

## **Master of Science Programme**

Public Policy and Human Development

Education and examination regulations (EER)

September 2017 – August 2018



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## **SECTION 1    GENERAL PROVISIONS**

### **Article 1.1    Applicability of the regulations**

These regulations apply to the education, exams, and examinations of the Master of Science Programme in Public Policy & Human Development, hereinafter to be referred to as: 'the programme', and to all participants who are registered for the programme.

The programme is provided by Maastricht University's Faculty of Humanities and Sciences, hereinafter to be referred to as: 'the faculty'.

The regulations were adopted by the faculty board after advice from the programme committee and after consent from the faculty council. The regulations will take effect on 1 September 2017 for the 2017/18 academic year.

### **Article 1.2    Definitions**

In these regulations, the following definitions apply:

- a. academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- b. Act, the: the Higher Education and Scientific Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*], chapter 7, Titles 1 and 2, of which is declared applicable by analogy to the programme, based on Article 7.1 paragraph 2 of the Act;
- c. board of admission: the board responsible for judging the admissibility of the candidate to the programme;
- d. board of examiners: the programme committee referred to in Article 7.12 of the Act;
- e. component: a study unit of the programme within the meaning of the Act;
- f. course manual: the programme guide, which include further details about programme-specific provisions
- g. credit: a unit expressed in ECTS credits, with one credit equalling approx. 28 hours of study;
- h. education office: a team of administrative staff providing services relating to
- i. admission, enrolment, education; and general assistance;
- j. exam [*tentamen*]: a component of the examination as referred to in Article 7.10 of the Act;
- k. examination [*examen*]: the final examination for the master's programme;
- l. examiner: the person designated by the board of examiners to administer exams and to determine the results of such exams;
- m. faculty board: the faculty board referred to in Article 9.12 of the Act;
- n. module: an educational component of the programme, such as a course, practical training or a written paper;
- o. participant: a person who is registered at the university for education and/or to take exams and the examination of the programme;
- p. practical: practical exercise as referred to in Article 7.13(2)(d) of the Act, in one of the following forms:
  - writing a thesis;
  - writing a paper, creating a technological design or performing another written assignment;
  - performing a research assignment;
  - participating in field work or a field trip;
  - participating in an activity intended to develop certain skills;
- q. programme: the post-initial master's programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- r. programme board [*opleidingscommissie*]: advisory board as defined in Art. 9.18 of the Act;
- s. semester: portion of the academic year, starting 1 September and ending the following 31 January, or starting 1 February and ending the following 31 August;
- t. UM: Maastricht University.

The other terms have the meaning given to them by the Act.

## **SECTION 2   ADMISSION**

### **Article 2.1   Admission**

Persons who meet the requirements referred to in articles 2.2 and 2.3 are eligible for admission to the programme and have been issued with a letter of acceptance.

### **Article 2.2   Admission requirements**

1. The following persons are eligible for admission to the programme:
  - a. those who have obtained a bachelor of scientific education or
  - b. those who possess the knowledge, understanding and skills on the level of a bachelor of scientific education.
2. Beside the requirements as mentioned in paragraph 1, the following specific requirements apply:
  - a. basic knowledge of mathematics and statistics;
  - b. basic knowledge of economics, political sciences and/or law;
  - c. a letter of motivation;
  - d. an essay on a topic prescribed by the board of admission; and
  - e. two letters of recommendation by current/former instructors, employers or supervisors.

### **Article 2.3   Language requirement**

Persons may only register:

- a. if they have met the requirement concerning a sufficient command of English by passing one of the following language proficiency tests no more than three years before the start of the study programme:
  - IELTS (international English Language Testing System) with a score of at least 7.0;
  - TOEFL (Test of English as a Foreign Language) with a score of at least 100 (TOEFL iBT); or
  - CAE (Certificate in Advanced English) with a score of at least 185 (Cambridge English Scale).
- b. if they have been exempted from the language proficiency test referred to under (a) based on the diplomas referred to in **Appendix 1**.

