

# **Education and Examination Regulations 2015-2016**

Master's Degree Programmes

**Interdisciplinary Social Science**  
Social Policy and Social Interventions

**Cultural Anthropology**  
Sustainable Citizenship

within the  
Faculty of Social and Behavioural Sciences  
at  
Utrecht University

The Education and Examination Regulations (EER) contain the programme-specific rights and obligations of students on the one hand and Utrecht University on the other. The (general university) Student Charter contains the rights and duties that apply to all students.

These regulations were adopted by the dean of the Faculty of Social and Behavioural Sciences on 13 May 2015 with the approval of the Faculty Council on 21 April 2015.

## **Contents**

### Part 1 – Rules

Section:	Subject:	Page:
1	General Provisions	5
2	Admission	6
3	Contents and Structure of the Degree Programme	9
4	Education	10
5	Testing	12
6	Examination	17
7	Student Counselling	19
8	Transitional and Final Provisions	20

### Part 2 – Aim of the Degree Programme

	Page:
Interdisciplinary Social Science: Social Policy and Social Interventions	22
Cultural Anthropology: Sustainable Citizenship	24

### Annex

Annex:	Subject:	Page:
1	Pre-master Course	27
2	Programme of Study	29
3	Transitional Arrangements	30

Part 1

RULES

## SECTION 1 – GENERAL PROVISIONS

### **art. 1.1 – applicability of the regulations**

These Regulations apply to the academic year 2015-2016 and apply to the education, the tests and the examination of the Master's Degree Programme Interdisciplinary Social Science: Social Policy and Social Interventions, and the Master's Degree Programme Cultural Anthropology: Sustainable Citizenship, hereinafter referred to as: the Programme(s), and to all students who are registered for the Programme(s) <sup>1</sup>.

The Programmes are provided by the Graduate School of Social and Behavioural Sciences within the Faculty of Social and Behavioural Sciences at Utrecht University.

### **art. 1.2 – definition of terms**

In these regulations, the following terms mean:

- a. Act, the: the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek);
- b. component: a unit of study (course) of the study programme, included in the University Course Catalogue;
- c. credit: unit, also described as 'EC', whereby one credit is equal to 28 hours of study;
- d. dean, the: the dean of the Faculty of Social and Behavioural Sciences at Utrecht University;
- e. Educational Facilities Contract: the contract concluded by the study programme and the disabled student, which lays down the necessary and reasonable facilities to which the student is entitled;
- f. examination: the final Master's examination of the study programme that is passed if all obligations of the entire Master's Degree Programme have been fulfilled;
- g. Faculty, the: the Faculty of Social and Behavioural Sciences;
- h. Final Grade Point Average: the average of the grades obtained over the course of a degree programme, weighted according to credits and expressed on a scale of 1 to 4 with two decimals;
- i. Graduate School of Social and Behavioural Sciences (GSSBS): the School that provides the Master's Degree Programmes within the Faculty of Social and Behavioural Sciences;
- j. International Diploma Supplement (IDS): the annex to the Master's Degree Certificate, which includes an explanation of the nature and contents of the study programme (partly in an international context);
- k. Language Code of Conduct: the rules of conduct relating to academic programmes and examinations in languages other than Dutch, determined by the Executive Board on the basis of Section 7(2)(c) of the Higher Education and Research Act;
- l. Master's Programme Coordinator: the coordinator of the Master's programme as referred to in art. 13 of the Faculty Regulations;
- m. programme: a coherent whole of units of study within a study programme, as described in annex 3 of these Regulations;
- n. student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the Programme;
- o. study programme: the Master's Degree Programme referred to in art. 1.1 of these Regulations. A study programme can consist of several Master's Degree Programmes;
- p. test: interim examination as referred to in art. 7.10 of the Act;
- q. University Course Catalogue: the register of the courses given by the University which is kept on the responsibility of the Executive Board.

The other terms have the meanings ascribed to them by the Act.

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<sup>1</sup> The EER (Education and Examination Regulations) is reviewed annually and applies to all students registered in the course. If the EER is amended, the new regulations apply to everybody, unless a transitional arrangement applies to a particular group of students.

## SECTION 2 – ADMISSION

### art. 2.1 – requirements for admission to the degree programme

#### 2.1.1 – Admissibility.

##### 2.1.1.1 - INTERDISCIPLINARY SOCIAL SCIENCE: SOCIAL POLICY AND SOCIAL INTERVENTIONS:

The holder of a Dutch or foreign higher education degree in Socio-cultural or Social sciences at academic bachelor level, with demonstrable knowledge, insights and skills in the following fields is admissible to the programme:

- cross-discipline theories, or the possibilities and difficulties of combining disciplines;
- methodological and statistical skills, either in quantitative or qualitative research strategies, demonstrated by three courses in social science qualitative methods and/or statistics, which may include practicing these skills in a bachelor thesis;
- social policy and intervention theories;
- social issues in modern society related to work, care and welfare;
- academic and analytical skills in developing, conducting and reporting social science research;

##### 2.1.1.2 – CULTURAL ANTHROPOLOGY: SUSTAINABLE CITIZENSHIP:

The holder of a Dutch or foreign higher education degree at academic bachelor level in Cultural or Social Anthropology<sup>2</sup> with demonstrable knowledge, insights and skills in the following fields is admissible to the programme:

- *Anthropology*: interpret, analyze and solve key (social) issues in anthropology, more specifically theoretical concepts and approaches concerning cultural diversity, citizenship, sustainability and globalization;
- *Research methodology*: design, perform, analyze and report on scientific research in social sciences, with a focus on qualitative research.

