



**Rules Governing the
United Nations University
Master of Science Dual Degree in
Public Policy and Human
Development**

SUMMARY SHEET

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PERSONS CONSULTED IN DEVELOPING POLICY	UNU-MERIT
DETAIL OF DISSEMINATION	Matriculated students of the Dual Degree programme UNU Institute and Programme Directors and Academic Programme Directors

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I. CITATION

15. These Rules are made pursuant to Section 23 of the UNU Programmes and Awards Statute and may be cited as the “United Nations University Rules for the Master of Science dualdegree programme in Public Policy and Human Development at UNU-MERIT”.

II. DEFINITIONS

16. In these Rules governing the United Nations University Master of Science dual degree programme in Public Policy and Human Development at UNU-MERIT:
 - 16.1. “University,” or “UNU” means the United Nations University institute, programme, office, unit, or combination thereof involved in the functioning of this programme;
 - 16.2. “Academic Committee” means the body established under Section 15 of the Postgraduate Programmes and Awards Statute;
 - 16.3. “Board of Admissions and Exams” means a body composed of three voting experts on behalf of UNU-MERIT, and the Academic Programme Director as non-voting advisor;
 - 16.4. “University personnel” means the academic and administrative personnel as defined in Article VIII of the University Charter and Article II of the UNU Personnel Policy;
 - 16.5. “Instructor” means an academic responsible for a (or part of a) UNU educational course;
 - 16.6. “Academic Adviser” means an academic designated by the Academic Programme Director to guide and support a student’s academic development during the programme. The role of the Academic Adviser shall be considered distinct from, but complimentary to the role of the Thesis Supervisor. However, they may be one and the same person;
 - 16.7. “Thesis Supervisor” means an academic, chosen by the student and approved by the Board of Admissions and Exams, to guide and supervise the progress of the master’s thesis component of a student’s programme of study;
 - 16.8. “Student” means a person enrolled in a postgraduate programme offered in whole or in part by the University leading to the conferral of a UNU degree;
 - 16.9. “Enrolment” means participation by a student in a course or programme of study following acceptance of admission to the course or programme;
 - 16.10. “Obligation” means any action required of students by the University such as the payment of monies, or the return of books or pieces of equipment, arising as a consequence of the student’s enrolment in the University and the accompanying commitments thereof;
 - 16.11. “Residence” means the period of time that a student spends at the University during their enrolment in the degree programme;
 - 16.12. “Academic year” means the period of academic study beginning on 1 September and ending on 31 August;
 - 16.13. “Semester” means a five (5) to seven (7) month division of the academic year;
 - 16.14. “Course” means a classroom-based educational component of a programme of study;
 - 16.15. “Course syllabus” means a paper or electronic document outlining the goals and content of a particular course, describing methods of instruction, examination, learning outcomes, and appropriate reading list of that particular course and prescribing particular rules and guidelines applicable to the course;
 - 16.16. “Course period” means a temporal unit as defined in the academic year, equal to the duration of the educational activities and subsequent examination of a course;

- 16.17. “Activity” means any lecture, tutorial, seminar, demonstration class, University ceremony, social function, briefing session, or similar activity, whether or not one that students are required to attend;
- 16.18. “Credit” means one credit unit based on a study load of approximately twenty-eight (28) hours of work;
- 16.19. “Elective” means a freely chosen course, selected as part of the master’s programme from the list of electives provided in the relevant programme of study;
- 16.20. “Thesis” means an independently and individually written research paper on a particular subject, rigorously analyzed from a theoretical and/or practical viewpoint, resulting in an original academic contribution. The thesis is an integral and necessary element to the award of a United Nations University Master of Science degree.

III. APPLICABILITY

- 17. These Rules shall be applicable to the United Nations University Master of Science dualdegree programme in Public Policy and Human Development at UNU-MERIT. All students enrolled in this postgraduate degree programme shall be responsible for complying with these Rules as well as policies, guidelines and other issuances which may be issued from time to time. Students shall familiarize themselves with other general information documents including, but not limited to, the *Master’s Thesis Regulations*. The University reserves the right to change Rules, policies, guidelines, and other issuances whenever such action is deemed appropriate or necessary. Students will follow the statutes, regulations and rules of their Home University during their period of candidature, unless they are following a course or receiving supervision at the Host University, in which case the Host University rules shall apply. Rules governing the examination of the master’s thesis shall follow those of the student’s Home University.

IV. AIMS OF THE PROGRAMME OF STUDY

- 18. The United Nations University Master of Science DualDegree Programme in Public Policy and Human Development shall contain sufficient elements beneficial to the academic growth of the student, in particular regarding:
 - 18.1. Provision of an academic education within the context of the specific educational concept and profile of the University;
 - 18.2. Provision of in-depth knowledge and understanding tailored to the student’s specific academic field of choice;
 - 18.3. Support for independent and scientific thinking and research, evidenced by, inter alia, the successful deposition and defence of a master’s thesis;
 - 18.4. Support for the further development of academic, analytical and communication skills.

V. ADMISSIONS

- 19. Not applicable within the programme — admission is handled by Universiteit Maastricht and is subject to Universiteit Maastricht rules and regulations.

VI. MINIMUM ADMISSIONS REQUIREMENTS

- 20. Not applicable within the programme — admission is handled by Universiteit Maastricht and is subject to Universiteit Maastricht rules and regulations.

