

# **Education and Examination Regulations 2013-2014**

Academic Master's Degree Programmes

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

**Latin American and Caribbean Studies**

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 deans of the Faculty of Social and Behavioural Sciences and the Faculty of Humanities on 7 May 2013 with the approval of the Faculty Councils.

## **Contents**

### Part 1 – Rules

Section:	Subject:	Page:
1	General Provisions	5
2	Admission	6
3	Contents and Structure of the Degree Programme	8
4	Education	9
5	Testing	11
6	Examination	15
7	Student Counselling	17
8	Transitional and Final Provisions	18

### Part 2 – Aim of the Degree Programme

	Page:
Interdisciplinary Social Science: Social Policy and Social Interventions	20
Latin American and Caribbean Studies	22

### Annex

Annex:	Subject:	Page:
1	Requirements for Admission	25
2	Pre-master Course	27
3	Programme of Study	28
4	Transitional Arrangements	29

Part 1

RULES

## SECTION 1 – GENERAL PROVISIONS

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

These Regulations apply to the academic year 2013-2014 and apply to the education, the tests and the examination of the Academic Master's Degree Programme Interdisciplinary Social Science: Social Policy and Social Interventions, and the Academic Master's Degree Programme Latin American and Caribbean Studies, 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. The Programme Latin American and Caribbean Studies is provided in cooperation with The Faculty of Humanities.

### **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 deans of the Faculty of Social and Behavioural Sciences and the Faculty of Humanities 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 - INTERDISCIPLINARY SOCIAL SCIENCE: SOCIAL POLICY AND SOCIAL INTERVENTIONS:

1. 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 will be admitted 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. The holder of a degree of the bachelor programme 'Interdisciplinary Social Science' of Utrecht University is assumed to have gained the knowledge, insights, and skills referred to in the first paragraph, and is for that reason admitted to the programme;
3. The holder of a degree of the bachelor programme 'Interdisciplinary Social Science' of the University of Amsterdam as well as the holder of a bachelor degree in Sociology of a Dutch or foreign university is assumed to have gained the knowledge, insights, and skills referred to in the first paragraph, and is for that reason admitted to the programme;
3. The holder of a bachelor degree in Cultural Anthropology, Pedagogical Science, Psychology, Political Science or Public Administration of a Dutch or foreign university, or a bachelor degree in Social Sciences / Liberal Arts and Sciences of a Dutch University College, will be admitted if it includes at least 7.5 credits social policy courses and three courses in social science qualitative methods and/or statistics, which may include practicing these skills in a bachelor thesis.

#### 2.1.2 - LATIN AMERICAN AND CARIBBEAN STUDIES:

1. The holder of a Dutch or foreign higher education degree in humanities or social sciences at academic bachelor level, with demonstrable knowledge, insights and skills in the following fields will be admitted to the programme:
  - knowledge and understanding of theories, concepts and scholarly debates from a number of relevant academic disciplines from social sciences, arts and humanities;
  - knowledge and understanding of the main historical, social and cultural developments of Latin America or the Caribbean;
  - skills in designing, performing and reporting original scientific research, particularly in the field of Latin American and Caribbean Studies.

Admission depends on the students Bachelor degree programme. Applications will be individually assessed by the Programme's Admission Committee. Sufficient academic background in Latin American and Caribbean Studies means at least 45 credits for the holder of a bachelor diploma and at least 30 credits for the holder of a master diploma, depending on the nature, substance and level of this background. This may include academic courses, supervised and graded traineeship, supervised and graded research, thesis or equivalent term paper. Annex 1 provides suggestions for relevant courses offered in The Netherlands.

2. The holder of a degree of the Bachelor programme 'Cultural Anthropology', 'Spanish Language and Culture', 'Portuguese Language and Culture', 'History', or 'Language and Culture Studies' of Utrecht University has guaranteed admission if a specific combination of Bachelor courses has been included in the Bachelor programme. These combinations are listed in the annex under 1: 'Requirements for admission to the degree programme'. Admission depends on the students Bachelor degree programme.

## **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:
  - 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 – 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 2 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.