#### 2.1.2 – Selection.

Selection of the admissible students occurs on the basis of an assessment regarding the following core competencies of those interested:

- a) motivation and talent (partly based on GPA and study progress);
- b) level of the relevant knowledge and command of methods and techniques in the field of expertise concerned;
- c) general academic level of thought and work;
- d) command of the language(s) used in the programme.

In light of these factors, it will be assessed whether the individual will be able to successfully complete the Master's Programme within the nominal duration.

### art. 2.2 – English language

Registration for the programme is possible only after it has been demonstrated that the requirement of adequate command of the English language is fulfilled.

Deficiencies in previous education in English can be made up before the start of the study programme by sitting one of the following tests:

- IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) must be: 6.5 with at least 6.0 for the component 'writing';
- TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 93 for the internet-based test;
- Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:

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<sup>2</sup> Students with an academic Bachelor's degree or equivalent in a closely related discipline, such as General Social Sciences, Sociology, Political Science and University Colleges, are invited to apply as well.

- Cambridge Certificate in Advanced English; minimum score: B;
- Cambridge Certificate of Proficiency in English; minimum score: C.

The holder of a university Bachelor's Degree awarded in the Netherlands fulfils the requirement of sufficient command of the English language.

### **art. 2.3 – admission procedure**

1. Admission decisions are made by the programme's admissions committee.
2. With regard to admission to the study programme, the admissions committee examines:
  - the knowledge stated in Article 2.1.1, and the candidate's understanding and skills. In addition to written proof of the programme(s) followed, the committee can have specific knowledge, understanding and skills evaluated by experts in or outside of the university;
  - the candidate's core competencies stated in Article 2.1.2;
  - whether the candidate satisfies, or will satisfy in a timely manner, the stated conditions.
 Based on the above, the admissions committee reaches a decision about the suitability of the candidate for the completion of the final qualifications of the Master's Programme with sufficient diligence and within the allotted time.
3. The admission test is administered once a year.
4. A request to be admitted to the degree programme must be submitted before 1 April to the admissions committee. Provided the Master's programme has sufficient capacity, the 1 April deadline will be extended to 1 June. This will be determined by the Master's Programme Coordinator.
5. The admissions committee makes a decision within a period of 3 weeks from when the complete file has been received. Admission will be granted on the condition that by the starting date of the study programme the applicant will have satisfied the knowledge and skills requirements referred to in art. 2.1, as evidenced by qualifications obtained.
6. The applicant will receive written notification that he/she has or has not been admitted to the degree programme and a particular study programme. The possibility to appeal to the Examinations Appeals Board is pointed out in this notification.

### **art. 2.4 – special admission procedures for Master's programmes**

#### **The holder of a Dutch higher education degree at academic bachelor level:**

At the written request of the holder of a Bachelor's diploma from a Dutch university who does not meet the admission requirements stipulated in article 2.1, the admissions committee of the Master's degree programme concerned will decide whether the requirements can be met by means of a course developed specially for the Master's degree programme in question.

#### **The holder of a Dutch bachelor degree of a University of Applied Sciences (HBO):**

1. Prospective students in possession of any of the Bachelor's diplomas of a University of Applied Sciences (HBO) listed in the annex under 1 shall be granted admission to the pre-master course for holders of a Bachelor's diploma of a University of Applied Sciences (HBO) described therein, provided that the associated selection programme of 22.5 credits has been completed in advance.
2. A request to be admitted to the pre-master course for holders of a Bachelor's diploma of a University of Applied Sciences (HBO) must be submitted before 31 December to the admissions committee.

#### **Validity period of study components in the selection process and on the pre-master track:**

If both the selection programme and the pre-master course have not been completed within two years, the validity of a study component in the selection programme and on the pre-master course for students holding an HBO diploma will lapse. After this period has elapsed, or if the qualitative or quantitative participation has been insufficient, the Board of the GSSBS can exclude the student from further participation in the selection programme and in the pre-master course for students holding an HBO (higher professional education) diploma.

**Phasing out of the pre-master course for academic years up to and including 2012-2013:**  
Students who have not yet completed the pre-master course according to the old system switch to the new programme, which consists of a selection programme of 22.5 credits and a pre-master course of 30 credits, as referred to in Annex 1.



## SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMME

### **art. 3.1 – aim of the degree programme**

The aims of the programmes are listed in part 2 of these regulations.

### **art. 3.2 – attendance mode**

These are full-time programmes.

### **art. 3.3 – language in which the programme is taught**

1. The programmes are taught in English. This is governed by the Utrecht University Language Code of Conduct.
2. Notwithstanding the provision in the first paragraph, electives may be offered in Dutch.

### **art. 3.4 – credit load**

The credit load for the programmes is 60 credits.

### **art. 3.5 – study programmes; starting times**

1. The degree programmes encompass one study programme.
2. The Master's Degree Programmes start once a year: on the 1<sup>st</sup> of September.