VII. STRUCTURE OF THE PROGRAMME OF STUDY

Language of Study

21. The medium of instruction shall be in the English language.

Academic Adviser

22. An academic adviser shall be assigned to each student admitted to the study programme. The academic adviser can meet with the student to discuss his or her background, as well as preparation for and progress in the Programme.

Full-time Study

23. The United Nations University Master of Science Dual Degree Programme in Public Policy and Human Development shall be made up of sixty (60) ECTS credits.
24. Students shall be normally expected take an average of thirty (30) credits per semester.
25. This Programme shall be offered on a full-time basis only.
26. This Programme shall require personal attendance, i.e. physical presence in the facilities where the academic activities are held, for all components except the Master Thesis, unless explicitly noted or exempted within an individual course syllabus or by decision of the Board of Admissions and Exams.
27. In order to meet the degree requirements for this Programme, students will need to select one of the specialisations published at the outset of every academic year.

Course Registration

28. Students will be required to notify the Board of Admissions and Exams of their desired courses by completing the designated online course registration form.
29. Students can change their registration before the designated deadline by resubmitting the designated online course registration form. Should multiple registrations be received only the most recent submission will be deemed valid
30. Course registration deadlines will be communicated by the Board of Admissions and Exams at least four (4) weeks before any such deadline.
31. Course registration will be confirmed by the Board of Admissions and Exams.

Tuition and Other Fees

32. Tuition fees for this Programme shall be determined annually and prior to the start of the academic year in consultation with the Universiteit Maastricht.
33. Students shall be required to pay the full tuition before the start of the academic year.
34. Students shall be required to provide proof of payment.

Tuition Refunds

35. In the event a student withdraws prior to completion of the Programme, the student may be eligible to receive a partial refund for the portion of the programme remaining. No refund will be issued if a student withdraws from the Programme in the final two (2) months of the academic year.
36. If the student is expelled from the programme of study no refund shall be made.

Equivalency and Transfer of Credit

37. The Board of Admissions and Exams is authorized to grant equivalency for a required course provided that the student can demonstrate the successful completion of a similar course at a recognized institution of higher education. At most, eight (8) of the ECTS credits for the programme may be earned based on the exemptions granted,
38. A request for recognition of course equivalency must be submitted to the Board of Admissions and Exams along with all necessary forms and supporting documents. Along with the request, the student will need to submit properly validated documentation proving the successful completion of a similar course and the acquisition of equivalent skills. Such requests must be made at least four (4) weeks prior to the start of the course for which equivalency is being sought.
39. Only courses which have been (i) successfully completed, (ii) submitted on an official transcript from a recognized institution of higher education, and (iii) granted or assigned credit on the transcript of that institution, may be considered for equivalency and transfer of credit. Transfer credit will be awarded at the discretion of the Board of Admissions and Exams.
40. In instances where a substitution and transfer of credit has been granted, the student's transcript will carry the notation 'XMP' based on the *Designators and Other Non-grade Symbols Approved for Use in Reporting Course Results* specified in Rule 78. This notation carries credit for the course but will not be considered for averaging purposes.
41. A transfer of credit will not result in a reduction of the programme fees.
42. No exemption or equivalency can be granted for the thesis component.
43. No exemption or equivalency shall be granted based on exams passed by a student outside the Programme during a period in which the student was suspended from the Programme.

Leave of Absence from the Degree Programme

44. A leave of absence may be granted by the University on a case-by-case basis, for justifiable reasons. In order to request a leave of absence from the programme, students must submit a written notification to the Chairperson of the Board of Admissions and Exams. Students will not be permitted to resume the academic programme if the leave of absence exceeds a twenty-four (24) month period from the time of enrolment.
45. Students requesting a leave of absence for health reasons must also submit a certified medical certificate. A leave of absence for health reasons is not counted towards the maximum enrolment period.

Withdrawal from the Degree Programme

46. In order to withdraw from this Programme, students must submit written notification to the Board of Admissions and Exams. Any refund of fees will follow the principle stated in Rules 35 and 36. Application for re-admission by a student who has withdrawn will be considered in competition with all other applicants and subject to the admissions requirements then obtaining.

VIII. COURSE REQUIREMENTS AND EXAMINATIONS

47. The Board of Admissions and Exams shall uphold the rules and guidelines regarding proper conduct in examinations and regarding the procedural aspects of such examinations.
48. In case of irregularities in an examination or part(s) thereof, preventing the Board of Admissions and Exams from assessing the student's knowledge, the Board of Admissions and Exams shall be authorized to take action to remedy the situation.

Consultation of Experts

49. Before reaching a decision, the Board of Admissions and Exams may consult an expert on the matter referred to in Rule 48.

Rules for Academic Examinations

50. To ensure that the method of evaluation in every course reflects appropriate academic standards and fairness to students, UNU-MERIT shall apply the following rules governing course procedures:
 - 50.1. Prior to the first day of a UNU course, the course instructor shall make available to the students, and shall file with the Board of Admissions and Exams, the method(s) by which student performance shall be evaluated. This information shall describe the method(s) (including essays, tests, examinations and presentations), the relative weight of these evaluation(s) in relation to the overall course grade, and the timing of each major evaluation. This information shall be embodied in a course syllabus.
 - 50.2. Examinations shall be taken orally, in writing, or otherwise as announced in the course syllabus, without prejudice to the competence of the Board of Admissions and Exams to determine otherwise in exceptional cases. Any changes made to examinations by a decision of a course instructor or the Board of Admissions and Exams shall be communicated to students in a timely manner.
 - 50.3. The relative value of each part of an in-course examination shall be indicated to the student at the time of the examination. In the case of a written examination, the value of each part shall be indicated on the examination paper.
 - 50.4. Grades shall be assigned by the instructor in reference to the approved grade scales and on the basis of each student's performance.
 - 50.5. The UNU-MERIT Director or the Rector may request an explanation of any grades for a course that appear not to be based on the approved grade scales or otherwise appear anomalous in reference to these Rules.
51. Presence at and participation in educational activities may be part of course examinations when announced along with the assessment norms in the course syllabus. However, presence and participation evaluations shall count for no more than thirty (30) percent of the evaluation total.

