

UNIVERSITY OF YORK

**POSTGRADUATE PROGRAMME REGULATIONS
(for PGT programmes that will run under the new modular scheme)**

This document applies to students who commence the programme(s) in:	September 2017				
Awarding institution	Teaching institution				
University of York	University of York				
Department(s)					
Politics, Social Policy and Social Work, York Management School					
Award(s) and programme title(s)				Level of qualification	
Master of Public Administration (MPA)				Level 7 (Masters)	
Award(s) available <i>only</i> as interim awards					
PG Diploma in Public Administration					
PG Certificate in Public Administration					
Admissions criteria					
<ul style="list-style-type: none"> • Language requirements: IELTS 6.5 (with a minimum of 6.0 in each component); PTE: 61, with no less than 55 in each component; CAE and CPE (from January 2015): 176, with no less than 169 in each component; CAE (before January 2015): 65, with 'Good' in writing; CPE (before January 2015): C; TOEFL: 87, with a minimum of 21 in each component; Trinity ISE: level 3, with Merit in all requirements. • BA degree or foreign equivalent in the upper second class or higher. Applications from students with lower qualifications will be considered, particularly when the student has high marks in relevant modules and/or appropriate professional experience. 					
Length and status of the programme(s) and mode(s) of study					
Programme	Length (years) and status (full-time/part-time)	Start dates/months (if applicable – for programmes that have multiple intakes or start dates that differ from the usual academic year)	Mode		
			Face-to-face, campus-based	Distance learning	Other
MPA	1 year full time/ 2 years part-time	n/a	Yes		
Language of study		English			
Programme accreditation by Professional, Statutory or Regulatory Bodies (if applicable)					

Educational aims of the programme(s)
<p>For all awards:</p> <p>The MPA programme will provide professional development for those working in the broad field of public services management, or those wishing to develop a career in that area. The MPA programme will be particularly relevant for those individuals involved in the delivery and management of services. The programme will therefore broadly focus on the organisational and governmental context within which public services are delivered, and the skills</p>

required for successful administration of public service programmes. The programme will promote shared learning across sectors (public, private, non-profit), within an international context. The field of public administration is increasingly being shaped by a set of common global themes, which set the overall framework for the programme.

The educational aims of all programmes in Public Administration are therefore:

- to support the international modernising civil services agenda through enhancing the study and practice of policy formulation and delivery within public organisations;
- to develop skills that underpin this agenda, including those of analysis, evaluation, use of evidence, problem solving, communication and the management of change;
- to explore and understand the international context of public administration, through awareness of both the role of global trends and institutions, the scope for learning internationally and for the transfer of ideas;
- to provide professional development for people working in or with public services, or looking to move into this area;
- to link theory and practice in relation to the delivery of public services through a problem-solving centred approach to learning that aids professional development;
- to promote shared learning across sectors (public, private, non-profit) and internationally

Additionally for the Masters:

To develop a synthetic understanding of the relationship between theory and practice, evidenced in the production of a policy report.

Intended learning outcomes for the programme – and how the programme enables students to achieve and demonstrate the intended learning outcomes

This programme provides opportunities for students to develop and demonstrate knowledge and understanding qualities, skills and other attributes in the following areas:

The following teaching, learning and assessment methods enable students to achieve and to demonstrate the programme learning outcomes:

A: Knowledge and understanding

Knowledge and understanding of:
For all awards:

1. The structures and processes of governance and administration, including relationships between citizens, consumers, users and the state
2. The theoretical, and, methodological concerns of high quality research in public administration; and,
3. The capacity to engage in high quality independent and ethical research in public administration.
4. Global trends in the modernisation of these processes
5. Tools relevant to the planning, management, organisation and delivery of public services

Learning/teaching methods and strategies (relating to numbered outcomes):

- Lectures
- Problem-based learning via exercises and role-play in seminars
- Private study

Types/methods of assessment (relating to numbered outcomes)

- Formative assessment through procedural essays/ essay plans
- Summative assessment through end of module assignments