### **art. 3.6 – composition of the study programmes**

1. The programme of study is listed in the annex under 2;
2. A Master's Programme comprises (a minimum of) one 5-credit elective. Any Master's Programme course offered by a Dutch university (in Dutch or English) is eligible for an elective;
3. In the University Course Catalogue/course manual the contents and type of courses of the components of the different programmes are described in more detail, stating the previous education required to pass the relevant component.

### **art. 3.7 – actual design of the education programme**

1. On average throughout the university, the number of contact hours (number of scheduled contact hours for the various courses in addition to the programmed or standardised supervision time) is at least 12 hours per week. Time allocated for writing the thesis is not included.
2. The following information is provided for every course in the University Course Catalogue or, where the Course Catalogue does not provide this information, in the course manual or on Blackboard:
  - a. the structure of the course activities
  - b. the schedules and programming of the hours
  - c. the scheduled contact time per course
  - d. the other structured contact hours for the general supervision of students (internship and thesis supervision, tutoring, study guidance, etc.) during which a lecturer/staff member is available to the student
  - e. when and where the examinations and resit exams for the course will take place.The student can also consult the schedules of the courses for which he/she is registered on [Osiris Student](#).

## SECTION 4 – EDUCATION

### art. 4.1 – courses

All courses which can be part of the study are included in the University Course Catalogue.

### art. 4.2 – entry requirements of courses

Participation in the following components of the programme is possible only after the courses listed for it have been passed. The Master's Programme Coordinator decides which motivated claims for dispensation of entry requirement will be awarded.

#### 4.2.1 - INTERDISCIPLINARY SOCIAL SCIENCE: SOCIAL POLICY AND SOCIAL INTERVENTIONS:

Course:	After passing:
Master's project SPSI-A: internship + master thesis or Master's project SPSI-B: master thesis in external organization	<ul style="list-style-type: none"><li>• Interventions and policies 1: practice orientation or Social risks in Europe: protection, activation and diversity</li></ul> and <ul style="list-style-type: none"><li>• Social innovations in policy and practice or Integration and cultural diversity</li></ul>

#### 4.2.2 – CULTURAL ANTHROPOLOGIE: SUSTAINABLE CITIZENSHIP:

Course:	After passing:
Etnographic Fieldwork and Thesis	<ul style="list-style-type: none"><li>• Anthropology of Globalization and</li><li>• Sustainability and Social Contestation and</li><li>• Citizenship in the New World Order and</li><li>• Ethnographic Methods and Research Design</li></ul>

### art. 4.3 – attendance obligation and obligation to perform to the best of one's ability

1. Each student is obliged to participate actively in the course for which he or she is registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each component are listed in the University Course Catalogue/course manual.
3. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it.

### art. 4.6 – causing a disturbance while participating in the course

1. A student who causes a disturbance during the course, after being warned, may be removed by the lecturer. The course coordinator will then set up a meeting with the student to discuss his or her behaviour.
2. If the student repeats the infringement, he/she may be removed from the course by the programme coordinator.

### art. 4.5 – registration for courses

Participation in a course is possible only if the student has registered for it on time <sup>3</sup>.

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<sup>3</sup> This only applies if the student is not automatically registered for the course.

#### **art. 4.6 – course participation**

It is not possible to re-take a component for which a pass mark has already been earned.

#### **art. 4.7 – courses taking place**

All courses mentioned in the University Course Catalogue must take place at all times. If fewer than ten students enrol for a course, however, the course coordinator, in consultation with the Master's Programme Coordinator and the students, may decide to offer the course in an altered form in terms of working and examination methods, or to offer an alternative course.

## SECTION 5 – TESTING

### **art. 5.1 – general**

1. During the course, the student will be tested for academic schooling and the extent to which the student has sufficiently achieved the learning objectives set. The testing of the student will be concluded at the end of the course/component.
2. The University Course Catalogue describes the achievements the student must make in order to pass the course and the criteria on which the student is assessed. These criteria can be made more explicit in the course manual.
3. The testing procedure is described in the Regulations of the Board of Examiners.
4. There is no testing in the month of August.

### **art. 5.2 – Board of Examiners**

1. For each academic programme or group of programmes, the dean will set up a Board of Examiners and will put in place sufficient guarantees that this Board will work in an independent and expert manner.
2. The dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the programme(s) in question or the field of examining, whereby:
  - at least one member shall be from outside the relevant (group of) programme(s), and
  - at least one member is, as a lecturer, affiliated with the relevant (group of) programme(s).
3. Re-appointment is possible. Before making this appointment, the dean will consult the members of the Board of Examiners concerned.
4. Persons holding a management position with financial responsibility or (partial) responsibility for a programme of study may not be appointed as a member or chair of the Board of Examiners. This will in any event include: the dean, vice-dean; the Director/Head/Manager of a department; a member of a departmental management/administrative team; the Director/Head/Manager of a section; any member of a management or administration team; a member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the Director of Education.
5. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the dean will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the dean in the event that they no longer fulfil the requirements stated in paragraphs 2 or 3 of this article. In addition, the dean may dismiss the chair and the members in the event that they fail to perform their statutory duties inadequately.
6. The dean will make the composition of the Board(s) of Examiners known to the students and teaching staff.

### **art. 5.3 – assessment: internship or research assignment**

1. An internship is assessed by the supervisor in question and one or more other internal and/or external experts.
2. Master's thesis will be assessed by two professors.

