the research or design questions and the relevant literature. The student has also demonstrated the ability to reflect critically on the strengths and weaknesses of the research carried out and, when forming an opinion of the results, to give due consideration to the scope for generalization on the one hand and the social, societal and/or ethical aspects in the immediate context on the other hand.

**Written reporting**

The student has demonstrated that he/she is able to present the data – in qualitative and/or quantitative form – clearly and according to accepted scientific convention. His/her argumentation is structured, logical and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question.

**Oral reporting (colloquium)**

The student has demonstrated that he/she is capable of giving a presentation which is clear, structured, satisfactorily illustrated with visual aids, and comprehensible to listeners of various levels and from different backgrounds, whereby due consideration is given to both the design and the key results of the assignment and argumentation is given to support the most important choices.

**Independence and professional skills**

The student has demonstrated a degree of independence in preparing and executing the assignment and is capable of planning and managing the research and/or design process (within a time limit). The student has also demonstrated the skills needed to cooperate effectively and has shown the capacity to function adequately within an organizational context. Lastly, the student has demonstrated the ability to reflect on his/her own performance, including the capacity to identify a number of lessons for the future.