

Teaching and Examination Regulations
of the academic master's degree
programme

Social Policy and Social Interventions

2006-2007

Section 1 – General provisions

Art. 1.1 – applicability of the rules

These rules apply to the academic master's degree programme Interdisciplinary Social Sciences: Social Policy and Social Interventions, hereinafter referred to as the programme. The programme is provided by the educational institute Interdisciplinary Social Sciences (ASW) of the Faculty of Social Sciences hereinafter referred to as the school.

Art. 1.2 – definition of terms

In these rules, the following terms have the following meanings:

- a. the Act: the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- b. student: anyone who is registered at the university to take courses and/or sit interim examinations and the final examinations of the programme;
- c. component: a unit of the programme of study, within the meaning of the Act;
- d. assessment/test: interim examination within the meaning of Art. 7.10 of the Act;
- e. practical work: participation in practical training or other learning activity aimed at acquiring certain skills, such as:
 - writing a thesis,
 - doing a project or creating a technological design,
 - carrying out a research assignment,
 - participating in fieldwork or in an excursion, or
 - completing a traineeship.
- f. examination: the master's examination of the programme;
- g. Academic Calendar: the structure of the academic year as set out by the board of the university;
- h. semester: part of the academic year, the starting and ending dates of which are set in the Academic Calendar.

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

Art. 1.3 – aim of the programme

The programme aims to:

- provide interdisciplinary and specific knowledge in the fields of employment, social security, welfare, healthcare, the family, and social and support services with in-depth knowledge of and skills required for policy and intervention research and for the implementation of policies and interventions.
 - Students who complete the Master's degree programme will be able to:
 - Analyse, integrate and evaluate concepts and theories about the relationships between individuals and society, current social issues and social policy and intervention practices in an independent and academically sound manner;
 - Combine theories from various disciplines with complementary research strategies in an interdisciplinary manner, and apply them appropriately to policy and intervention issues;
- And, in doing the above,
- Take into account the relationship between (1) the existence and social environment of individuals, (2) social relationships and organisational forms, and (3) developments in society and the welfare state;
 - Relate policy, management and the level of implementation to each other.
- prepare the student for a career as expert who will be able to carry out and assess research into practice and policy with regard to social issues, and who will have the academic and professional skills to be able to research, implement, manage and evaluate policy and intervention processes and communicate these to experts as well as to the wider public. The programme therefore combines interdisciplinary and specific knowledge in the fields of employment, social security, welfare, healthcare, the family, and social and support services with in-depth knowledge of and skills required for policy and intervention research and for the implementation of policies and interventions.
 - Students who complete the Master's degree programme will be able to:
 - Describe or present the results of analyses in an academically sound way;
 - Apply theories and academic concepts to a practicable research proposition;
 - Carry out research in a group, making an identifiable personal contribution;
 - Assess the academic work of colleagues and provide academically sound and constructive feedback;
 - Develop and implement policy and intervention recommendations in a complex organisational context while at the same time taking the specific characteristics of the actors involved into account.

Art. 1.4 – attendance mode

This is a full-time programme.

Art. 1.5 – language

The programme is taught in English, as well as in Dutch

Section 2 – Programme structure

Art. 2.1 – credit load

The credit load for the programme is 60 credits, whereby one credit is equivalent to 28 hours of study.

Art. 2.2 – programmes of study

The degree programme encompasses only one programme of study;

The programme prepares the student for positions involving research into practice and policy and for policymaking positions with government and professional institutions in various sectors, such as the healthcare, welfare and employment sectors.

Art. 2.3 – composition of the programmes of study

1. The programme of study includes theoretical components with a credit load of at least 30 credits.
2. In addition, the programme of study encompasses the following required components, the credit load of which has been specified:
a research assignment or traineeship with a credit load of at least 30 credits;
The programme of study is listed in the annex under 1.
3. The school's study guide sets out the contents of the required components as well as the teaching and learning modes. It also specifies the previous knowledge needed to successfully complete the component concerned.