Examination Periods and Publication of Results

52. Examination dates, including dates for resitting exams, shall be announced at the start of the course.
53. To the extent possible, UNU-MERIT will take into consideration religious holidays in the scheduling of examinations.
54. Examination results shall be made available to the student within fifteen (15) working days after each individual examination.
55. Within ten (10) working days of the date on which the results of an examination are announced, the student should be given the opportunity to inspect the individual examination.
56. Course results shall be made available together with the last examination results of any course.
57. After an examination inspection has occurred, the examiner provides the UNU-MERIT Office of Student Affairs with the necessary information to apprise the student of the final course results.
58. Course results shall be reflected on the student transcript five (5) working days from the date that the examiner hands in the final results of an exam.

Right of Inspection

59. Within ten (10) working days after the publication of examination results, students will be given the opportunity to inspect:

- 59.1. their assessed written examination; and,
- 59.2. the questions and assignments posed and given within the framework thereof.
- 60. Comments and complaints regarding open and/or closed questions for written examinations or parts thereof shall be submitted to the course instructor within five (5) working days of the examination in order for them to be reviewed. Comments and complaints submitted after this period has expired may be considered at the discretion of the course instructor.
- 61. Students who wish to appeal the results of an assessment may make use of the Student Complaints Procedure outlined in Section XIV.
- 62. The announcement of written (including computer-based) examination results will specify how the right of inspection can be obtained.
- 63. The student is not allowed to make any copies of their assessed examination or remove the assessed examination from the premises.

IX. REPETITION OF EXAMINATIONS AND COURSES

- 64. Students may not repeat any course for which they have already obtained credit (i.e. a mark of sixty (60) percent or higher). However, an instructor may indicate in the course syllabus that, due to the nature of the educational unit(s) of the course assessed, a resit of specific educational unit(s) of the course must be taken when the grade of those educational units are below sixty (60) percent, regardless of the final grade in the course. The instructor decides, based on the nature of the course, to offer a resit for the educational unit(s) that participants have not passed or one combined resit for all educational unit(s) in the course.
- 65. Each course provides one repeat exam opportunity per year at a date and time determined by the Board of Admissions and Exams. The repeat examinations take place during the regular re-examination periods indicated in the annual academic calendar and/or the course syllabus.
- 66. Students have to register for repeat examinations if they did not pass the first examination.
- 67. There are two options for repeat examinations. By default, one repeat examination shall be offered for each part of a course assessment, excluding participation requirements. Students are entitled to register for the repeat examination of all components which they have failed. Alternatively, one combined repeat examination for all components may be offered, provided that this is specifically noted in the course syllabus. In this case, any student who has failed the course is allowed to participate.
- 68. In case of unforeseen circumstances, the Board of Admissions and Exams may decide on extra repeat examinations.
- 69. Students that have completed the graduation requirements with the exception of one course are entitled to request an early repeat examination if the next regularly scheduled examination for this subject will take place over three (3) months after the student has completed all other requirements. This extra-ordinary repeat examination is requested to the Board of Admissions and Exams and can only be requested once per student.
- 70. Students who undertake a repeat examination shall not be eligible for an award of distinction, regardless of their final overall grade.
- 71. The grades for all courses, whether successfully completed or not, shall appear on the transcript and be entered into the computation of the cumulative grade, except in the case of credit transfer.
- 72. The Board of Admissions and Exams shall review student progress each semester and may issue a warning if grades fall below acceptable levels.

X. GRADING SCALES

73. Grades shall be a measure of the performance of a student in individual courses and educational activities. Each student shall be evaluated on their ability to master key concepts and skills, as well as their ability to demonstrate critical thinking in the application of scientific analysis.
74. Grade meanings for each course shall be:
- Excellent,
Good,
Adequate,
Inadequate.
75. At UNU-MERIT, grades for all examinations shall be reported on the numerical scale of marks, i.e. zero (0) to one hundred (100) percent. A grade of 0% shall only be used at the discretion of the Board of Admissions and Exams.
76. Instead of assigning a grade on the numerical scale of marks, a skill courses may be scored in a pass / fail scale. This scale recognizes ECTS and has no GPS implications.
77. For the purposes of the UNU student transcript, the grading of courses offered under the Universiteit Maastricht rules and regulations will be converted to the grading scale at UNU-MERIT. The grading scale shown in the following table, is referred to in the UNU student transcript. Explanations of approved grade scales outside this basic scheme will also be given upon request.

Grade Meanings	Truncated Letter Grade Scale	Numerical Scale of Marks	ECTS Scale <i>For reference only</i>	Grade Point Value <i>For reference only</i>	Dutch Grades <i>For reference only</i>
	A+	90–100%	A	4.0	8.9–10.0
Excellent	A	85–89%	A	3.9	8.3–8.8
	A-	80–84%	B	3.7	7.7–8.2
	B+	77-79%	B	3.3	7.4–7.6
Good	B	73-76%	C	3.0	7.0–7.3
	B-	70-72%	C	2.7	6.6–6.9
	C+	67-69%	D	2.3	6.3–6.5
Adequate	C	63-66%	D	2.0	5.8–6.2
	C-	60-62%	E	1.7	5.5–5.7
Inadequate	F	0-59%	F	0.0	1.0–5.4

Designators and Other Non-grade Symbols Approved for Use in Reporting Course Results

78. The following designators and other non-grade symbols shall be approved for use in reporting course results:
- XMP:** Exemption granted on the basis of credit work completed elsewhere.

