

**UNIVERSITY OF YORK**

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

<b>This document applies to students who commence the programme(s) in:</b>		September 2017			
<b>Awarding institution</b>		<b>Teaching institution</b>			
University of York		University of York			
<b>Department(s)</b>					
Politics, Management, Social Policy and Social Work					
<b>Award(s) and programme title(s)</b>			<b>Level of qualification</b>		
Master of Public Administration with Professional Placement (MPA)			Level 7 (Masters)		
<b>Admissions criteria</b>					
<ul style="list-style-type: none"> <li>Language requirements: IELTS 6.0 (overall); PTE: 55; CAE and CPE (from January 2015): 169; CAE (before January 2015): 60; CPE (before January 2015): C; TOEFL: 79; Trinity ISE: level 3, with Pass in all components.</li> <li>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.</li> </ul>					
<b>Length and status of the programme(s) and mode(s) of study</b>					
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 with Professional Placement	2 years full time	n/a	Yes (1 year)		Placement (1 year)
<b>Language of study</b>		English			
<b>Programme accreditation by Professional, Statutory or Regulatory Bodies (if applicable)</b>					
N/A					

<b>Educational aims of the programme(s)</b>
<p>For the Masters:</p> <p>The MPA with Professional Placement 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 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.</p> <p>The educational aims of all programmes in Public Administration are therefore:</p>

- 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

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

### Year two

The schedule for Year 2 will be divided into three parts. In part 1, students take a professional orientation module which is specifically designed for this programme. This module will provide contextual information for students prior to taking-up their placements and will include tutorials and seminars on the British civil service, local government and EU relations. In part 2, students will participate in a series of public service placements. These will include group placements (which will cover both the personal public policy interests of the students as well as more general key areas of UK public policy) and, where appropriate, further individual placements. In part 3, students will complete a work-based project which is designed to help them reflect on their placement experiences and also to provide a useful report for their home organisation.

### **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 the Masters:*

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,

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

- Lectures
- Problem-based learning via exercises and role-play in seminars
- Private study
- Professional Placement (2<sup>nd</sup> year)

<ol style="list-style-type: none"> <li>3. the capacity to engage in high quality independent and ethical research in public administration.</li> <li>4. global trends in the modernisation of these processes</li> <li>5. tools relevant to the planning, management, organisation and delivery of public services</li> <li>6. contribute to international lesson-drawing and organisational learning capacity within their own organisations</li> <li>7. become familiar with current practices and recent developments in UK governance and administrative methods and processes, within a specific organisational context and policy area;</li> </ol>	<p>Types/methods of assessment (relating to numbered outcomes)</p> <ul style="list-style-type: none"> <li>• Formative assessment through procedural essays/ essay plans</li> <li>• Summative assessment through end of module assignments</li> <li>• Professional work-based placement (2<sup>nd</sup> year)</li> </ul>
<b>B: (i) Skills – discipline related</b>	
<p>Able to:</p> <p><i>For the Masters:</i></p> <ul style="list-style-type: none"> <li>• Reflect on professional practice using the frameworks and concepts provided by the programmes</li> <li>• Show understanding of different models of public administration and their limitations</li> <li>• Show understanding of the relationship between theory and practice</li> <li>• Develop and strengthen their practical knowledge and theoretical understanding of public service production</li> <li>• Develop a reflexive understanding of what constitutes effectiveness in public administration and how to evaluate it;</li> </ul>	<p>Learning/teaching methods and strategies (relating to numbered outcomes):</p> <ul style="list-style-type: none"> <li>• Problem-based learning via exercises and role-play in seminars</li> <li>• Private study</li> </ul> <p>Types/methods of assessment (relating to numbered outcomes)</p> <ul style="list-style-type: none"> <li>• Essay plans</li> <li>• Essays</li> <li>• Policy Report</li> <li>• Work-based project (2<sup>nd</sup> year)</li> </ul>
<b>B: (ii) Skills – transferable</b>	
<p>Able to:</p> <p><i>For the Masters:</i></p> <ol style="list-style-type: none"> <li>1. analyse and evaluate complex information</li> <li>2. act effectively in decision-making and the management of change</li> <li>3. communicate effectively orally and in writing</li> <li>4. increase their comparative awareness of how UK public service practice</li> </ol>	<p>Learning/teaching methods and strategies (relating to numbered outcomes):</p> <ul style="list-style-type: none"> <li>• Lectures</li> <li>• Problem-based learning via exercises and role-play in seminars</li> <li>• Private study</li> <li>• Professional Placement (2<sup>nd</sup> year)</li> </ul>