### **Article 2.4   Limited capacity**

*not applicable*

### **Article 2.5   Board of Admission**

1. The board of admission for the programme is responsible for assessing eligibility for admission and issuing the certificate of admission to the programme. The board of admissions consists of:
  - a member who acts as Chair, appointed from academic staff who are responsible for the programme curriculum;
  - *two members* appointed from the other academic staff.
2. A member of the Education Office for the programme concerned is appointed as an adviser to the Board, as is a Secretary.
3. The Dean appoints the members of the Board after consulting with the Programme Board.

### **Article 2.6   Admissions test dates**

*not applicable*

## **SECTION 3    CONTENT AND STRUCTURE OF THE PROGRAMME**

### **Article 3.1    Aim of the programme**

1. The programme is intended:
  - to provide the participant with academic education within the specific educational concept and profile of Maastricht University;
  - to provide the participant with specialized knowledge, skills, and insights in the field of public policy and human development and test participants on their knowledge, understanding, and participation by means of the exams;
  - to prepare the participant for professional and/or scientific work in the field of public policy and human development.
2. A graduate of the programme:
  - has profound knowledge and understanding in the field of public policy;
  - has thorough knowledge of one or more specializations within the study programme;
  - has the academic skill to identify, formulate, analyse and suggest possible solutions to problems independently;
  - has the academic skill to conduct research on public policy and report on it in a manner that meets the customary standards of the discipline;
  - possesses professional and academic skills relevant to the making and analysis of public policy;
  - is capable of applying knowledge and understanding in a way which demonstrates a professional approach to his/her work or profession;
  - is capable of communicating conclusions, as well as the underlying knowledge, grounds and considerations, to an audience comprised of specialists or non-specialists.
3. The programme includes the following specialisations:
  - Social Protection Policy
  - Migration Studies
  - Risk & Vulnerability
  - Innovation, Institutions & Development
  - Regional Integration & Multi-level Governance
  - Foreign Policy & Development

### **Article 3.2    Form of the programme**

This is a full-time programme.

The programme commences once a year in September.

### **Article 3.3    Language of instruction**

The programme is given in English.

### **Article 3.4    Communications and announcement of decisions**

1. The faculty board, programme board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the student advisers may use My UM and e-mail via the UM account for communications relating to the programme and examinations.
2. The faculty board, programme board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the student advisers may use My UM and e-mail via the UM account to announce decisions.
3. A participants must regularly check his/her university e-mail address, the Faculty website, and the digital learning environment. Information disseminated via e-mail, the digital learning environment or the website will be assumed to be known.

### **Article 3.5    Study load**

The programme has a study load of 60 credits (ECTS), with one credit equalling approx. 28 hours of study.

### Article 3.6 Content

The programme includes the following components and related study loads:

1. Core Subjects, 16 ECTS in total
  - MPP4301 Public Policy, 4 ECTS
  - MPP4302 Public Economics, 4 ECTS
  - MPP4504 Public Policy Analysis, 8 ECTS
2. Research & Analysis Skills, 12 ECTS in total
  - SKL4403 Research Design, 3 ECTS
  - SKL4102 Introductory Data Science & Statistics, 3 ECTS
  - SKL4103 Regression Analysis I, 3 ECTS
  - SKL4203 Regression Analysis II, 3 ECTS
3. Specialization Subjects, 16 ECTS in total
  - 4 subjects from an elective specialization track, 4 ECTS each; *or*
  - an elective track of 4 subjects from more than one specializations, 4 ECTS each (subject to approval by the programme board)
4. Master Thesis, 16 ECTS