### **Phasing out of the pre-master course for academic years up to and including 2012-2013:**

Students who started the pre-master course Interdisciplinary Social Science: Social Policy and Social Interventions consisting of 60 credits in academic years up to and including 2012-2013 will have the opportunity to complete that pre-master course until the end of the 2013-2014 academic year. Students who have not yet completed the pre-master course Interdisciplinary Social Science: Social Policy and Social Interventions according to the old system by 1 September 2014 will 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.

## **art. 2.4 – admission procedure**

1. Admission decisions are made by the programme's admissions committee.
2. In order to determine eligibility for admission to the programme, the admissions committee will carefully consider and evaluate the knowledge, insights and skills of the applicant. The committee may request experts within or outside the university to assess the applicant's knowledge, insights and skills in particular areas, in addition to a review of written documents of qualifications gained.
3. In its evaluation the committee will consider the applicant's motivation and ambition with respect to the study programme in question, as well as the applicant's command of the English language.
4. The admission test is administered once a year.
5. 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.

6. The admissions committee of the degree programme will make an admission decision before 15 May. If the 1 April deadline is extended to 1 June, the admissions committee will make its decision before 15 July. 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.
7. 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. 2.5 – phasing out of the Latin American and Caribbean Studies programme**

1. As of 1 September 2015, the Latin American and Caribbean Studies programme will be eliminated and removed from the Central Register of Higher Education Study Programmes (CROHO);
2. As of 1 October 2013, it will no longer be possible to start studying the Latin American and Caribbean Studies programme;
3. Students who have already started studying the Latin American and Caribbean Studies programme have until 31 August 2015 to complete the programme.

## 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**

The programmes are taught in English. This is governed by the Utrecht University Language Code of Conduct.

### **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 3;
2. 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.

## 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:**

- New Social Risks in Europe and Evaluation of Social Interventions after passing one of the following courses:
  - From Protection to Social Investment, or
  - Research Strategies for Social Policies;
- Master Thesis Design after passing the following courses:
  - From Protection to Social Investment or Research Strategies for Social Policies, and
  - New Social Risks in Europe or Evaluation of Social Interventions;
- Master Thesis Social Policy and Social Interventions after passing the following courses:
  - From Protection to Social Investment or Research Strategies for Social Policies, and
  - New Social Risks in Europe or Evaluation of Social Interventions, and
  - Master Thesis Design.

#### **4.2.2 - LATIN AMERICAN AND CARIBBEAN STUDIES:**

- Research project Latin American and Caribbean Studies and Master thesis Latin American and Caribbean Studies after passing:
  - Latin America and the Caribbean: history, society and culture, and
  - Latin America and the Caribbean: history, literature and culture, and
  - one optional course, and
  - Designing Research in Latin America and the Caribbean.

### **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. 4.4 – registration for courses**

Participation in a course is possible only if the student has registered for it on time <sup>2</sup>.

### **art. 4.5 – course participation**

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

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<sup>2</sup> This only applies if the student is not automatically registered for the course.

#### **art. 4.6 – 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.
2. The University Course Catalogue/course manual describes the achievements the student must make in order to pass the course and the criteria on which the student is assessed.
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. Re-appointment is possible. Before making this appointment, the dean will consult the members of the Board of Examiners concerned.
3. 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.
4. 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.
5. The dean will make the composition of the Board(s) of Examiners known to the students and teaching staff.

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

1. A traineeship 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/course manual <sup>3</sup>.
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.

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<sup>3</sup> The University Course Catalogue describes the manner of assessment. The explanation in the course manual may be more detailed, but it must not contradict the University Course Catalogue description.

### **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 ensures that students can access the result of a written (test) in Osiris within 10 working days of the date on which it was administered.
3. The written statement of the grade achieved must inform the student of the right of inspection referred to in art. 5.11 and of the possibility to appeal to the Examinations Appeals Board.

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

1. Components which have been passed have unlimited validity. In departure from this provision, the board of examiners may impose an additional or substitute test in respect of a component which was passed more than three years ago.
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 a 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.