XMP shall be assigned by the Board of Admissions and Exams upon approval of a student's petition. It carries credit for the course but will not be considered for averaging purposes.

79. The universities involved in the delivery of this dualdegree programme shall consult one another on the appropriate use of designators and other non-grade symbols in Rule 78.

Awarding Credits

80. Credits for a course or skills training shall only be awarded in full. Partial credits will not be awarded. Skills courses graded with a pass / fail scale has no GPS implications.

Graduating with Distinction

81. If a student has given evidence of exceptional competence within the programme, the Board of Admissions and Exams may decide to recommend that the student be awarded with a degree classification of "Graduation with the Highest Distinction" or "Graduation with Distinction."
82. Awards of distinction require the collective consideration of the academic personnel affiliated with the master's programme. In making these decisions, consideration shall be given not only to the candidate's grades in the programme of study, but also to the level of rigour of those courses, and to other indicators of the candidate's mastery of the field, such as performance on a substantial piece of independent work or on a written or oral general examination.
83. The Board of Admissions and Exams may decide to recommend that the candidate receive the degree classification: (i) "Graduation with the Highest Distinction" if the student achieves an overall mark ranging from ninety-one (91) to one hundred (100) percent, obtained a mark of at least ninety-one (91) to one hundred (100) percent for the Master's thesis, has not resat an exam or obtained a 'no grade,' has no mark below seventy-three (73); and has not been found guilty of academic misconduct as described in Rules 89 and 90; (ii) "Graduation with Distinction" if the student achieves an overall mark ranging from eighty-two (82) to one hundred (100) percent, has no mark below seventy-three (73), and has not resat an exam or obtained a 'no grade, and has not been found guilty of academic misconduct as described in Rules 89 and 90. Awards of distinction are also subject to the provisions of Rule 81 and 82.
84. Any credits obtained by granted exemptions shall not be taken into account when determining an award of distinction.

XI. MASTER'S THESIS

85. Not applicable within the programme — the thesis track is handled by Universiteit Maastricht and is subject to Universiteit Maastricht rules and regulations.

XII. STUDENT CONDUCT

86. Students shall be individually responsible for their actions whether acting alone or in a group. Students will be obliged to make responsible decisions concerning their conduct.
87. Students will be expected to know what constitutes academic integrity, to avoid committing offences, and to take responsibility for their actions. The concept of integrity will include, but not be limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.
88. Students will be encouraged to discuss the content of a course among themselves and to help each other to master it, but no student will be permitted to receive help in doing a course assignment that is meant to test what he or she can do without help from others. In instances of collaboration, students will be required to indicate that the work is a product of a collaborative effort unless given explicit permission by the course instructor.

Misconduct

89. In these Rules, "misconduct" means conduct on the part of a student which impairs the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities, whether or not on the premises of the University. Misconduct extends to conduct on the part of a student which is detrimental to the proper order or good conduct of the University or is adverse to its academic standing or standing as an institution established under the auspices of the United Nations.
90. Without limiting the generality of Rule 89, a student shall be guilty of misconduct if the student engages in any of the following actions:
 - 90.1. Plagiarism (including self-plagiarism and assignments generated by artificial intelligence software);
 - 90.2. Misrepresenting his or her work;
 - 90.3. Co-operation or collaboration in contravention of the rules set by the course instructor;
 - 90.4. Unauthorized aids or assistance as defined by the course instructor;
 - 90.5. Unauthorized resubmission of work;
 - 90.6. Impersonating another student or entering into an arrangement with another to be impersonated;
 - 90.7. Obtaining, distributing, or receiving any confidential academic material without the express consent of the instructor;
 - 90.8. Theft of intellectual property;
 - 90.9. Forging a signature to certify completion of a course assignment or a recommendation;
 - 90.10. Academic or admission fraud;
 - 90.11. Altering, falsifying or withholding a relevant document or record kept by the University;
 - 90.12. Making unwarranted and unsubstantiated allegations concerning the conduct or reputation of members of the University personnel;
 - 90.13. Misconduct in research including breach of ethics in conducting research, including the falsification of data;
 - 90.14. Hoarding or damaging library materials;
 - 90.15. Disruptive, dangerous, aggressive or threatening behaviour, including by electronic means;
 - 90.16. Misuse of University resources, equipment or supplies, including, but not limited to, computers and network, keys, records, permits, letterhead;
 - 90.17. Disruption or obstruction of any teaching activity, examination, official meeting or other proceeding of or within the University;
 - 90.18. Disruption or obstruction to any University personnel in the performance of their duties;
 - 90.19. Unauthorized use of equipment, material or a facility or service;
 - 90.20. Entering any part of the University premises to which the student knows, or ought reasonably to know, that entry is prohibited.

XIII. GENERAL PROCEDURES REGARDING DISCIPLINARY ACTION

91. Students who violate Section XII will be subject to a range of disciplinary actions ranging from a warning to expulsion from the University.
92. Fairness will be fundamental when dealing with students. Students shall be informed of policies, procedures or guidelines that may affect their academic progress or their conduct, and may question whether decisions are consistent with those policies, procedures or guidelines.