Section 3 – Assessment

Art. 3.1 – general

1. Assessment tells the student if he/she will achieve or has achieved the component's exit qualifications. On the basis of his/her results, the school will provide advice on the continuation of studies.
2. Assessments receive a grade of either satisfactory or unsatisfactory, expressed in numbers: 6 or higher and 5 or lower, respectively. Unsatisfactory grades are expressed only in whole numbers, satisfactory grades in whole or half numbers.
3. In case a final grade consists of decimals, the following applies:

Unsatisfactory	Satisfactory
0,00 - 0,49 = 0	5,50 - 6,24 = 6
0,50 - 1,49 = 1	6,25 - 6,74 = 6½
1,50 - 2,49 = 2	6,75 - 7,24 = 7
2,50 - 3,49 = 3	7,25 - 7,74 = 7½
3,50 - 4,49 = 4	7,75 - 8,24 = 8
4,50 - 5,49 = 5	8,25 - 8,74 = 8½
	8,75 - 9,24 = 9
	9,25 - 9,74 = 9½
	9,75 - 10 = 10

4.  If the student has made every effort to successfully complete a component, but has not received a satisfactory grade, he/she will be given the opportunity to take an additional or substitute assessment.
5. Contrary to the rule set in article 3.1, paragraph 4, a student who has not complied with the terms of that particular paragraph shall be given the opportunity to take an additional or substitute assessment, in case of one of the following circumstances, determined by the director of the educational institute ASW:
 - A. Circumstances beyond one's control caused by illness, exceptional family-circumstances, pregnancy, disability or chronic illness
 - B. Other circumstances beyond one's control.

Art. 3.2 – required sequence of components

These prerequisite components must be completed successfully before the assessment of subsequent components may be taken:

The Master's project after passing one of the following courses: 'Welfare states: context and transformation' or 'Research strategies for policy and intervention'.

Art. 3.3 – assessment: traineeship or research assignment

A traineeship or research assignment is assessed by the supervisor in question and another expert.

Art. 3.4 – modes of assessment

1. The final assessment of a component will take place in the manner stated in the annex under 2.
2. Every effort will be made to adapt the course work and assessments of students with functional disabilities to their individual disabilities. If necessary, the board of examiners will obtain expert advice before taking their decision.
3. At a student's request, the board of examiners may give permission for an assessment to be administered otherwise than as stipulated in the first paragraph.

Art. 3.5 – oral assessment

1. Only one person at a time may be assessed orally, unless the board of examiners decides otherwise.
2. Oral assessment 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. 3.6 – time limit for grading assessments

1. The examiner must determine the grade immediately after administering the oral assessment, and provide the student with a written statement of the grade achieved.
2. The examiner must grade a (written) assessment within 10 working days of the date on which it was administered, and supply the administration of the Faculty with the information necessary to issue the student written or electronic proof of his/her grade.
3. The written statement of the grade achieved must inform the student of the right of inspection referred to in Art. 3.8 and of the possibility of making an appeal at the Examination Appeals Board.

Art. 3.7 – period of validity

Results for specific assessments of not completed components, except the Master's project, are valid for a limited period only and expire at the end of the Academic Year.

Components which have been passed have unlimited validity.

In departure from this provision, the board of examiners may impose an additional or substitute assessment in respect of a component which was passed more than 10 years ago.

Art. 3.8 – right of inspection

1. For at least thirty days after the announcement of the result (i.e. the grade) of a written assessment, the student will be allowed to inspect his/her graded work upon request. At his/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 assessment concerned, as well as, if possible, the standards on which the grade was based.

Art. 3.9 – 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 programme of study; or
- b. has demonstrated through work or professional experience that he/she has sufficient knowledge and skills in relation to that component.

Art. 3.10 – examination

1. The board of examiners will determine the examination result as soon as the student has submitted sufficient proof of the tests taken.
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 programme of study, if and in so far as the results of the relevant assessments give them reason to do so.

Article 3.11 - Awarding distinctions

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

- a. A weighted average of 8.0 for all elements of the Master degree programme. This weighting is based on the credits of the European Credit Transfer System (ECTS)
- b. Not any part of the degree programme can be assessed with a grade less than a 7.0 in OSIRIS
- c. At the first assessment the grade for the master thesis (Master's project) must be 8.0 or higher.

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 in an assessment, 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. 3.12 – 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.