### **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.

### **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 of tools and resources during examinations, such as preprogrammed calculators, mobile phones, books, course readers, notes, etc., consultation of which is not explicitly permitted;

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

- having others carry out all or part of an assignment;
- gaining access to questions 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 or 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 or encyclopaedias without using quotation marks and referring to the source;
  - using a translation of the abovementioned texts 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. In all cases in which fraud is found or suspected, the examiner will inform the board of examiners of this in writing or by e-mail.
  - b. In all cases in which the examiner finds or suspects fraud or plagiarism, the examiner will inform the student and the board of examiners of this in writing or by e-mail. The board of examiners will give the student a possibility to respond to this in writing.
  - c. The board of examiners will allow the examinee a possibility to speak up.
  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 examinee 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 examinee'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.

## 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 2013-2014 if the student:
  - plans to fulfil a management position for which Utrecht University has provided a board activities grant;
  - plans to do a traineeship 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 elements of the Master's degree programme. This weighting is based on the credits;
- the weighted average mark is calculated using the final marks for the elements of the degree programme;
- not any part 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. Marks 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;
  - 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 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.

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

The transitional provisions are listed in the annex under 4.

### **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 2013.

## 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.

## **LATIN AMERICAN AND CARIBBEAN STUDIES:**

The general objective of the Master's degree programme is to train scholars with specialist knowledge of historic, social and cultural processes, phenomena and issues within or in relation to Latin America and the Caribbean. Graduates are capable of examining and analysing issues pertaining to this domain from an interdisciplinary perspective (social sciences, history, literature and culture studies).

The annex includes the profession-specific exit qualifications of the different programmes.

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

#### *Knowledge and insight*

The graduate has knowledge of and insight into:

- current issues within the two fields of interest of this Master's Programme;
- the main theories and concepts that are applied within Latin American and Caribbean Studies. This ties in with knowledge gained during the Bachelor's stage and will surpass and deepen the final level attained during the Bachelor's degree programme.

#### *Applying knowledge and insight*

The graduate is capable of:

- analysing complex issues from (multiple) theoretic perspectives and relating these to topical scholarly and social debates;
- doing independent research into one of the key problems within the thematic scope of this Master's and drawing conclusions based on this research.

#### *Formation of judgement*

The graduate is capable of:

- critical reflection on developments and debates in the academia and society at large concerning economic, social, political and cultural developments in Latin America and the Caribbean, in an international and comparative perspective, based on well-founded theoretic and methodological considerations;
- critical reflection on data gathered by him or herself regarding the key themes concerning the culture and society of Latin America and the Caribbean based on theoretic, methodological and social considerations;
- displaying a discerning attitude in terms of the professional ethics of scholars in the broader social context of gathering and applying knowledge.

#### *Communication*

The graduate is capable of:

- communicating scholarly knowledge and insights in the area of *Latin American and Caribbean Studies* to fellow scholars and students in a higher educational/academic context in the form of written reports such as articles and papers and the oral presentation of scholarly knowledge, insights, debates and results of one's own research;
- translating scholarly debates for a wider audience by drawing (policy-related) conclusions from one's own individual research on a concrete subject in the field of *Latin American and Caribbean Studies*.

#### *Learning skills*

The graduate is capable of:

- deepening the domain-specific methodological skills acquired during the Bachelor's programme or similar preparatory studies and to relate these skills to current debates on the society and culture of Latin America and the Caribbean and subordinate themes and concepts;
- independently operationalising theoretic and methodological insights in a sound research proposal.

## ANNEX

## **Annex 1 - Requirements for admission**

### **LATIN AMERICAN AND CARIBBEAN STUDIES (art. 2.1.2)**

Students with a Utrecht University Bachelor degree in the disciplines Cultural Anthropology, Spanish Language and Culture, Portuguese Language and Culture, History, or Language and Culture Studies (TCS) will be admitted to the master programme Latin American and Caribbean Studies if sufficient proficiency in one of the languages of the region has been acquired and when a certain number of courses related to Latin America or the Caribbean (45 credits) have been successfully passed within the Bachelor programme. These courses are specified below for each BA degree. With respect to proficiency in Spanish or Portuguese, the language requirement for students with a BA in Spanish Language and Culture, Portuguese Language and Culture, History, or TCS amounts to 3 courses (22.5 credits) 'Taalverwerving Spaans/Portugees'. Students with a BA in Cultural Anthropology qualify for language proficiency Spanish or Portuguese with 2 courses (15 credits) 'Taalverwerving Spaans/Portugees' combined with bachelor fieldwork in Spanish America or Brazil.