Procedural Fairness

93. The procedures for handling offences shall reflect the University's commitment to fairness.
94. Every student shall be entitled to:
 - 94.1. A presumption of innocence unless the contrary is established beyond reasonable doubt;
 - 94.2. Be made aware of the case against him or her;
 - 94.3. Have matters addressed fairly and expeditiously;

- 94.4. Be accompanied by a support person to any meeting with administrators and to any hearing;
 - 94.5. Have matters heard by those who are not sitting in judgment of their own actions or decisions;
 - 94.6. Know, respond to and seek clarification of evidence presented by witnesses; and
 - 94.7. Decisions based on the balance of probabilities with consideration given to consistency and University precedent.
95. University personnel may not investigate a matter in which they have a material interest or in which any potential conflict of interest may arise. In the event of a conflict of interest, the most senior UNU staff member at UNU-MERIT not involved in the case shall replace the individual found to have a conflict of interest and shall take the necessary action to implement a reasonable remedy.

Summary Powers Relating to Misconduct

96. Where it appears to an instructor or to a person (whether or not a member of the University personnel) conducting an activity on behalf of the University that a student is guilty of misconduct, the instructor or the person in question may exclude the student from that activity for the duration of the activity only if the student's participation is deemed an obstruction to the proper enjoyment of the activity by other students.
97. A student shall not be excluded under the provision of Rule 96 from any activity unless the person responsible for supervising the activity concerned considers the student's exclusion to be necessary in the interests of the other students or the University.
98. The exclusion of a student from an activity of the University must be accompanied by a charge of student misconduct.

Charges of Misconduct

99. An instructor or a person (whether or not a member of the University personnel) conducting an activity on behalf of the University may charge a student with misconduct either on their own initiative or on the complaint in writing of a third person but shall, where possible, first give the student an opportunity of making any representation.
100. A charge of misconduct shall be:
- 100.1. In writing, specifying the time and place of the alleged misconduct, giving relevant particulars;
 - 100.2. Signed by the instructor or person making the charge, and dated; and
 - 100.3. Lodged with the Board of Admissions and Exams.
101. The fact that a charge has been preferred against a student shall not be entered on any formal record kept by the University with respect to the student until the charge has been finally disposed of in accordance with these Rules, and then only if it results in the imposition of a penalty on the student.
102. If the student is found guilty of misconduct, the charge and the nature of the offence shall be entered on the student's academic record.
103. Every decision after a hearing shall be recorded in writing.

Retention in Security of Documents

104. Where misconduct has been alleged, any documents considered relevant to the allegation shall be retained in security until the matter has been finally determined.
105. If the student in a case is found not guilty by the University, all records of the case, including the reports of all hearings, shall be expunged from the files of the University within a period of six (6) months.

Procedure for Hearing Charges

First Hearing

106. Charges of misconduct shall be heard in the first instance by the Board of Admissions and Exams, unless the penalties available to the Board of Admissions and Exams are inadequate, in which case, the case may be referred to the Director of UNU-MERIT.
107. At the first hearing the following shall be present:
- 107.1. A representative of the Board of Admissions and Exams;
 - 107.2. The person who has laid the charge;
 - 107.3. The student;
 - 107.4. Any relevant witnesses;
 - 107.5. A third-party independent observer.
108. The independent observer shall be a faculty member appointed by the Board of Admissions and Exams. Both the person laying the charge and the student may also bring to the hearing an adviser.
109. At the first hearing, the person who has laid the charge shall present evidence in support of the charge against the student. The student shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.
110. The function of the independent observer shall be to observe the proceedings impartially, and in the event of an appeal to the judgment of the Board of Admissions and Exams, be prepared to testify as to the procedures followed.
111. After hearing the student, the Board of Admissions and Exams may either dismiss the charge or, if there is clear and convincing evidence that the student is guilty of misconduct, find the student guilty. If the student is found guilty, the Board of Admissions and Exams may
- 111.1. Issue a reprimand to the student and/or,
 - 111.2. Decide that the marks awarded, in whole or in part, for any examination, essay or other assessment be set aside and a mark of zero (0) used in its place.
112. If the student fails to attend the first hearing without a compelling excuse, the hearing may proceed in his or her absence.
113. If the issue is not resolved to the satisfaction of both parties, either party may submit a written request to the UNU-MERIT Director, informing him or her of the need for a further hearing. This shall be the final appeal.

Second Hearing

114. If the decision of the Board of Admissions and Exams in the first hearing is appealed by either party, the charge(s) of misconduct shall be heard by the Director of UNU-MERIT.
115. At the second hearing the following shall be present:
- 115.1. UNU-MERIT Director;
 - 115.2. The person who has laid the charge;
 - 115.3. The student;
 - 115.4. The independent observer present at the first hearing;
 - 115.5. A representative of the Board of Admissions and Exams;
 - 115.6. Any relevant witnesses.
116. Both the person laying the charge and the student may also bring to the hearing an adviser.
117. At the second hearing, the person who has laid the charge shall present evidence in support of the charge against the student. The student shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.
118. The independent observer from the first hearing shall serve as the independent observer at the second hearing. The function of the independent observer shall be to observe the proceedings impartially and, if queried, be prepared to testify as to the procedures followed.