### **art. 5.4 – grades and alphanumeric results**

1. Grades are awarded on a scale from 1 to 10. A grade 6 and up means you have passed the course, a grade 5 or lower means you have failed it.
  - fails up to a 4.99 are not rounded up
  - 5.00 to 5.49 = 5
  - passes are rendered in whole grades or in .5 grades.

The rounding up and down is as follows.

Fail:

0.00 – 4.99 are not rounded up  
5.00 – 5.49 = 5

Pass:

5.50 – 6.24 = 6  
6.25 - 6.74 = 6½  
6.75 - 7.24 = 7  
7.25 - 7.74 = 7½  
7.75 - 8.24 = 8  
8.25 - 8.74 = 8½  
8.75 - 9.24 = 9  
9.25 - 9.74 = 9½  
9.75 - 10 = 10

If the next decimal ends up at a 5 or more, the grade is rounded up; if the next decimal is a 4 or lower the grade is rounded down.

2. Alphanumeric results can be awarded in the following cases:
  - ONV (onvoldoende - not sufficient) or NVD (niet voldaan – not complied): the student has not participated in all the test modules or has not satisfied the requirement of all partial tests;
  - V (voldaan/voldoende – complied/sufficient): the student has complied with a module, but has not received a grade on the scale from 1 to 10 for it;
  - VR (vrijstelling - exemption): the student has been granted exemption by the Board of examiners;
  - FR (fraude - fraud): the Board of examiners has established fraud.

### **art. 5.5 – make-up: additional or substitute test**

If the student has fulfilled all obligations to perform to the best of his or her ability during the course, and he or she is nonetheless awarded a failing grade, but the final grade is at least a 4.0, without rounding up, he or she will be given a once-only possibility to sit an additional or substitute test.

### **art. 5.6 – type of test**

1. Testing within a course is done in the manner stated in the University Course Catalogue. This can be made more explicit in the course manual.
2. At a student's request, the board of examiners may allow a test to be administered otherwise than as stipulated in the first paragraph.

### **art. 5.7 – oral testing**

1. Only one person at a time may be tested orally, unless the board of examiners decides otherwise.
2. Oral tests will be administered in public, unless the board of examiners or the examiner in question decides otherwise in a special case, or the student objects to this.

### **art. 5.8 – provision for testing in special cases**

1. The Master's Programme Coordinator may decide to grant an individual testing opportunity if not providing for an individual testing opportunity would result in a 'special case of manifest unfairness'.
2. Requests for a special possibility to sit a test must be submitted to the Master's Programme Coordinator as soon as possible, with evidence.

### **art. 5.9 – time limit for grading tests**

1. The result of an oral test must be determined and communicated to the student within 24 hours.
2. The examiner must ensure that the results of written and other assessments are available to the student within 10 working days of the date of the assessment.
3. In this regard, students are reminded of the right of inspection as referred to in art. 5.11 and of the option to lodge an appeal with the Examinations Appeals Board.

### **art. 5.10 – period of validity**

1. The validity period of study components achieved and exemptions is eight years. In derogation therefrom, the Board of Examiners may, in exceptional circumstances and at the student's request, specify an extended period of validity for a study component.
2. Partial tests and assignments which were passed within a component which was not passed will lose their validity after the academic year in which they were passed.
3. Contrary to the provisions of paragraph 1, the validity of a component of the selection programme and the pre-master course for students holding an HBO diploma lapses, if both the selection programme and the pre-master course have not been completed within two years. After this period has elapsed or if the qualitative or quantitative participation has been insufficient, the Graduate School Board of Studies can exclude the student from further participation in the selection process and in the pre-master track for students holding an HBO (higher professional education) diploma .

### **art. 5.11 – right of inspection <sup>4</sup>**

1. For at least thirty days after the announcement of the result of a written test, the student will be allowed to inspect his or her graded work upon request. At his or her request, a copy of that work will be provided to him/her at cost.
2. During the period referred to in the first paragraph, any student may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the grade was based.

### **art. 5.12 – storage time tests**

1. The assignments, their completion and the work assessed in the written tests will be kept in paper or digital form for a period of two years following the assessment.
2. The graduation work and the assessment of this will be kept in paper or digital form for a period of seven years after this assessment.

### **art. 5.13 – exemption**

At the student's request, the board of examiners may, after consulting the examiner in question, grant the student exemption from a programme component if he/she:

- a. has completed an equivalent component of a university or higher professional study programme prior to the start of the Master's Degree Programme;
- b. has demonstrated through work or professional experience that he or she has sufficient knowledge and skills in relation to that component.

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<sup>4</sup> Article 11 of the Regulations of the Board of Examiners provides for the right to subsequent discussion.

## **art. 5.14 – fraud and plagiarism**

1. Fraud and plagiarism are defined as an action or failure to act on the part of a student, whereby a correct assessment of his or her knowledge, insight and skills is made impossible, in full or in part.

Fraud includes:

- cheating during examinations. The person offering the opportunity to cheat is an accessory to fraud;
- possession (i.e. the possession/carrying) of tools and resources during examinations, such as preprogrammed calculators, mobile phones, smartwatch, smartglasses, books, course readers, notes, etc., consultation of which is not explicitly permitted;
- having others carry out all or part of an assignment and presenting it as their own work;
- gaining access to questions, exercises or answers of an examination prior to the date or time that the examination takes place;
- making up survey or interview answers or research data.