In addition to these criteria, aspirants are strongly recommended to take relevant additional courses within the minor space of the bachelor programme. Options are the Latin American Studies minor offered by Cultural Anthropology, the minors Film, Television, or Literature Science offered by the Faculty of Arts. Also other courses offered by Spanish, Portuguese or CEDLA (Amsterdam) can be recommended. It is advisable to select – if possible – courses that may prepare for the thematic specialisation one seeks to pursue within the master programme.

#### Cultural Anthropology (Faculty of Social and Behavioural Sciences)

4 BA courses:

- Inleiding culturen en samenlevingen van Latijns Amerika en het Caraïbisch Gebied
- Sociale uitsluiting en stedelijk geweld in Latijns Amerika
- Culture, Violence, Trauma and Reconciliation
- A course addressing Latin America and the Caribbean among the courses taken to focus on a specific area of the discipline

The following 4 courses, provided research is carried out in Latin America or the Caribbean:

- Bachelorproject: het opzetten van een kwalitatief onderzoek
- Bachelorproject: dataverzameling en -verwerking 1
- Bachelorproject: dataverzameling en -verwerking 2
- Bachelorproject: bachelorthesis (schrijven van een antropologisch artikel).

#### Spanish Language and Culture (Faculty of Humanities – IVT School)

The following 4 BA courses must have been passed:

- Introduction to Latin American Culture
- Foundational Fictions: the Latin American Novel before 1950
- Writers and Dictators
- Imágenes contemp. De América Latina: la novella después de 1950

2 Courses chosen in the field of Latin American culture and literature offered by the BA programme Spanish.

#### Portuguese Language and Culture (Faculty of Humanities – IVT School)

The following 4 BA courses must have been passed:

- Cultuur van Brazilië
- Literatuur van Brazilië
- Tópicos Seleccionados
- Brazilian Film

2 Courses chosen in the field of Latin American Studies offered by Spanish, History, Cultural Anthropology or CEDLA Amsterdam.

History (Faculty of Humanities)

6 Courses must have been passed in the field of Latin American Studies offered by History, Spanish, Portuguese or Cultural Anthropology.

Language and Culture Studies (TCS) (Faculty of Humanities)

The 'Hoofdrichting (specialisation) Latijns Amerika Studies' must have been passed: 7 courses and a written assignment chosen from the list given in the Hoofdrichtingen-brochure of TCS. Within this specialisation it is possible either to focus upon literature and culture studies of Spanish America or Brazil, or on historical-anthropological studies (including bachelor field research in Latin America). It is strongly recommended to choose this focus according to the thematic orientation to be chosen in the master.

## Annex 2 - Pre-master course (art. 2.3) <sup>6</sup>

### 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;

<b>CROHO-sector</b> <sup>7 8</sup>	<b>Programmes</b>
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 stp)
- M&T: methoden en technieken van sociaal wetenschappelijk onderzoek (7,5 stp)
- Academische vaardigheden Algemene sociale wetenschappen (2,5 stp)
- Pre-master Kwantitatieve data-analyse (5 stp).

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

- Individualisering en publieke dienstverlening (7,5 stp)
- Introductie maatschappijwetenschappen: de moderne samenleving (7,5 stp)
- Solidariteit tussen jong en oud in arbeid, zorg en welzijn (7,5 stp)
- Pre-masterthesis ASW (5 stp)
- Kwalitatieve data-analyse (2,5 stp).

The pre-master course is offered in Dutch only.

<sup>6</sup> 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 Education and Examination Regulations (EER), in as far as these relate to the obligation to be present and to make an effort (art. 4.3), marks and alphanumeric results (art. 5.4), make-up: additional or substitute tests (art. 5.5), provision for testing in special cases (art. 5.8) fraud and plagiarism (art. 5.14).

<sup>7</sup> CROHO = Centraal Register Opleidingen in het Hoger Onderwijs.

<sup>8</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 welzijn: beleid en interventie) 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 3 - Programme of study (art. 3.6)**

The credit load for the programmes is 60 credits.