119. After the hearing, the Director may either dismiss the charge or, if there is clear and convincing evidence that the student is guilty of misconduct, find the student guilty. If the student is found guilty, the Director may impose a penalty from the list specified in Rule 121.
120. If the student fails to attend the second hearing without a compelling excuse, the hearing may proceed in his or her absence.
121. If the Director of UNU-MERIT finds the complaint proved, he may impose a penalty from the list below:
- 121.1. That the student be excluded from the University either permanently or for such periods as it shall determine;
 - 121.2. That the student's enrolment be terminated;
 - 121.3. That the marks awarded, in whole or in part, for any examination, essay or other assessment be set aside and a mark of zero (0) used in its place;
 - 121.4. That restitution be made for any property removed or damaged by the student;
 - 121.5. That the admission of a student to a degree of the University be withheld pending the settlement of any outstanding obligation to the University;
 - 121.6. That the student be expelled from residential accommodation provided by the University;
 - 121.7. That the student be reprimanded; or
 - 121.8. That any combination of the foregoing penalties be imposed.
122. Every decision of the Director of UNU-MERIT shall be recorded in writing and shall be transmitted to the Rector. Upon receipt of such decisions, the Rector will review the process followed and the decision taken by the Director of UNU-MERIT. In exceptional cases, the Rector may task an inquiry committee to look into the matter and recommend an alternative course of action. The Rector shall decide the composition of the inquiry committee and shall appoint its members. The inquiry committee shall decide its rules of procedure.
123. If the charge of misconduct is determined to be unfounded, all records of the case, including the reports of all hearings, shall be expunged from the files of the University within a period of six (6) months.

XIV. STUDENT COMPLAINTS PROCEDURE

124. The University seeks to maintain the highest standards of integrity and fairness in its relationship with students. It recognizes that students need a clear framework within which to tackle problems they may encounter within the University. The student complaint procedure outlined here aims to ensure that students have accessible, consistent, and efficient procedures for the resolution of student complaints.
125. These procedures reflect the University's devolved structure and ensure that there is appropriate local and central responsibility for resolving student complaints.
126. Students who lodge a complaint or appeal in accordance with these procedures shall not be victimized or discriminated against.
127. The University shall monitor and review complaints made under these procedures in order to continually improve its processes, while respecting the confidentiality of individuals.
- Scope and Applicability
128. Students enrolled in this Programme may use these procedures for courses and activities of the UNU.
129. Complaints must be made within thirty (30) days from the event's occurrence. Complaints made outside this period will not normally be considered unless the student can demonstrate reasonable grounds why the complaint was not made earlier.
130. All student complaints and grievances will be handled in a serious, sensitive, confidential and timely manner and discussed only with those persons relevant to the case or who can provide specialist advice.
131. The complaints procedure may be used for individual concerns relating to:

- 131.1. Academic facilities;
- 131.2. Academic services;
- 131.3. Student support services;
- 131.4. Administrative services;
- 131.5. An alleged action or inaction by the University or a member of its personnel, including harassment;
- 131.6. Teaching and supervision; or
- 131.7. Assessment of academic work.

132. Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive environment. Harassment normally implies a series of incidents. Disagreement on academic performance is normally not considered harassment.

133. Sexual harassment is understood as any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work/studies, is made a condition of advancement or creates an intimidating, hostile or offensive work/study environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

134. In the event that a charge is brought against a member of the University personnel, it will be dealt with separately, at the discretion of the University, through the relevant University procedures. However, every effort will be made to resolve the student's specific complaint through the student complaints procedure.

135. Students seeking advice or further information on the complaints procedure may wish to consult:

- 135.1. their academic adviser and/or thesis supervisor;
- 135.2. the Academic Programme Director; or
- 135.3. the Board of Admissions and Exams.

Handling of Complaints

136. The student complaints procedure is divided into two stages which must be followed sequentially: the informal stage and the formal stage.

137. For matters of a very grave nature, the student may decide to proceed directly to the formal complaint stage.

138. The informal stage of the procedure is designed to provide students with an opportunity to resolve concerns informally within their academic programme.

139. In general, the person who or office which is the subject of a complaint has a right to know what is being claimed and who is making a complaint. There may be exceptions to this Rule, for instance in the initial stages of harassment claims.

140. If the student is concerned to protect his or her anonymity, the student may wish to designate a third party to speak to a member of the Board of Admissions and Exams or the Director of UNU-MERIT on the student's behalf.

141. Records of all complaints, applications for the review of decisions, and the outcomes of the complaint process will be retained for a period of five (5) years. These records will be kept strictly confidential and filed separately from the student or personnel file. Parties to the complaint will normally be allowed supervised access to these records.

Informal Procedure

142. Students are encouraged to raise their complaints directly with the person or office concerned. This should be done as soon as possible and normally within a few days (normally within 14 days) of the problem arising.
143. If the initial discussion does not satisfactorily resolve the matter, the student should ask to discuss it informally with the Academic Programme Director as soon as possible and normally within a few days of the problem arising.
144. At any time the student may seek advice from one of the following:
- 144.1. the Academic Programme Director;
 - 144.2. their Academic Adviser; or
 - 144.3. a member of the Board of Admissions and Exams.
145. If the student is not satisfied with the response to his or her complaint, the student may proceed to the formal complaint stage. The formal complaint procedures should be initiated as soon as possible, normally within ten (10) days following the outcome of the informal complaint stage.
146. Subject to Rule 137, students may initiate a formal complaint procedure only when the mechanisms provided for in the informal procedure have been exhausted.