Plagiarism is defined as including data or sections of text (from others) in a thesis or other Paper without quoting the source. Plagiarism includes the following:

- cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;
  - cutting and pasting text from the internet without using quotation marks and referring to the source;
  - using excerpts from printed material such as books, magazines or other publications and encyclopaedias without using quotation marks and referring to the source;
  - using a translation of the abovementioned sources without using quotation marks and referring to the source;
  - paraphrasing the abovementioned texts without giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
  - using visual, audio or test material from others without referring to the source and presenting this as own work;
  - resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
  - using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
  - in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
  - submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else in return for payment.
2. a. If fraud or plagiarism is established or suspected, the examiner informs the student or Board of Examiners in writing.  
b. The Board of Examiners gives the student the opportunity to:
    - respond in writing;
    - respond orally.
  3. The board of examiners will determine whether fraud or plagiarism has occurred or whether a case involves a student being an accessory to fraud or plagiarism and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
  4. Fraud and plagiarism or being an accessory to either fraud or plagiarism will be punished by the board of examiners as follows:
    - a. In any event:
      - invalidation of the paper or examination submitted;
      - a reprimand, a note of which will be made in the student's file;
      - no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2.
    - b. In addition to – depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study – one or more of the following sanctions:
      - removal from the course;

- exclusion from participation in examinations or other forms of testing belonging to the educational component concerned for the current academic year, or for a period of 12 months;
  - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
- c. In the event that the student has already received a reprimand:
- complete exclusion from participation in all examinations or other forms of testing for a period of 12 months and a recommendation to leave the course.
- d. In the case of extremely serious and/or repeated fraud, the Board of Examiners may recommend that the Executive Board permanently terminate the programme registration of the student concerned.
5. If the Board of Examiners establishes that large-scale or organised fraud is involved such that the examination results as a whole will be affected, the Board of Examiners will declare without delay that the relevant examination is invalid and that all participants must resit the entire examination in the short term. At that time, the Board of Examiners will set the date on which the examination must be resat. This date will be a maximum of two weeks after the fraud was established, allowing participants to benefit by preparing for the examination.



## SECTION 6 – EXAMINATION

### art. 6.1 – examination

1. As soon as the student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in art. 6.4.
2. Prior to determining the examination result, the board of examiners may examine the student's knowledge of one or more components or aspects of the study programme, if and in so far as the results of the relevant tests give them reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled the requirements of the examinations programme.
4. The examination will be passed on condition that all components have been passed.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the course during the period in which the tests were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate. Such a request must be submitted within two weeks after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. The Board of Examiners will in any case grant the request in the academic year 2015-2016 if the student:
  - plans to fulfil a management position for which Utrecht University has provided a board activities grant;
  - plans to do an internship or take a component of a study programme abroad.The Board of Examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness on account of the circumstance that the student concerned could not have taken into account the automatic graduation when he was planning his study.

### art. 6.2 – cum laude judicium

A Master's degree may be awarded with distinction (*cum laude*). To achieve this distinction, students must have obtained the following requirements:

- a weighted average of at least an 8.0, without rounding up, for all components of the Master's degree programme. This weighting is based on the credits;
- the weighted average grade is calculated using the final grades for the components of the degree programme;
- not any component of the degree programme can be assessed with a grade less than a 7.0 in OSIRIS;
- at the first assessment the grade for the Master's (research) project <sup>5</sup> must be 8.0 or higher;
- the initial grade for the work placement, if applicable, must not be lower than 8.0;
- the final examination of the Master's Degree Programme has been passed within one year.

Exemptions do not count towards a degree with distinction.

Grades given for courses of other degree programmes, including those at foreign universities, only count if permission is sought from the Board of Examiners prior to the start of the courses.

The student, of whom the board of examiners has concluded that he has perpetrated fraud, shall not be awarded with distinction (*cum laude*).

If the above regulations are not applicable, the Board of Examiners reserves the right to make the final decision.

### art. 6.3 – degree

1. The Master of Science degree will be awarded to the student who passes the examination.
2. The degree awarded will be noted on the examination certificate.

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<sup>5</sup> If the Master's (research) project consists of more than one component, the weighted average of all of the components must be at least 8.0 without rounding up. Grades are weighted based on the number of credits.

#### **art. 6.4 – degree certificate**

1. The Board of Examiners will award a certificate as proof that the examination was passed. One certificate will be issued for each course, even if a student completes several programmes.
2. The Board of Examiners will add the International Diploma Supplement to this certificate, which provides insight (internationally) into the nature and contents of the completed study programme.

#### **art. 6.5 – final Grade Point Average (GPA)**

1. For students who began their Master's programme in September 2007 or afterwards, the final GPA listed on the International Diploma Supplement reflects their academic performance.
2. The final GPA is the average of the grades obtained over the course of a degree programme, weighted according to credits and expressed on a scale of 1 to 4 with two decimals.
3. The final GPA is calculated as follows:
  - All applicable grades obtained for each component of the Master's degree course are converted into quality points.
  - A quality point is the applicable grade multiplied by the number of credits of the component in question.
  - The cumulative number of quality points is then divided by the total number of credits obtained to give the average grade.
  - The average grade is converted into the final GPA.