Section 4 – Admission

Art. 4.1 – requirements for admission to the degree programme

1. The holder of a Dutch or foreign higher education degree in social sciences who demonstrates knowledge, insights and skills in the following fields will be admitted to the programme:

Discipline Students with Dutch qualifications must have one of the following:

- a BA Social Sciences of University College Utrecht, or
- Holders of Dutch Professional Higher Education (HBO) Bachelor Degree as mentioned in Annex 4 can be admitted to the programme after the successful completion of the 60 ECTS of the pre-master year, or
- a BA in socio-cultural or social sciences, provided the competencies covered in the degree programme are equivalent to those of a minor in Interdisciplinary Social Science (ASW).
- All Discipline Students with Dutch qualifications: For the English programme, a good knowledge of English is also required (For non-native speakers: a TOEFL paper-based test score of 580 or more, or a computer-based test score of 237; or at least two years of prior higher education in English). A personal interview can be part of the admission procedure.

Students with a qualification from abroad must have the following:

- A BA in Social Sciences, in which the student has developed a knowledge and understanding of:
 1. Cross-discipline theories, or the possibilities and difficulties of combining disciplines
 2. Various scientific approaches
 3. Social policy and intervention theories and the problems of social science-based interventions and social policy implementation
 4. Social issues in modern society.
 - A good knowledge of English is also required (For non-native speakers: a TOEFL paper-based test score of 580 or more, or a computer-based test score of 237 or at least two years of prior higher education in English). A personal interview can be part of the admission procedure.
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.

Art. 4.2 – admissions committee

1. Admission decisions are made by the programme's admissions committee. The committee is comprised of:
 - a member, who is also the chair, appointed from among university professors engaged in teaching within the programme;
 - two members appointed from among the other academic staff engaged in teaching within the programme.
2. A Faculty officer is appointed advisory member and secretary for the programme.
3. The committee members are appointed by the dean on recommendation by the board of the school.

Art. 4.3 – admission review: criteria

1. In order to determine eligibility for admission to the programme, as referred to in Art. 4.1, first paragraph, 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.
2. In order to determine eligibility for admission to a programme of study within the programme, the admissions committee will check if the applicant fulfils or will fulfil the requirements referred to in Art. 4.1 before the established deadline date. In its evaluation the committee will consider the applicant's motivation and ambition with respect to the programme of study in question, as well as the applicant's command of the language in which the programme is given.

Art. 4.5: admission review: deadline dates, admission notice

1. The admission review referred to in Art. 4.3 is conducted once a year: in the second semester, as set out in the Academic Calendar.
2. A request for admission to the programme and a particular programme of study must be submitted to the admissions committee before 1 March for foreign students and 15 April for Dutch students.
3. In special cases, the admissions committee may consider requests submitted after the deadline dates referred to in the second paragraph.
4. The admissions committee will make an admission decision before 1 June for foreign students and 15 June, respectively. Admission will be granted on the condition that by the starting date of the programme of study the applicant will have satisfied the knowledge and skills requirements referred to in Art. 4.3., as evidenced by qualifications obtained.
5. The applicant will receive written notification that he/she has been admitted to the degree programme and a particular programme of study.

Art. 4.6 – limitations on enrolments¹

1. At least two months before the deadline date referred to in Art. 4.5, second paragraph, the dean must submit a well-reasoned proposal regarding the maximum number of students to be admitted to the degree programme and its programmes of study. Prior to submitting his proposal, the dean consults the board of the school.
2. The admissions committee will rank the requests submitted according to the knowledge and skills of the applicants who do not have the degree referred to in Art. 4.1, second paragraph.
3. The admissions committee will admit applicants on the basis of the rank order it has established on the understanding that first priority will be given to the bachelor's degree holders referred to in Art. 4.1, second paragraph.

¹ A limited enrolment programme admits students periodically (annually or per semester).

Section 5 – Student progress and counselling

Art. 5.1 – student academic records

1. The school records individual student results.
2. Through OSIRIS-Online students can assess all relevant officially registered information about their progress.

Art. 5.2 – student counselling

1. The board of the school is responsible for providing an orientation programme for the student at the commencement of his/her studies.
2. The board of the school is responsible for providing adequate counselling to the student during his/her studies, in particular when the chosen programme of study needs to be adjusted to meet the requirements for entry into a PhD programme or a non-academic career.