#### **Annex 3.1 - INTERDISCIPLINARY SOCIAL SCIENCE: SOCIAL POLICY AND SOCIAL INTERVENTIONS:**

<b>Component</b>	<b>Credits</b>
From Protection to Social Investment	7.5 credits
Research Strategies for Social Policies	7.5 credits
New Social Risks in Europe	7.5 credits
Evaluation of Social Interventions	7.5 credits
Master Thesis Design	5 credits
Master Thesis Social Policy and Social Interventions	25 credits

#### **Annex 3.2 - LATIN AMERICAN AND CARIBBEAN STUDIES:**

<b>Component</b>	<b>Credits</b>
Latin America and the Caribbean: history, society and culture	7.5 credits
Latin America and the Caribbean: history, literature and culture	7.5 credits
2 optional courses: <ul style="list-style-type: none"><li>• Armed actors, violence and conflict in Latin America (7.5 credits)</li><li>• History and fiction (7.5 credits)</li><li>• Tutorials Latin American and Caribbean Studies (7.5 credits)</li><li>• Extension research project (7.5 credits)</li></ul>	15 credits
Ma research project: <ul style="list-style-type: none"><li>• Designing research in Latin America and the Caribbean (7.5 credits)</li><li>• Research project Latin American and Caribbean Studies (15 credits)</li><li>• Master thesis Latin American and Caribbean Studies (7.5 credits)</li></ul>	30 credits

## Annex 4 - Transitional Arrangements

The 'old' curriculum including the transitional arrangements below applies to students who began their degree programme under a previous curriculum, unless they decide to switch to the new curriculum.

### Annex 4.1 – Master's Degree Programme Latin American and Caribbean Studies

Please note: the transitional arrangement described below applies to the 2014-2015 academic year!

The lessons for the courses of the Master's Degree Programme Latin American and Caribbean Studies will no longer be offered in the 2014-2015 academic year. Students who have already started studying the Latin American and Caribbean Studies programme have until 31 August 2015 to complete the programme. The following arrangement shall apply to students who need to complete one or more components of the programme in the 2014-2015 academic year.

<b>If not passed in 2013-2014</b>	<b>Replace in 2014-2015 by</b>	<b>Notes</b>
Latin America and the Caribbean: history, society and culture (7.5 credits)	The lessons for this course will no longer be offered: please consult the course coordinator for the relevant completion procedure	Record under the old course code: 2010.00388
Latin America and the Caribbean: history, literature and culture (7.5 credits)	The lessons for this course will no longer be offered: please consult the course coordinator for the relevant completion procedure	Record under the old course code: MTMV10025
One or two optional courses (each worth 7.5 credits)	A relevant master course to be chosen by mutual agreement with the Board of Examiners (7.5 credits)	For example, a CEDLA course or a course from a disciplinary or thematic Master's, such as Cultural Anthropology or Development Studies
Research Project (30 credits)	Method of completion to be agreed with course coordinator	Record under the old course code(s): <ul style="list-style-type: none"> <li>• Designing research (7.5 credits): 2004.00499</li> <li>• Research project (15 credits): 2004.00566</li> <li>• Thesis (7.5 credits): 2004.00500</li> </ul>

### Annex 4.2 – Pre-mastercourse Interdisciplinary Social Science: Social Policy and Social Interventions:

Phasing out of the pre-master course according to the old system:

1. Students who started the pre-master course Interdisciplinary Social Science: Social Policy and Social Interventions consisting of 60 credits in academic years up to and including 2012-2013 will have the opportunity to complete that pre-master course until the end of the 2013-2014 academic year. Students who have not yet completed the pre-master course Interdisciplinary Social Science: Social Policy and Social Interventions according to the old system by 1 September 2014 will 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.
2. The following transitional arrangement apply to students in the pre-master course according to the old system:

<b>If not passed</b>	<b>Replace in 2013-2014 by</b>	<b>Notes</b>
Pre-masterthesis Arbeid, zorg en welzijn (7,5 stp)	Pre-masterthesis (5 stp) met aanvullende individuele opdracht (2,5 stp)	De vervangende individuele opdracht wordt door de mastercoördinator vastgesteld

The following applies to the remaining pre-master course students:  
Students who have not successfully completed a course in the 2012-2013 academic year will take the course with the same title in the 2013-2014 academic year.