B: (i) Skills – discipline related	
<p>Able to:</p> <p><i>For all awards:</i></p> <ul style="list-style-type: none"> • Reflect on professional practice using the frameworks and concepts provided by the programmes • Show understanding of different models of public administration and their limitations • Show understanding of the relationship between theory and practice 	<p>Learning/teaching methods and strategies (relating to numbered outcomes):</p> <ul style="list-style-type: none"> • Problem-based learning via exercises and role-play in seminars • Private study
	<p>Types/methods of assessment (relating to numbered outcomes)</p> <ul style="list-style-type: none"> • Essay plans • Essays • Policy Report
B: (ii) Skills – transferable	
<p>Able to:</p> <p><i>For all awards:</i></p> <ol style="list-style-type: none"> 1. analyse and evaluate complex information 2. act effectively in decision-making and the management of change 3. communicate effectively orally and in writing 	<p>Learning/teaching methods and strategies (relating to numbered outcomes):</p> <ul style="list-style-type: none"> • Lectures • Problem-based learning via exercises and role-play in seminars • Private study
	<p>Types/methods of assessment (relating to numbered outcomes)</p> <ul style="list-style-type: none"> • Essay plans • Essays • Policy Report
C: Experience and other attributes	
<p>Able to:</p> <ul style="list-style-type: none"> • Work independently • Work in groups 	<p>Learning/teaching methods and strategies (relating to numbered outcomes):</p> <ul style="list-style-type: none"> • Seminars • Private study
	<p>Types/methods of assessment (relating to numbered outcomes)</p> <ul style="list-style-type: none"> • Essay plans • Essays • Policy Report
Relevant Quality Assurance Agency benchmark statement(s) and other relevant external reference points (e.g. National Occupational Standards, or the requirements of Professional, Statutory or Regulatory Bodies)	

QAA: <http://www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subject-benchmark-statements.aspx>

University award regulations

To be eligible for an award of the University of York a student must undertake an approved programme of study, obtain a specified number of credits (at a specified level(s)), and meet any other requirements of the award as specified in the award requirements and programme regulations, and other University regulations (e.g. payment of fees). Credit will be awarded upon passing a module's assessment(s) but some credit may be awarded where failure has been compensated by achievement in other modules. The University's award and assessment regulations specify the University's marking scheme, and rules governing progression (including rules for compensation), reassessment and award requirements. The award and assessment regulations apply to all programmes: any exceptions that relate to this programme are approved by University Teaching Committee and are recorded at the end of this document.

Departmental policies on assessment and feedback

Detailed information on assessment (including grade descriptors, marking procedures, word counts etc.) is available in the student handbooks and through the VLE.

Information on formative and summative feedback to students on their work is available in the student handbooks.

Diagrammatic representation of the programme structure, showing the distribution and credit value of core and option modules

Masters

Autumn term	Spring term	Summer term	Summer vacation
Theories of the Policy Process (C,20)	Public Management and Delivery (C, 20)	A 10,000-12,000 word policy report supported by a research workshop (C,60)	10,000-12,000 word policy report (C, 60) continued
Leading and Managing Change (C,20)	Strategic Planning (C,20)		
One option module from the list below (C,20)	Managing Public Finances (C,20)		

Diploma and Certificate

Autumn term	Spring term	Summer term	Summer vacation
Theories of the Policy Process (C,20)	Public Management and Delivery (C, 20)		
Leading and Managing Change (C,20)	Strategic Planning (C,20)		
One option module from the list below (C,20)	Managing Public Finances (C,20)		

Candidates who exit with a Diploma must pass all **120 credits** of taught modules.