Section 6 – Transitional and final provisions

Art. 6.1 – transition from 'old style' to 'new style'

1. In departure from the provisions of article 4.1, the student who has successfully completed the requirements of the foundation year ('propedeutisch examen') and the components of the 'doctoraal' (initial degree) programme with a credit load of 120 ECTS (84 credits) may request admission to a programme of study.
2. If the admissions committee grants the request, it may decide to exempt the student from certain components.

Art. 6.2 - amendments

Amendments to these rules will be laid down by the dean after consulting the board of the school and after they have been approved by the Faculty council or programme council, in a separate resolution.

1. 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.
2. Furthermore, with respect to the students an amendment may not have an adverse effect on:
 - approval granted pursuant to Art. 2.3;
 - any other decision taken pursuant to these rules by the board of examiners in relation to a student.

Art. 6.3 – publication

1. The dean is responsible for proper publication of these rules, the rules and guidelines established by the board of examiners and each amendment to these documents, for instance by including them in the Programme Statute.
2. Any interested party may obtain from the Faculty office a copy of the documents referred to in the first paragraph.

Art. 6.4 – effective date

These regulations take effect on 1 September 2006.

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Annex 1

(Article 2.3)

Programme of study

Component	Credits	Semester
Welfare States: Context and Transformation	7,5 ECTS	1; period 1.
Research Strategies for Policy and Intervention	7,5 ECTS	1; period 1
Organisation, Management and Communication	7,5 ECTS	2; period 3
Risks in a changing youth world	7,5 ECTS	1; period 2
Master's project	30 ECTS	1, 2; period 2, 3 and 4

Annex 2

(Article 3.4.1)

Final assessments

Component	Final assessment
Welfare States: Context and Transformation	Written exam, paper
Research Strategies for Policy and Intervention	Written exam, paper
Organisation, Management and Communication	Written exam, research paper, presentation
Risks in a changing youth world	Written exam
Master's project	written

Annex 3

Transitional Regulations (Overgangsregeling)

No results in 2005-2006	To do in 2006-2007
Migration and ethnic minorities (7,5 ECTS)	Risks in a changing youth world (7,5 ECTS)

Annex 4

Admission and content premaster programme

(Article 4.1)

**Premaster programme 'Sociale vraagstukken: interventies en beleid' (ASW)
(The programme is offered in Dutch only).**

Admission to the pre-master programme:

The holder of a full time Dutch Professional Higher Education (HBO) Bachelor Degree as mentioned below will be admitted to the pré-master programme after succesfully completing (grade 6.0 or higher) the course Mathematics 1 (Wiskunde 1) at HAVO-level.

Deficiencies may be fulfilled by passing the exam Mathematics A1 (Wiskunde A1) at the James Boswell Instituut of Utrecht University:

Hoger Pedagogisch Onderwijs:	Leraar basisonderwijs Lerarenopleiding Aardrijkskunde Lerarenopleiding Geschiedenis Lerarenopleiding Maatschappijleer
Hoger Sociaal-agogisch Onderwijs:	Alle richtingen
Hoger Gezondheidszorg Onderwijs:	Only Verpleegkunde (HBO-V)
Hoger Economisch Onderwijs:	Alle richtingen
Koninklijke Militaire Academie:	Afstudeerrichting Mens en Organisatie Afstudeerrichting Personeel (en Organisatie).

The holder of a full time Dutch Professional Higher Education (HBO) Bachelor Degree "Hoger Economisch Onderwijs" is eligible for exemption of the supplementary mathematics requirement when he can demonstrate that he has successfully completed sufficient statistic and SPSS modules.

Content of the pre-master programme 'Sociale vraagstukken: interventies en beleid' (ASW):

- M&T 1: methoden en technieken van onderzoek (7,5 ECTS)
- M&T 2: statistiek met behulp van de computer (7,5 ECTS)
- Inleiding algemene sociale wetenschappen voor HBO-instromers (7,5 ECTS)
- Beleid en evaluatieonderzoek (7,5 ECTS)
- Sociale wetenschap: perspectieven en grondslagendebat (7,5 ECTS)
- Onderzoeksproject premaster (15 ECTS)
- Verder dient iedere student van het premasterprogramma een keuze van één cursus te maken uit de
majorgebonden keuzevakken van ASW en het bachelor 2 aanbod van culturele antropologie en sociologie. (7,5 ECTS)