## SECTION 7 – STUDENT COUNSELLING

### **art. 7.1 – records of students’ progress**

1. The faculty must record the individual study results of the students and make them available through Osiris-student.
2. A certified student progress file can be obtained at the Studentdesk of the Faculty.

### **art. 7.2 – student counselling**

1. The faculty must provide for counselling of the students who are registered for the study programme.
2. Student counselling encompasses:
  - assignment of a tutor who is tasked with;
    - promoting students’ sense of community;
    - assisting with programme choices;
    - assisting with exploration of the labour market.
  - referring and assisting students who encounter difficulties during their studies.

### **art. 7.3 – disability**

Disabled or chronically ill students will be offered the possibility to take courses and sit examinations in the manner as laid down in his or her Education Facilities Contract. Requests to conclude a study contract must be submitted to the student counsellor.

## SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

### **art. 8.1 – safety-net scheme**

In cases for which these Education and Examination Regulations do not provide, do not clearly provide, or lead to obviously unreasonable outcomes, a decision will be taken by or on behalf of the dean, after having heard the Board of Examiners. If the decision is part of the legal competences of the Board of Examiners, the dean will send the request to the Board of Examiners to deal with.

### **art. 8.2 – transitional provisions**

The transitional provisions are listed in the annex under 3.

### **art. 8.3 – amendments**

1. Amendments to these rules will be laid down by the dean after consulting the board of the GSSBS and after they have been approved by the Faculty council, in a separate resolution.
2. An amendment to these rules is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.
3. Nor may an amendment have an adverse effect for students on any other decision taken pursuant to these Regulations by the board of examiners with respect to a student.

### **art. 8.4 – publication**

The dean will provide for the publication of these Regulations, as well as each amendment, on internet.

### **art. 8.5 – effective date**

These Regulations take effect on 1 September 2015.

## Part 2

### AIM OF THE DEGREE PROGRAMME

## **INTERDISCIPLINARY SOCIAL SCIENCE: SOCIAL POLICY AND SOCIAL INTERVENTIONS:**

The aim of the degree programme is to train experts in performing and evaluating practical and policy-specific research into social issues in the domains of labour, health care and welfare. For this they have the scholarly and professional skills to research, implement, manage and evaluate policy and intervention processes and they are capable of communicating about the issues both with experts and with the public at large.

The programme intends for its students:

- to gain in-depth domain-specific knowledge in the areas of labour, welfare, care, family and social work as well as insights skills in the field of policy and intervention research and the implementation of intervention and policy.
- to learn how to independently analyse and evaluate current social issues and social policy and intervention practices in a scholarly fashion and to learn how to report on these. This should be done on the basis of theories from various disciplines and completing research strategies.
- to be prepared for the practice as an expert capable of performing practical and policy-related research into social issues and to evaluate such studies, having the scholarly and professional skills necessary for researching, implementing, managing and evaluating policy and intervention processes.

### ***Translation of the aim in terms of exit qualifications:***

#### *Knowledge and insight*

The graduate has knowledge of and insight into:

- the current development in the institutional context of the welfare state, especially in terms of labour, health care and welfare;
- the development of theories on which social interventions are founded;
- the development of theories on the organisational context of policy and interventions;
- the interdisciplinary theories and models that are applied in studying different social issues. This ties in with the knowledge gained during the Bachelor's stage and will surpass and deepen the final level attained during the Bachelor's degree programme;
- the research methods and strategies that can be applied in studying social issues and in evaluating research in the area of interventions and policy.

#### *Applying knowledge and insight*

The graduate is capable of:

- analysing complex social issues from interdisciplinary theoretical perspectives and to relate them to concepts that play a role in the studies of policies and intervention in the domains of labour, health care, welfare and family life;
- doing independent research and to clearly and unambiguously communicate the conclusions, both in writing and orally, to an audience of specialists and laymen. In doing so the graduate is able to explain on which body of knowledge, which motives and which considerations the conclusions are based;
- individually and in a scholarly fashion analysing, integrating and evaluating notions and theories on the relationship between the individual and society, on social issues and on policy and intervention practices;
- including the relationship between policy, management and administration in the analysis, evaluation and implementation of policy and intervention practices.

#### *Formation of judgement*

The graduate is capable of:

- critical reflection on existing policy and intervention practices from a theoretic, analytical, methodological, policy-related and an intervention-strategic point of view;
- arriving at a scholarly sound judgement in complex and/or relatively unfamiliar situations in the field.

### *Communication*

The graduate is capable of:

- adequately functioning as a social scientist;
- communicating with peers and laymen alike, both in writing and orally, in a clear and unambiguous manner.

The Master's graduate:

- displays an honest and critical attitude towards research plans and outcomes;
- has a respectful and responsible attitude towards students, colleagues, respondents, clients and so on;
- adopts a professional and client-focused attitude towards students, peers, respondents, clients and so on.

### *Learning skills*

The graduate is capable of:

- acquiring domain-specific skills pertaining to, for instance, researching, implementing and evaluating policy and intervention practices and to apply such skills in a scholarly fashion;
- describing or otherwise presenting the results of an analysis in a scholarly fashion;
- operationalising interdisciplinary theories and concepts to arrive at a feasible research proposal;
- performing academic research with a team of people;
- reviewing the work of peers and providing constructive feedback in a scholarly fashion;
- developing policy and intervention proposal in a complex organisation context and implementing these while accounting for the specific characteristics of all of the stakeholders.