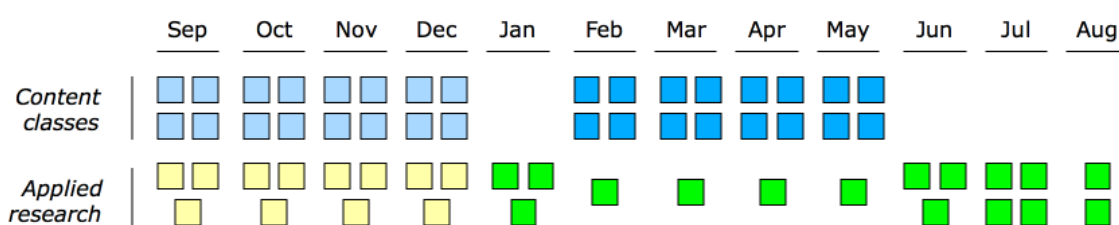


Figure 1: Distribution of workload across the four components; each ■ represents 1 credit (approx. 28 study hours)  
 ■ core; ■ research/analysis skills; ■ specialization; ■ thesis

### Article 3.7 Programmes

*not applicable*

### Article 3.8 Content of programmes

*not applicable*

### Article 3.9 The examination

The examination consists of the following components:

1. Course exams for the core subjects, research and analysis skills, and specialization subjects identified in art. 3.6, including:
  - active participation in group discussions;
  - written assignments, such as papers, memos, summaries;
  - presentations;
  - performance of practical analytical tasks, including programming, coding, data generation and analysis, application of analytical models and presentation of results;
  - written or oral exams; and
  - group assignments similar in nature to the above.
2. Master thesis:
  - written thesis proposal;
  - oral proposal defence;
  - provision of peer feedback;
  - individual conduct of rigorous research in accordance with accepted standards and norms;
  - written thesis; and its
  - public defence.

## **SECTION 4 EDUCATION**

### **Article 4.1 Courses; composition; actual design**

1. For the programme components, courses are given with the study load stated in Article 3.6.
2. The education is given in the form of classes, study groups, practical training, lectures, individual supervision, assigned study tasks, or otherwise.

### **Article 4.2 Prior knowledge; entrance requirements**

*not applicable*

### **Article 4.3 Course registration**

Each participant is automatically registered for the core subjects, research and analysis skills, and master thesis track in their first academic year in the programme. Each participant may participate in courses in the specialization subjects after he/she has registered for such courses in a timely manner. Participants may re-take subjects after their first academic year if they have registered for them in a timely manner.

### **Article 4.4 Attendance and best-efforts obligation**

1. Each participant is expected to attend and participate actively in the courses for which he/she has registered. While there is no attendance requirement for the whole programme, individual courses may impose attendance requirements on participants, which should be stated in the course manuals of the respective course.
2. Participants may be downgraded if they are absent from components that grade participation.
3. In exceptional cases, the board of examiners may, at the participant's request, exempt the participant from this obligation to attend or participate if the examination and evaluation of the envisaged skills may, in its judgment, also be performed if the participation percentage is lower, with or without additional requirements being imposed.

### **Article 4.5 Participation and priority rules**

Not applicable.

### **Article 4.6 Practicals**

All courses include a practical in accordance with the given specifications regarding the nature and scope of the student's activities.



## **SECTION 5 ASSESSMENT**

### **Article 5.1 General**

1. During a course, the participant will be tested for academic training and the extent to which the participant has sufficiently achieved the stated learning objectives.
2. The course manual describes the achievements the participant must make to pass the course and the criteria against which the participant is assessed.
3. The Rules of Procedure at Exams describe the assessment procedure.

### **Article 5.2 Marks**

1. Marks are awarded on a scale of 1 to 10, where 1 is the lowest grade and 10 the highest grade. Marks are awarded up to at most one decimal place.
2. The participant must receive a final mark of 5.5 or higher to pass the course.
3. The highest result attained determines the final mark.
4. Partial grades for unsuccessfully completed courses cannot be transferred to another academic year.