Formal Procedure

147. In order to lodge a formal complaint, the student must submit their complaint in writing, either in hard copy or electronically, to the Board of Admissions and Exams.
148. The University should be provided with the information necessary to consider all aspects of the complaint. The complaint must be specific and comprehensively documented. The student should present full details, including their name and address, any relevant documentation, and dates, locations and witnesses as appropriate. Details of any previous unsuccessful attempts at informal resolution should also be included.
149. Students may expect to receive an acknowledgement from the Board of Admissions and Exams of their written complaint within five (5) working days. The University aims to resolve most complaints within thirty (30) working days. Students will be informed if there is likely to be any delay in the process.

Formal Procedure for Hearing Student Complaints

First Hearing

150. Student complaints shall be heard in the first instance by the Board of Admissions and Exams.
151. At the first hearing the following shall be present:
- 151.1. A representative of the Board of Admissions and Exams;
 - 151.2. The person who is presenting the complaint;
 - 151.3. The accused (if any);
 - 151.4. Any relevant witnesses;
 - 151.5. A third-party independent observer.
152. The independent observer shall be a faculty member appointed by the Board of Admissions and Exams. Both the student presenting the complaint and the accused may bring to the hearing an adviser.
153. At the first hearing, the student shall present evidence in support of the complaint. The accused shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.
154. The function of the independent observer shall be to observe the proceedings impartially, and in the event of an appeal to the judgment of the Board of Admissions and Exams, be prepared to testify as to the procedures followed.
155. After hearing the student and the accused, the Board of Admissions and Exams may either dismiss the complaint or, if there is clear and convincing evidence that the complaint is founded, take the necessary action to implement a reasonable remedy.

156.If the accused fails to attend the first hearing without a compelling excuse, the hearing may proceed in his or her absence.

157.If the issue is not resolved to the satisfaction of both the student and the accused, either may submit a written request to the UNU-MERIT Director, informing him or her of the need for a further hearing. This shall be the final appeal.

Second Hearing

158.If the decision of the Board of Admissions and Exams in the first hearing is appealed by either party, the appeal shall be heard by the Director of UNU-MERIT.

159. At the second hearing the following shall be present:

- 159.1. UNU-MERIT Director;
- 159.2. The student issuing the original complaint;
- 159.3. The accused (if any);
- 159.4. The independent observer present at the first hearing;
- 159.5. A representative of the Board of Admissions and Exams; and,
- 159.6. Any relevant witnesses.

160.Both the parties may also bring to the hearing an adviser.

161.At the second hearing, the student that has filed the complaint shall present supporting evidence. The accused shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.

162.The independent observer from the first hearing shall serve as the independent observer at the second hearing. The function of the independent observer shall be to observe the proceedings impartially and, if queried, be prepared to testify as to the procedures followed.

163.After the hearing, the Director may either dismiss the appeal or take the necessary action to implement a reasonable remedy.

164.If the accused fails to attend the second hearing without a compelling excuse, the hearing may proceed in his or her absence.

165.Every decision of the Director of UNU-MERIT shall be recorded in writing and shall be transmitted to the Rector. Upon receipt of such decisions, the Rector will review the process followed and the decision taken by the Director of UNU-MERIT. In exceptional cases, the Rector may task an inquiry committee to look into the matter and recommend an alternative course of action. The Rector shall decide the composition of the inquiry committee and shall appoint its members. The inquiry committee shall decide its rules of procedure.

166.The University shall inform the student in writing of the outcome of the complaint review process and shall state the reasons upon which it is based.

Retention in Security of Documents

167.Any documents considered relevant to the investigation shall be retained in security until the matter has been finally determined.

168.If the complaint is determined to be unfounded, all records of the case, including the reports of all hearings, shall be expunged from the files of the University within a period of six (6) months.

XV. CONDITIONS FOR THE AWARD OF A DEGREE

169.A student will be deemed to have satisfied the degree requirements of the UNU Master of Science dual degree in Public Policy and Human Development when the student has passed all required courses and skills trainings that are part of the study programme, defined as follows:

- 169.1. The student will have earned 28 credits of general coursework, as defined in the programme materials given to students at the outset of the Programme;
 - 169.2. The student will have earned 16 credits of specialized coursework, as defined in the programme materials given to students at the outset of the Programme and chosen by the student;
 - 169.3. The student has submitted and successfully passed the evaluation of his or her master's thesis and oral defence (and therefore, earned 16 credits for the master thesis); and,
 - 169.4. The student will be in good standing with the University with respect to its rules and regulations.
170. Students will normally complete the degree requirements in a twelve (12) month period, or two (2) academic semesters, subject to a maximum period of twenty-four (24) months, or four (4) academic semesters.
171. The Board of Admissions and Exams shall decide upon the fulfilment of the requirements as set out in Rule 169, within eight (8) weeks after a request for such a decision is submitted by the student. The request is considered by the Board of Admissions and Exams after the last examination has been taken and the evaluation of the master's thesis is complete.

XVI. MASTER'S DEGREE AND STUDENT TRANSCRIPT

Master of Science Degree

172. A United Nations University Master of Science degree certificate shall be awarded to students who have fulfilled all the requirements of the Master of Science dualdegree programme in Public Policy and Human Development as set out in Rule 169.
173. The UNU Master of Science degree certificate will include:
- 173.1. The University name and University seal;
 - 173.2. The full title of the master's programme;
 - 173.3. The title of the degree awarded;
 - 173.4. The name of the student upon whom the degree is conferred, as well as the student's date and place of birth;
 - 173.5. The date of graduation and conferral of the UNU degree;
 - 173.6. Honours or distinctions awarded by the University;
 - 173.7. The signature of the Rector of the University;
 - 173.8. The signature of the Director of UNU-MERIT.

