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*The following document is an English translation of the original and binding German language version of the document 'Wegleitung zum Dual-Degree-Masterstudiengang 'Master of Arts in Politikwissenschaft' vom 27. Juni 2018 (Stand 1. August 2023)'.*

## Guidelines for the dual master's degree programme 'Master of Arts in Political Sciences'

### **Section 1**      *General*

<sup>1</sup> These guidelines presume the application of the 'Dual Master's Degree Agreement for the Master of Arts in Political Science Between Carleton University (Ottawa, Canada) and Universität Luzern (Lucerne, Switzerland)' (hereinafter 'cooperation agreement') and the study and examination regulations for the dual master's degree programme 'Master of Arts in Political Sciences' (no. 542p).

<sup>2</sup> They provide information about the specific configuration of the study programme and related provisions.

<sup>3</sup> Unless otherwise stated below, the provisions of these study regulations apply solely to students who have chosen the University of Lucerne as their home university.

### **Section 2**      *Study content and mobility*

<sup>1</sup> The dual master's degree programme 'Master of Arts in Political Sciences' (hereinafter 'dual degree') is a single-subject master's programme in political sciences and consists of the following study elements:

- courses at the University of Lucerne;
- courses at Carleton University, Ottawa;
- courses that are jointly supervised and provided by both partner universities (master's thesis and thesis defence).

<sup>2</sup> Courses taken at universities other than those stated in section 2 para. 1 (for example in the form of student mobility) are not provided for as part of the study programme.

### **Section 3**      *Registration and admission to the study programme*

<sup>1</sup> Admission to the dual degree with Lucerne as the home university is in accordance with the provisions of the University of Lucerne's admission regulations.

<sup>2</sup> In addition to the requirements of the admission regulations, students with Lucerne as their home university must have a satisfactory level of English. Details can be found in resolutions of the joint steering committee of the partner universities.

<sup>3</sup> A letter of motivation in English is to be submitted alongside the application to the programme.

### **Section 4**      *Study places*

<sup>1</sup> In the event of there being a significantly higher number of applicants for the dual degree at the University of Lucerne compared with the number of applicants at Carleton University, the University of Lucerne reserves the right to limit the number of study places offered for the dual degree in order to implement article 6 of the cooperation agreement.

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<sup>2</sup> The director of the study programme will make the decision regarding whether to limit study places.

<sup>3</sup> If it is deemed necessary to limit the number of study places, the director of the study programme will determine the criteria used to award the set number of places. The applicants' linguistic and academic achievements, in particular, will be taken into account.

#### **Section 5**      *Study requirements and credits (Cr)*

<sup>1</sup> The following courses must be successfully completed during the master's programme by students with the University of Lucerne as their home university:

*At the University of Lucerne (44 Cr):*

- Three political science master's seminars and three political science master's seminar papers: 30 Cr
- Other courses offered by the Department of Political Science: 12 Cr, of which a maximum of 4 Cr can be achieved in voluntary university engagement
- A political science colloquium for final papers: 2 Cr

*At Carleton University in Ottawa (36 Cr):*

- Three political science courses and three political science research papers taken from Carleton University's study programme for the degree: 36 Cr

*Master's thesis (40 Cr):*

- A master's thesis: 30 Cr
- Oral defence of master's thesis: 10 Cr

<sup>2</sup> In exceptional cases, the study programme coordinator may permit external study achievements to be credited as part of the degree.

#### **Section 6**      *Director of the study programme*

<sup>1</sup> The Department of Political Science at the University of Lucerne appoints a department representative to direct the dual degree study programme.

<sup>2</sup> The director of the study programme rules on matters relating to the dual degree which are not governed by the cooperation agreement, study regulations or guidelines, and are not the responsibility of the faculty's examination committee, and relate solely to the University of Lucerne.

#### **Section 7**      *Programme coordinator*

<sup>1</sup> The Department of Political Science at the University of Lucerne appoints a programme coordinator for the dual degree.

<sup>2</sup> The programme coordinator supports the director of the study programme and provides study guidance and study programme management.

#### **Section 8**      *Evaluation and reciprocal accreditation of study achievements*

The joint steering committee issues the provisions governing the evaluation and accreditation of study achievements and the conversion of grades from the Swiss grading system into Canadian grades, and grades from the Canadian grading system into Swiss grades.

#### **Section 9**      *Representation on the partner universities' joint steering committee*

As a general rule, the director of the study programme and the programme coordinator represent the University of Lucerne on the joint steering committee.

#### **Section 10**     *Master's procedure*

<sup>1</sup> Unless stated otherwise below, the provisions of the guidelines for the Faculty of Humanities and Social Sciences master's procedure apply to students whose home university is the University of Lucerne.

<sup>2</sup> For students with the University of Lucerne as their home university, registration for the master's procedure is completed in accordance with article 6 of the cooperation agreement and the instructions for the KSF master's procedure.

**Section 11**      *Master's thesis*

<sup>1</sup> The master's thesis is to be completed on a political science topic and in English, in accordance with article 3 of the cooperation agreement.

<sup>2</sup> Unless stated otherwise below, the guidelines for the Faculty of Humanities and Social Sciences master's procedure govern the assessment of the master's thesis.

<sup>3</sup> The master's thesis is deemed passed if it is awarded a grade of at least 'sufficient (4.0)'.

**Section 12**      *Oral defence of master's thesis*

<sup>1</sup> The oral defence of the master's thesis consists of a 90-minute oral examination on the content of the master's thesis (including consultation time for grading) and is completed in English. Students must have passed their master's thesis before they can complete the oral defence of the master's thesis.

<sup>2</sup> Students whose home university is the University of Lucerne shall offer an oral defence of their master's thesis to an examiner from the University of Lucerne and the second examiner from Carleton University. The latter will generally be consulted via video conference.

<sup>3</sup> The oral defence of the master's thesis is completed in the presence of an assessor who holds at least a master's degree, licentiate or comparable degree in the humanities or social sciences.

<sup>4</sup> The two examiners determine the grade for the oral defence. The assessor's views must be heard before the examination grade is determined.

<sup>5</sup> The oral defence of the master's thesis is graded using whole or half marks.

<sup>6</sup> The oral defence of the master's thesis is deemed passed if it is awarded a grade of at least 'sufficient (4.0)'.

<sup>7</sup> The main topics and results and the beginning and end times of the oral defence of the master's thesis must be recorded in minutes, which must be signed by the examiners and assessor. A grade is determined and noted in the minutes after every oral examination. The results of the oral examination are communicated to the candidate at the end of the examination.

**Section 13**      *Graduation*

Students whose home university is the University of Lucerne may graduate with the dual degree once they have completed all of the required credits described in section 5 of these guidelines.