## **CULTURAL ANTHROPOLOGY: SUSTAINABLE CITIZENSHIP:**

The Cultural Anthropology Master's Programme Sustainable Citizenship prepares students to independently analyse and solve complex practical issues and research questions in various contexts using current research knowledge, skills and (ethical) reflection.

In this process, they learn to create a link between research knowledge and practical issues, they develop awareness of the contextual certainty of practical issues and they work on developing a professional identity.

Through an elective, the student learns to adopt an interdisciplinary perspective in delving into practical issues and research questions as well as the related context inside and outside his or her own field.

### ***Translation of the aim into exit qualifications:***

#### *Knowledge and understanding*

The graduate has knowledge and understanding of:

- the most important current developments related to the theme of the master's;
- the most important theories and models which are applied in examining the issues of cultural diversity and sustainable citizenship;
- the characteristics of different domain-specific problem contexts in interaction with the social, cultural and political context of practical issues;
- the social, cultural and political contexts as dynamic systems with a focus on the individual, group, organisation and society;
- the interdisciplinary offering for delving into the content inside and outside the student's own field in relation to practical issues – as well as research questions and the context thereof;
- the research methods and strategies which are applied in the responsible examination of the theme of the Master's.

#### *Application of knowledge and understanding*

The graduate is able to:

- analyse complex issues from an (interdisciplinary/comparative) theoretical perspective and relate them to scientific and societal debates;
- independently apply theoretical, methodological and practical insights in the implementation of a research proposal;
- carry out independent research, draw conclusions from this research and clearly and unambiguously communicate these conclusions in writing and verbally to an audience of specialists and non-specialists;
- Create a link between scientific knowledge, practical issues and research questions.

#### *Opinion forming*

The graduate can:

- reflect on developments and discussions in science and society concerning cultural diversity and sustainable citizenship based on well-founded theoretical, analytical, methodological and practical considerations;
- critically reflect on independently gathered data on core themes related to cultural diversity and sustainable citizenship based on theoretical, methodological and practical considerations;
- think critically about the professional ethics of anthropologists within a broad societal context;
- take an honest and critical position concerning research projects and results.

#### *Communication*

The graduate is able to:

- communicate scientific knowledge and insights in the area of cultural diversity and sustainable citizenship to fellow academics through written reports in articles and papers and verbal and written expression of scientific and current debates of his or her own research results related to practical issues, with a view to contributing to practical developments;
- make scientific discussions accessible to a broader audience by drawing (policy) conclusions from personal individual research related to practice and applying these to a tangible subject in the field of cultural diversity and sustainable citizenship.
- communicate and interact in practice;



### *Learning skills*

The graduate is able to:

- reflect on the development of his or her own professional identity and attach associated consequences by developing his or her own competences (life-long learning);
- reflect on the discipline in ethical terms;
- undertake to act in a positive way as an academic professional with respect to ethical aspects;
- become part of the social context, taking into account the relevant stakeholders and act with scientific and professional integrity.

## ANNEX

## Annex 1 - Pre-master course (art. 2.4)

The pre-master course starts on 1 February and consists of 30 credits. An application for admission to the pre-master course must be submitted to the Admission Committee before 31 December. The final HBO diploma must have been awarded and the selection programme must have been completed by 31 December. The courses in the selection programme are not offered as regular lessons, but in the form of contract education. The courses included in the selection programme are subject to the "Algemene voorwaarden Selectietraject van het Instroomprogramma hbo'ers".

### Annex 1.1 - INTERDISCIPLINARY SOCIAL SCIENCE: SOCIAL POLICY AND SOCIAL INTERVENTIONS:

#### Admission to the pre-master course Interdisciplinary Social Science: Social Policy and Social Interventions:

The holder of a Dutch bachelor degree of a University of Applied Sciences (HBO) worth 240 credits as mentioned below will be admitted to the pre-master course after provided that the associated selection programme consisting of 22.5 credits has been completed in advance;

CROHO-sector <sup>6 7</sup>	Programmes
Onderwijs	Lerarenopleiding basisonderwijs Lerarenopleiding Aardrijkskunde Lerarenopleiding Geschiedenis Lerarenopleiding Maatschappijleer
Gedrag en maatschappij	All
Gezondheidszorg	Verpleegkunde (HBO-V) Psychomotorische therapie Ergotherapie Sport, gezondheid, management Leefstijl, arbeid en gezondheid Sociale gerontologie
Economie	All

#### Content of the association selection programme Interdisciplinary Social Science: Social Policy and Social Interventions (22.5 credits):

- De sociale stand van Nederland: sociale vraagstukken en sociaal beleid (7,5 credits)
- M&T: methoden en technieken van sociaal wetenschappelijk onderzoek (7,5 credits)
- Academische vaardigheden Algemene sociale wetenschappen (2,5 credits)
- Pre-master Kwantitatieve data-analyse (5 credits).

#### Content of the pre-master course Interdisciplinary Social Science: Social Policy and Social Interventions (30 credits):

- Students can choose from:
  - o Individualisering en publieke dienstverlening (7,5 credits)
  - o Migranten en integratie (7,5 credits)
- Geavanceerde kwantitatieve en kwalitatieve analysemethoden (7,5 credits)
- Solidariteit tussen jong en oud in arbeid, zorg en welzijn (7,5 credits)
- Pre-masterthesis ASW (7,5 credits).