UNU Student Transcripts

174. The UNU student transcript will state:
- 174.1. The student's name and identification number(s);
 - 174.2. The full title of the master's programme;
 - 174.3. The title of the degree being pursued or awarded;
 - 174.4. A list of the student's courses and corresponding grades;
 - 174.5. A guidance table for converting University grades to other common grading systems;
 - 174.6. A table of definitions for designators and other non-grade symbols approved for use in reporting course results;
 - 174.7. Honours or distinctions awarded by the University;
 - 174.8. The signature of an official of UNU-MERIT or the Office of the Rector.
175. Requests for transcripts may be directed to UNU-MERIT.

XVII. FINAL PROVISIONS

Amendments

176. Amendments to these Rules shall be made pursuant to Section 23 of the UNU Postgraduate Programmes and Awards Statute.

177. These Rules shall be valid for the duration of this Programme of Study. In the case of an amendment to these Rules, students will continue to adhere to the Rules in place at the time of their enrolment..

Announcement

178. The Board of Admissions and Exams shall ensure proper announcement of these Rules, as provided by the Rector and of all amendments to these Rules and any policies, guidelines and other such issuances pursuant thereto.

179. Up-to-date digital versions of the Rules, policies, guidelines and other such issuances will be made available on the University website.

Unforeseen Circumstances

180. With regard to these Rules, the Director of UNU-MERIT shall decide on any matter not provided for therein.

Hardship

181. The Board of Admissions and Exams, the Director of UNU-MERIT or the Rector may vary these Rules in a particular instance if strict adherence to these Rules would result in undue hardship for a student.

Coming into Force

182. These Rules shall take effect on 1 September 2023.

ANNEX A. LIST OF COURSES

Semester 1¹

- Public Policy (mandatory, 4 ECTS)
- Public Economics (mandatory, 4 ECTS)
- Public Policy Analysis (mandatory, 8 ECTS)
- Methods for Policy Analysis (mandatory, 6 ECTS)
- Advanced Methods for Policy-Relevant Research and Analysis (mandatory, 6 ECTS)

Semester 2²

Specialisation "Social Protection Policy" (elective)

- The Global Social Challenge: Beyond Poverty and Inequality (4 ECTS)
- Understanding Social Protection (4 ECTS)
- Quantitative Techniques for Social Protection Policy Design (4 ECTS)
- Financing Social Protection (4 ECTS)

Specialisation "Migration studies" (elective)

- Introduction to Migration Studies (4 ECTS)
- Migration and Remittances Effects (4 ECTS)
- The Migration Studies Lifecycle: Journeys, Integration, Return (4 ECTS)
- Comparative Migration Policy (4 ECTS)

Specialisation "Global Governance for Development" (elective)

- Global Governance and Human Development (4 ECTS)
- The Law and Policy of the World Trade Organization (4 ECTS)
- Governance of Peacebuilding and Development (4 ECTS)
- Global Governance of Planetary Challenges (4 ECTS)

Specialisation "Governance of Innovation" (elective)

- Innovation and Innovation Policy From A System Perspective (4 ECTS)
- Local Knowledge, Systems and Policy (4 ECTS)

¹ Note: As of academic year 2023 – 2024, the courses entitled Research Design, Regression Analysis, and Introduction to Data Science will not be offered any longer, and will be merged and integrated into Methods for Policy Analysis and Advanced Methods for Policy-Relevant Research and Analysis. Students who have not yet completed these courses before 2023 – 2024 may retake each course during academic year 2023 – 2024. During academic year 2024 – 2025, students who have not yet completed these course(s) cannot retake the course(s) and are given an exam only opportunity. During subsequent academic years, students who have not yet completed these courses must follow the courses that replaced them (i.e. Methods for Policy Analysis and Advanced Methods for Policy-Relevant Research and Analysis). This transition regulation takes effect on 1 September 2023 and applies until 1 September 2026

² Note: As of academic year 2023 – 2024, the specialisation on Social Entrepreneurship and Public Policy will not be offered any longer. Students who have not yet completed this specialisations before 2023 – 2024 may retake each course of the specialisation, during academic year 2023 – 2024. During academic year 2024 – 2025, students who have not yet completed this specialisation cannot retake the course(s) and are given an exam only opportunity. During subsequent academic years, participants who have not yet completed this specialisation must select another complete specialisation or a (pre-approved) free elective track. This transition regulation takes effect on 1 September 2023 and applies until 1 September 2026.

- Managing the Fourth Industrial Revolution (4 ECTS)
- Innovation for Sustainability (4 ECTS)

Specialisation "Risk and Vulnerability" (elective)

- Risk and Vulnerability Assessment (4 ECTS)
- Building Resilience and Adaptive Governance (4 ECTS)
- Risk Management in Crisis Situations (4 ECTS)
- Behavioral Insights for Policy Design in Risky and Vulnerable Situations (4 ECTS)

Specialisation "(Pre)approved free elective track" (elective)

A list of pre-approved free elective tracks will be made available in October. Students can choose a pre-approved free elective track or request for an alternative free elective track to be considered by the Board of Admissions and Exams. In this case, students must submit a proposed free elective track to the Board of Admissions and Exams together with a motivation letter justifying the proposed course combination by the deadline stated to register for a specialisation. The Board of Admissions and Exams reviews and approves or rejects the request based on the extent to which the proposed combination ensures that the student attains the programme learning outcomes.