### **Article 5.3 Order of exams**

*not applicable*

### **Article 5.4 Scheduling and frequency of the exams**

1. Participants can take exams twice per academic year on dates determined by the faculty board: once during or directly after the course period (first sit for the exam) and once during the remainder of the academic year (resit option). The course manual states the dates on which the exams can be taken.
2. If the exam for a course consists of multiple parts, the examiner can decide to offer a resit for each individual part, or one combined resit for all components. No resit has to be offered for a participation grade. In case individual resits for each part are offered, participants are entitled to resit each part that they have not yet passed.
3. If a participant's master thesis is deemed insufficient, she or he may be offered one chance per academic year to resubmit a revised version.
4. In exceptional cases, the board of examiners can decide that an exam may be taken at another time or in another location than determined in accordance with the first paragraph.

### **Article 5.5 Registration for exams**

1. Participants are automatically registered for the first sit of each of their courses.
2. Participants may participate in a resit if they have not yet passed the component in question and have registered for the resit in a timely manner.

### **Article 5.6 Form of the exams**

1. Exams are taken in the manner stated in the course manual, and can be of the following types:
  - Participation
  - Presentation
  - Written assignments, including computer-based assignments
  - Submission of data or analyses, including computer-based analyses
  - Written exam (in person/take home)
  - Oral exam
  - Other
2. The exam for a component can consist of multiple parts. The course manual specifies the weight of each partial grade. Participants who have not successfully completed a course are entitled to resit each part that they have not yet passed, subject to timely registration as specified in Art. 5.5 (2).
3. Upon request, participants with a disability may take exams in a manner that accommodates their specific disability as much as possible. The board of examiners will obtain expert advice

from the faculty's student advisor and/or the student dean at the Student Service Centre (SSC) before taking a decision in such matters.

#### **Article 5.7 Oral exams**

1. Oral exams are taken by one person at a time, unless the board of examiners decides otherwise.
2. An oral exam is given by at least two examiners, unless the board of examiners has decided otherwise.
3. Oral exams take place in public, unless the board of examiners or the relevant examiner decides otherwise in a special case or if the participant objects to this.

#### **Article 5.8 Assessments in exceptional cases**

1. A participant can submit a request to the board of examiners for an individual assessment.
2. This request may be granted if the participant has not passed the exam in question due to exceptional circumstances and if not granting an individual assessment would result in an unacceptable study delay.
3. The following criteria apply to the granting of an individual assessment for the final component of the programme:
  - It must be the final study result to be obtained, with exception of the thesis.
  - The study delay in case the individual assessment is not granted must be at least three months.

#### **Article 5.9 Written assignments**

1. The board of examiners may draw up general guidelines for formulating written assignments. The guidelines (including more detailed rules on the format, content, time schedule and assessment of the thesis) are adapted to each course by course coordinators (examiners), and are communicated to participants in the course manual or assignment. These rules/guidelines are part of the Education and Examination Regulations.
2. The board of examiners and thesis coordinator may draw up specific guidelines for the master's thesis, which are communicated to participants at the start of the thesis track.
3. The master's thesis will be assessed by at least two examiners, the relevant supervisor and a second reader, at least one of whom is affiliated with the programme for which the student is registered.

#### **Article 5.10 Determination and announcement of exam result**

1. The board of examiners determines the standards for assessing each examination component. The standards are included in the Rules and Regulations.
2. The examiner determines the result of a written exam within 15 working days of the date on which it was taken and provides the Education Office with the necessary information to apprise the participant of the result.
3. The examiner determines the result of an oral exam within 24 hours after it has been taken and taken and provides the Education Office with the necessary information to apprise the participant of the result. If more than one participant takes the same exam after each other, this period may be extended by up to five working days.
4. The Education Office publishes the final course grades in 'My UM' within 5 working days of the date on the examiner hands in the results of an exam.
5. When the result of an exam (written or oral) is announced, it will be indicated how the participant can inspect the exam and file an appeal as referred to in Article 6.6.