<p>might inform the development of public administration in their home country through both negative and positive lessons</p> <p>5. gain appropriate professional competencies and more general transferable skills in public administration work, which can support them in their practitioner roles as change agents in their own societies</p> <p>6. contribute to international lesson-drawing and organisational learning capacity within their own organisations</p>	<p>Types/methods of assessment (relating to numbered outcomes)</p> <ul style="list-style-type: none"> <li>• Essay plans</li> <li>• Essays</li> <li>• Policy Report</li> <li>• Professional Placement (2<sup>nd</sup> year)</li> </ul>
<b>C: Experience and other attributes</b>	
<p>Able to:</p> <ul style="list-style-type: none"> <li>• Work independently</li> <li>• Work in groups</li> <li>• Work in UK public sector institutions</li> </ul>	<p>Learning/teaching methods and strategies (relating to numbered outcomes):</p> <ul style="list-style-type: none"> <li>• Seminars</li> <li>• Private study</li> <li>• Professional Placement (2<sup>nd</sup> year)</li> </ul> <p>Types/methods of assessment (relating to numbered outcomes)</p> <ul style="list-style-type: none"> <li>• Essay plans</li> <li>• Essays</li> <li>• Policy Report</li> <li>• Professional Placement (2<sup>nd</sup> year)</li> </ul>
<p><b>Relevant Quality Assurance Agency benchmark statement(s) and other relevant external reference points</b> (e.g. National Occupational Standards, or the requirements of Professional, Statutory or Regulatory Bodies)</p>	
<p>QAA: <a href="http://www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subject-benchmark-statements.aspx">http://www.qaa.ac.uk/AssuringStandardsAndQuality/subject-guidance/Pages/Subject-benchmark-statements.aspx</a></p>	
<p><b>University award regulations</b></p>	
<p>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.</p>	
<p><b>Departmental policies on assessment and feedback</b></p>	
<p>Detailed information on assessment (including grade descriptors, marking procedures, word counts etc.) is available in the student handbooks and through the VLE.</p>	

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

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

**Masters – 1<sup>st</sup> year**

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 continued (C,60)
Leading and Managing Change (C,20)	Strategic Planning (C,20)		
One option module from the list below (C,20)	Managing Public Finances (C,20)		

**Masters – 2<sup>nd</sup> year**

Autumn term	Spring term	Summer term	Summer vacation
Placement workshops	Compulsory Professional Placement	Compulsory Work-based project	Vacation – N/A

If a student fails the progression hurdle in year 1, they may leave with an early MPA exit award.

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**

**Masters – 1<sup>st</sup> year**

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 (for assessed work completed in year 1) November
		Progression Board (week 6); Re-assessment submissions (week 9)		Resubmitted marginal fail policy reports November

**Masters – 2<sup>nd</sup> year**

Autumn term	Spring term	Summer term	Summer vacation	Date of final award board
Placement workshops (P/F)	Professional Placement (P/F)	Work-based project report (P/F) (week 1)	n/a	Award sign-off May



## Overview of modules

### Core module table

Module title	Module code	Credit level <sup>1</sup>	Credit value <sup>2</sup>	Prerequisites	Assessment rules <sup>3</sup>	Timing (term and week) and format of main assessment <sup>4</sup>	Independent Study Module? <sup>5</sup>
Theories of the Policy Process	POL00012M	7	20	none		Essay, SpT, week 1	no
Leading & Managing Change	SPY00057M	7	20	none		Essay, SpT, time tbc by Department of Social Policy and Social Work	no
Public Management and Delivery	POL00011M	7	20	none		Essay, SuT, week 1	no
Managing Public Finances	MAN00037M	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

<sup>1</sup> 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.

<sup>2</sup> 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)

<sup>3</sup> **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

<sup>4</sup> AuT – Autumn Term, SpT – Spring Term, SuT – Summer Term, SuVac – Summer vacation

<sup>5</sup> **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.

Policy Report	POL00042M	7	60	none	NC	SuVac	yes
Placement workshops	POL00064M	7	N/A	Professional Placement	N/A	N/A	no
Compulsory Professional Placement	POL00065M	7	N/A	Professional Placement	N/A	N/A	no
Compulsory Work-based Project	POL00066M	7	N/A	Professional Placement	N/A	Project report, SpT, week 9	No

### 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



<b>Transfers out of or into the programme</b>	
<b>Exceptions to University Award Regulations approved by University Teaching Committee</b>	
<b>Exception</b>	<b>Date approved</b>
<b>Quality and Standards</b>	
<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"> <li>• The academic oversight of programmes within departments by a Board of Studies, which includes student representation</li> <li>• The oversight of programmes by external examiners, who ensure that standards at the University of York are comparable with those elsewhere in the sector</li> <li>• Annual monitoring and periodic review of programmes</li> <li>• The acquisition of feedback from students by departments.</li> </ul> <p>More information can be obtained from the Academic Support Office:  <a href="http://www.york.ac.uk/admin/aso/">http://www.york.ac.uk/admin/aso/</a></p>	
<b>Date on which this programme information was updated:</b>	15 June 2017
<b>Departmental web page:</b>	<a href="https://www.york.ac.uk/study/postgraduate/courses/mpa-public-administration/">https://www.york.ac.uk/study/postgraduate/courses/mpa-public-administration/</a>
<b>Please note</b>	
<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>	