Candidates who exit with a Certificate must pass **60 credits** of taught modules

Diagrammatic representation of the timing of module assessments and reassessments, and the timing of departmental examination/progression boards

Autumn term	Spring term	Summer term,	Summer vacation	Date of final award board
	Autumn term essay submissions (week 1)	Spring term essay submissions (week 1)	Policy Report submission (first Monday in September)	Examination Board November
		Progression Board (week 6); Re-assessment submissions (week 9)		Resubmitted marginal fail policy reports November

Core module table

Module title	Module code	Credit level ¹	Credit value ²	Prerequisites	Assessment rules ³	Timing (term and week) and format of main assessment ⁴	Independent Study Module? ⁵
Public Management & Delivery	POL00011M	7	20	none		Essay, SuT, week 1	no
Leading & Managing Change	SPY00057M	7	20	none		Essay, SpT, time tbc by Department of Social Policy and Social Work	no
Theories of the Policy Process	POL00012M	7	20	none		Essay, SpT, week 1	no
Managing Public Finances	MAN00059M	7	20	none		Essay, SuT, Timing tbc by York Management School	no
Strategic Planning	MAN00038M	7	20	none		Essay, SuT, Timing tbc by York Management School	no
Policy Report	POL00042M	7	60	none	NC	SuVac	yes

¹ The **credit level** is an indication of the module's relative intellectual demand, complexity and depth of learning and of learner autonomy. Most modules in postgraduate programmes will be at Level 7/Masters. Some modules are permitted to be at Level 6/Honours but must be marked on a pass/fail basis. See University Teaching Committee guidance for the limits on Level 6/Honours credit.

² The **credit value** gives the notional workload for the module, where 1 credit corresponds to a notional workload of 10 hours (including contact hours, private study and assessment)

³ **Special assessment rules** (requiring University Teaching Committee approval)

P/F – the module is marked on a pass/fail basis (NB pass/fail modules cannot be compensated)

NC – the module cannot be compensated

NR – there is no reassessment opportunity for this module. It must be passed at the first attempt

⁴ AuT – Autumn Term, SpT – Spring Term, SuT – Summer Term, SuVac – Summer vacation

⁵ **Independent Study Modules** (ISMs) are assessed by a dissertation or substantial project report. They cannot be compensated (NC) and are subject to reassessment rules which differ from 'taught modules'. Masters programmes should include an ISM(s) of between 60 and 100 credits. This is usually one module but may be more.

Option modules

Module title	Module code	Credit level	Credit value	Prerequisites	Assessment rules	Timing and format of main assessment	Independent Study Module?
Challenges to Policy-making in Democratising Countries	POL00085M	7	20	n/a		Essay, SpT, week 1	no
Comparative Institutions and Public Policy	POL00077M	7	20	n/a		Essay, SpT, week 1	no
Contemporary Issues in International Political Economy	POL00008M	7	20	n/a		Essay, SpT, week 1	no
European Public Policy	POL00060M	7	20	n/a		Essay, SpT, week 1	no
Politics of International Trade and Development	POL00057M	7	20	n/a		Essay, SpT, week 1	no
Theories and Policies of Development Governance	POL00021M	7	20	n/a		Essay, SpT, week 1	no

Transfers out of or into the programme	
Exceptions to University Award Regulations approved by University Teaching Committee	
Exception	Date approved
Quality and Standards	
<p>The University has a framework in place to ensure that the standards of its programmes are maintained, and the quality of the learning experience is enhanced.</p> <p>Quality assurance and enhancement processes include:</p> <ul style="list-style-type: none"> • The academic oversight of programmes within departments by a Board of Studies, which includes student representation • The oversight of programmes by external examiners, who ensure that standards at the University of York are comparable with those elsewhere in the sector • Annual monitoring and periodic review of programmes • The acquisition of feedback from students by departments. <p>More information can be obtained from the Academic Support Office: http://www.york.ac.uk/admin/aso/</p>	
Date on which this programme information was updated:	15 June 2017
Departmental web page:	https://www.york.ac.uk/study/postgraduate/courses/mpa-public-administration/
Please note	
<p>The information above provides a concise summary of the main features of the programme and learning outcomes that a typical students might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the leaning opportunities that are provided.</p> <p>Detailed information on learning outcomes, content, delivery and assessment of modules can be found in module descriptions.</p> <p>The University reserves the right to modify this overview in unforeseen circumstances, or where processes of academic development, based on feedback from staff, students, external examiners or professional bodies, requires a change to be made. Students will be notified of any substantive changes at the first available opportunity.</p>	