

Practical information for MSc Public Administration students

In this document, you can find useful information for the start of the Master Public Administration (MPA). We answer general questions regarding [courses](#), [enrolment](#), [timetables](#) and [literature](#). Make sure you read the entire document before you start enrolling for courses. Also check [Information for new students](#) to get a head start.

Which courses do I have to follow?

You can find the courses for your Master's programme in the [e-Prospectus](#). The information includes course descriptions, modes of instruction and assessment methods.

<i>February intake</i>	Block 3	Block 4	Block 1	Block 2
Core courses (35 ECTS)	Public Institutions	Research Design	Research Methods	Thesis
		Public Policy and Values		
Track courses (20 ECTS)	Track course 3		Track course 1	
	Track course 4		Track course 2	
Elective (5 ECTS)		Elective		

Please note: there are three courses per block, except for the block in which you write your thesis.

How do I enrol for courses and exams?

You can find the course codes in the [e-Prospectus](#), which you need in order to enrol for courses. Click on the course in the e-Prospectus that you wish to follow and look up the catalogue number (e.g. 6454754A for 'Public Institutions'). Open [uSis](#) and enrol for the course with this code. Please enrol for one series of workgroups (WGR) and lectures (LEC) as well as the exams so they appear in your personal schedule in uSis.

Do you need help with enrolling in uSis? Please consult the [uSis Student selfservice](#) or [FAQ](#). Do you still need help? Then join one of the information sessions prior to the welcome meeting or consult [Where can I go if I cannot enrol for courses?](#)

You also need to enrol separately for the courses in [Blackboard](#) – this does not happen automatically after you have enrolled for the courses in uSis. Blackboard is usually available one week before the start of the course. Please make sure that you enrol for academic year 2019-2020. Other academic years could still be available on Blackboard.

When can I enrol for courses?

You can enrol in [uSis](#) four weeks prior to the start of the course until one week after the start. This means that at this moment (from January on) you can only register for the courses from the third block (starting in February). If you decide to drop a course, please cancel your enrolment in uSis.

What if I cannot enrol for courses?

Please contact the [Educational Service Centre](#) (OSC). Please state your name, student number, degree programme, specialisation and which course(s) it concerns.

Where can I find the timetables for seminars and exams?

Please consult [Timetables 2019-2020](#) for the schedules of seminars and exams. If you enrol for courses in [uSis](#) you can find your personal timetable there, including changes in times and locations.

Where can I find the literature?

(Part of) the literature is available in the course descriptions in the [e-Prospectus](#). You can buy (second-hand) books via bookshops or [Bol.com](#) for instance. You can find the articles in the [catalogue](#) from the University Library. You can find additional literature in the course manuals on [Blackboard](#). You need to enrol separately for the courses in Blackboard – this does not happen automatically after you have enrolled for the courses in uSis.