#### **Article 5.11 Right of inspection**

1. Within 10 working days of the date on which the result of a written exam, including a computer-based exam, is announced, participants may, upon request, inspect their evaluated work.
2. Within the period referred to in paragraph 1, any interested party may, upon request, inspect the questions and assignments for the written exam and, if possible, the standards based on which it was assessed. . . If the student in question demonstrates that he/she will be or was prevented from attending at the specified location and time due to circumstances beyond

his/her control, he/she will be offered another opportunity, if possible within the period specified in paragraph one.

#### **Article 5.12 Period of validity**

1. Exams that have been passed are valid for an unlimited period. Contrary to the above, the board of examiners may require the participant to take an additional or replacement exam or exam component for an exam that was passed more than two years ago if the component has changed substantially since the time the exam was taken.
2. If exceptional circumstances apply as referred to in Article 7.51 paragraph two of the Act, the period of two years in paragraph one will be extended by the duration of the financial support a participant receives from the profiling fund.
3. Sub-tests and assignments that were passed within a component that was not passed will lose their validity after the academic year in which they were passed.

#### **Article 5.13 Retention period for tests**

1. The exercises, answers and the evaluated work of the written tests will be retained in paper or digital form for two years after the exam/examination result is determined.
2. The final projects/theses and the evaluation of these will be kept for at least seven years after the evaluation.

#### **Article 5.14 Exemption**

The board of examiners may, at a participant's request and having heard the relevant examiner, grant the participant an exemption from taking an exam if he/she demonstrates that he/she previously:

1. either passed an exam for a university or higher professional education programme that was similar in terms of content and level or
2. gained sufficient knowledge and skills relevant to the exam concerned, either through work or professional experience.
3. An exemption may only pertain to an entire course and not a component thereof.
4. At most 6 of the credits for the programme may be earned based on the exemptions granted.
5. The post-initial master's thesis is excluded from this exemption option.
6. The board of examiners will not grant any exemption based on exams passed by a participant outside the programme during the period in which the participant was barred by the board of examiners from taking exams for the programme because of fraud.
7. The same period of validity applies to exemptions as to examination results.

#### **Article 5.15 Fraud**

1. 'Fraud', including 'plagiarism', means actions or omissions by a participant which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills.
2. 'Plagiarism' means the use of somebody else's ideas or words without proper acknowledgment of the sources. 'Fraud' can include but is not limited to the submission of (parts of a) assignment previously submitted for another component or another programme without declaration and consent for the re-use.
3. If the board of examiners determines that a participant has engaged in fraud with respect to an exam or exam component, the board of examiners can take appropriate measures.
4. In serious cases of fraud, the board of examiners can propose to UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
5. The Rules and Regulations include further provisions about what constitutes fraud and which disciplinary measures the board of examiners can impose.

#### **Article 5.15A invalid exam**

If an exam involves irregularities that make it impossible to accurately assess a participant's knowledge, insight and skills, the board of examiners may declare the exam invalid for either the examinee or a group of examinees.



## **SECTION 6 EXAMINATION**

### **Article 6.1 Examination**

1. The board of examiners determines the result and date of the examination and issues the certificate as referred to in Article 6.3 as soon as the participant has satisfied the requirements for the examination programme.
2. Prior to determining the result of the examination, the board of examiners may conduct their own investigation of the participant's knowledge regarding one or more components or aspects of the programme.
3. To pass the examination, the participant must pass or receive an exemption for each component enumerated in Art 3.6.
4. To pass the examination and receive the certificate, the participant must also have been registered for the programme during the period that the tests were taken.
5. A certificate may only be issued after it has been shown that the participant has satisfied all the obligations, including paying the fees.
6. The last day of the month in which the participant satisfied all the examination obligations will be considered the examination date (graduation date).

### **Article 6.2 Degree**

Participants who have passed the examination will be awarded the degree 'Master of Science in Public Policy & Human Development.'