The pre-master course is offered in Dutch only.

<sup>6</sup> CROHO = Centraal Register Opleidingen in het Hoger Onderwijs.

<sup>7</sup> Education and Health sectors students who are not specifically mentioned, but who feel their previous education and training is in line with the themes of the Master's programme Labour, Healthcare and Welfare: policy and intervention (Arbeid, zorg en participatie) can submit a request to the admissions committee to be admitted to the pre-Master's programme. They must submit a letter of motivation, which demonstrates and highlights the links between the course of higher professional education (HBO) completed and the pre-Master's programme.

## **Annex 1.2 – CULTURAL ANTHROPOLOGY: SUSTAINABLE CITIZENSHIP:**

### Admission to the pre-master course Cultural Anthropology: Sustainable Citizenship:

The holder of a Dutch bachelor degree of a University of Applied Sciences (HBO) worth 240 credits as mentioned below will be admitted to the pre-master course after provided that the associated selection programme consisting of 22.5 credits has been completed in advance;

<b>CROHO-sector</b>	<b>Programmes</b>
Onderwijs	All
Gedrag en maatschappij	All
Gezondheidszorg	Only Verpleegkunde (HBO-V)
Economie	All

### Content of the association selection programme Cultural Anthropology: Sustainable Citizenship (22.5 credits):

- Culturele antropologie 1: inleiding in de culturele antropologie (7,5 credits)
- Methoden en technieken 1 voor HBO-instroom (7,5 credits)
- Wetenschappelijk schrijven: HBO-instroom (7,5 credits).

### Content of the pre-master course Cultural Anthropology: Sustainable Citizenship (30 credits):

- Tutorials pre-masters (7,5 credits)
- Cultural anthropology 3: globalization and social cultural complexity (7,5 credits)
- Etniciteit en nationalisme (7,5 credits)
- Position paper pre-masters (7,5 credits).

## **Annex 2 - Programme of study (art. 3.6)**

The credit load for the programmes is 60 credits.

### **Annex 2.1 - INTERDISCIPLINARY SOCIAL SCIENCE: SOCIAL POLICY AND SOCIAL INTERVENTIONS:**

<b>Component</b>	<b>Credits</b>
Academic Professional (lintmodule)	5 credits
Interventions and policies 1: practice orientation	5 credits
Social risks in Europe: protection, activation and diversity	5 credits
Interventions and policies 2: research orientation	5 credits
Social Innovations in policy and practice or Integration en cultural diversity	5 credits
Elective at Master's level	5 credits
Master's project SPSI-A: internship + master thesis or Master's project SPSI-B: master thesis in external organization	30 credits

### **Annex 2.2 – CULTURAL ANTHROPOLOGY: SUSTAINABLE CITIZENSHIP:**

<b>Component</b>	<b>Credits</b>
Academic Professional (lintmodule)	5 credits
Anthropology of Globalization	5 credits
Sustainability and Social Contestation	5 credits
Citizenship in the New World Order	5 credits
Elective at Master's level	5 credits
Ethnographic Methods and Research Design	5 credits
Ethnographic Fieldwork and Thesis	30 credits

For students entering from the Cultural Anthropology pre-Master's programme: The tests for Multiculturalism in a comparative perspective 2014-2015 can be sat in Dutch through 31 August 2016.

### Annex 3 – Transitional provisions (art. 8.2)

The 'old' curriculum as included in the Education and Examination Regulations of the 2014-2015 academic year or before apply through 31 August 2017, including the transitional provisions below to students who began their degree programme under a previous curriculum, unless they decide to switch to the new curriculum.

#### Annex 3.1 – Master's Degree Programme Interdisciplinary Social Science: Social Policy and Social Interventions

<b>If not passed</b>	<b>Replace by</b>
From Protection to Social Investment (7,5 credits)	Social Risks in Europe: protection, activation and diversity (5 credits) + extra assignment (2,5 credits)
Research Strategies for Social Policies (7,5 credits)	Interventions and Policies I: Practice Orientation (5 credits) + extra assignment (2,5 credits)
New Social Risks in Europe (7,5 credits)	Social Innovations in policy and practice (5 credits) + extra assignment (2,5 credits)
Evaluation of Social Interventions (7,5 credits)	Interventions and Policies II: Research Orientation (5 credits) + extra assignment (2,5 credits)
Master Thesis Design (5 credits) + Master Thesis Social Policy and Social Interventions (25 credits)	Master's project SPSI-A: Master's project SPSI-A: internship + master thesis (30 credits) or Master's project SPSI-B: master thesis in external organization (30 credits)

#### Annex 3.2 – Pre-mastercourses

Phasing out of the pre-master course according to the old system:  
Students who have not yet completed the pre-master course according to the old system switch to the new programme, which consists of a selection programme of 22.5 credits and a pre-master course of 30 credits, as referred to in Annex 2.

##### Annex 3.2.1 – Pre-mastercourse Interdisciplinary Social Science

<b>If not passed</b>	<b>Replace by</b>
Kwalitatieve data-analyse (2,5 credits)	Deeltoets Kwalitatieve data-analyse uit Geavanceerde kwantitatieve en kwalitatieve analysemethoden (2,5 credits)
Pre-masterthesis ASW (5 credits)	Pre-masterthesis in overleg met de cursuscoördinator (5 credits)