### **Article 6.3 Certificate and statements**

1. As proof that the examination was passed, the board of examiners issues a certificate, after it has been stated by or on behalf of UM's Executive Board that the procedural requirements for receiving the certificate have been met. The certificate is based on the model that UM's Executive Board has adopted. One certificate will be issued per programme, even if the participant completes several programmes.
2. The certificate that the examination has been passed also indicates:
  - a. the name of the institution;
  - b. the name of the programme;
  - c. the examination components;
  - d. the degree awarded;
  - e. the date on which the programme was most recently accredited or was subjected to the new programme test.
3. Participants who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet.
4. The certificate is signed by the chair of the board of examiners and the faculty dean.
5. The certificate includes a list of the examination components.
6. The board of examiners includes a diploma supplement as referred to in Article 7.11(4) of the Act with the certificate. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.
7. The board of examiners may award the '*cum laude*' designation in accordance with the following conditions:
  - a. the candidate has obtained an average grade of 8.0 for all components in the programme weighted by their credits;
  - b. the candidate has taken no resit; and
  - c. the candidate has obtained no mark below a 7 for any component in the programme. Weighting is based on ECTS credits.
8. Participants who have passed at least one exam and who cannot be issued a certificate will, upon request, receive a statement issued by the board of examiners for the exams that they have passed.

**Article 6.4 Grade point average (GPA)**

The diploma supplement referred to in Article 6.3(8) indicates the final grade point average (GPA), to provide a reflection of the participant's academic performance.

**Article 6.5 Honours programme certificate**

Students who have participated in the UM honours programme PremiUM, will receive a statement from UM.

**Article 6.6 Right of appeal**

Within six weeks after the decision by the examiner and the board of examiners is announced, the student may appeal this decision to UM's Complaints Service Point.

The appeal must be signed, must include a date and the name and address of the party lodging the appeal, must indicate the grounds for the appeal and, if possible, must include a copy of the decision being appealed.

## **SECTION 7    STUDY GUIDANCE**

### **Article 7.1    Study progress administration**

1. The faculty records the students' individual study results and makes them available through My UM.

### **Article 7.2    Study guidance**

1. The faculty will provide for the introduction and study guidance for students registered for the programme.
2. The study guidance includes:
  - providing access to an academic advisor;
  - offering referrals and help if the student experiences problems during the study.

## **SECTION 8 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 8.1 Amendments**

1. Amendments to these regulations may be adopted in a separate decision by the faculty board, after a recommendation from the programme committee and after consent from or consultation with the faculty council.
2. An amendment in these regulations will not pertain to the current academic year, unless the interests of the participants will not reasonably be harmed as a result.
3. In addition, amendments may not affect, to the participants' detriment, a decision regarding a participant which has been taken by the board of examiners pursuant to these regulations.

### **Article 8.2 Notice**

1. The programme board ensures that proper notice is given of these regulations, the rules and regulations adopted by the board of examiners, and any changes to these documents, by, for example, placing such notice on the faculty website/student portal.
2. Any interested party may obtain a copy of the documents referred to in the first paragraph from the education office.

### **Article 8.2a Evaluation**

The programme board will ensure that the education of the programme is regularly evaluated, assessing at least – for the purpose of monitoring and if necessary adapting the student workload – the amount of time students need to complete their duties as set out therein.

### **Article 8.3 Unforeseen cases/safety net scheme**

1. In cases not covered or not clearly covered by these regulations, decisions are taken by or on behalf of the faculty board, after it has consulted with the board of examiners.
2. In individual cases in which application of the Education and Examination Regulations, would lead to manifestly unreasonable results, the board of examiners can deviate from the stated regulations in the participant's favour.

### **Article 8.4 Effective date**

This Regulation will come into force on 1 September 2017 and will apply to the academic year 2017/18.

Adopted by the faculty board on .....



## **APPENDICES**

### **Appendix 1 Language requirement**

Persons holding one of the following diplomas are exempted from the language proficiency tests (English) referred to in Article 2.3: a diploma issued in a country in which English is the official language of communication and instruction (Australia, Canada, Ireland, New Zealand, United Kingdom or United States).