

**Master's degree programme in
Social Policy and Social Interventions**

2004-2005 prospectus

A General information

B Academic programmes

C Teaching and Examination Regulations

ACADEMIC YEAR CALENDAR 2004-2005

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Week	36 37 38 39 40	40 41 42 43 44	45 46 47 48 49	49 50 51 52 53
Monday	30 6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Tuesday	31 7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Wednesday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Thursday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Friday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Saturday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Sunday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
	JANUARY	FEBRUARY	MARCH	APRIL
Week	53 1 2 3 4 5	5 6 7 8 9	9 10 11 12 13	13 14 15 16 17
Monday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Tuesday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Wednesday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Thursday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Friday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Saturday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30
Sunday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
	MAY	JUNE	JULY	AUGUST
Week	17 18 19 20 21 22	22 23 24 25 26	26 27 28 29 30	31 32 33 34 35
Monday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Tuesday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Wednesday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Thursday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Friday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Saturday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Sunday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28

Semesters

The academic year consists of two semesters of 22 weeks each. Each semester is divided into two terms of 11 weeks each, starting and ending on the following dates:

Semester 1: Term 1: 6 September 2004 - 19 November 2004

Term 2: 22 November 2004 - 4 February 2005

Semester 2: Term 1: 7 February 2005 - 22 April 2005

Term 2: 25 April 2005 - 8 July 2005

Faculty Orientation Programme

3 September 2004

Lecture-free days

12 November 2004

20-31 December 2004

25 March 2005

28 March 2005

5 May 2005

16 May 2005

Information day

Christmas vacation

Good Friday

Easter Monday

Liberation Day/Ascension Day

White Monday

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A General information

1 Introduction

1.1 Prospectus

This prospectus for the Master's degree programme in Social Policy and Social Interventions is divided into three main sections:

- Section A deals with important administrative matters relating to your studies, including registering for courses and examinations.
- Section B contains a description of the Master's degree programme.
- Section C comprises the Teaching and Examination Regulations.

1.2 Sources of information

In addition to the prospectus, there are a number of other important sources of information:

- The Master's Degree Statute: This sets out all rights and obligations that apply to students and to the Master's degree programme. It includes information about registering with and deregistering from the University, illness and the right of complaint, as well as an appendix containing important addresses, an appendix with the examination rules and regulations, and more. The Master's Degree Statute is also available on Utrecht University's website at www.uu.nl/opleidingsstatuten.
- Corrections: Prospectuses are compiled using the most up-to-date information available. In the event of any subsequent change to this information, a correction is published as an addendum to the prospectus. Each correction is announced in *Ublad*, the Utrecht University newsletter. You can then collect the addendum in question from the student information desk. You are strongly advised to incorporate corrections into your prospectus. The corrections are also published on the University's website, at www.fss.uu.nl/studiegidsen.
- *Ublad*: Students are expected to read *Ublad*, the weekly University newsletter, every week, as some important announcements may be published in *Ublad* only. Any corrections to the prospectus can be found under 'Informatie' (Information) in the section 'Faculteitsberichten' (Faculty news), under the heading 'Sociale Wetenschappen' (Social Sciences). *Ublad* is available each Thursday from the reception desks of the Langeveld building and the Van Unnik building. Part-time students who do not live in Utrecht can receive *Ublad* at home, free of charge, if they complete the voucher that will appear in *Ublad* in September. *Ublad* is also available online, at www.ublad.uu.nl.
- The *Vademecum* handbook: All students will receive a copy of the *Vademecum* handbook at the beginning of their degree programme in Utrecht. In this handbook, you will find all the information you need to enjoy your studies in Utrecht.
- Some information may also be sent to your student e-mail address. We therefore advise you to check this address regularly for up-to-date information.

1.3 Osiris Online

Osiris Online gives you Internet access to the Osiris student information system, which allows you to register for courses, check your results and timetable and change your address. A users' manual for Osiris Online will be distributed to students during the Faculty Orientation Programme. This manual is also available from the student information desk.

The website address for Osiris Online is www.osiris.uu.nl. You can also access the system through the Faculty's student site, <http://student.fss.uu.nl/>. To use the system, you need a user name and password. You will receive these in a personal letter sent to your home address.

1.4 Studion

Studion is a digital study centre – a central, virtual place where you can find information about courses and study aids for lecturers and students to support and optimise both teaching and learning. Students who have registered for courses in time via Osiris Online will have access to the materials for those courses on Studion. A users' manual for Studion will be distributed to students during the Faculty Orientation Programme. This manual is also available from the student information desk.

The Studion website address is: <http://studion.fss.uu.nl>. You can also access the centre through the Faculty's student site, <http://student.fss.uu.nl/>. To use the system, you need a user name and password. You will receive these in a personal letter sent to your home address.

1.5 Questions

Academic counsellors

You can address any questions or problems you may have regarding your degree programme to the Faculty's academic counsellors, who can be reached by telephone during weekdays (Mondays to Fridays). For simple queries, you can visit the counsellors without an appointment during their walk-in hours (Mondays to Thursdays). You can also submit your questions by e-mail. If you have a more complex query, you should make an appointment with one of the counsellors.

Telephone hours: Monday to Friday from 11.00 to 12.30 (tel.: +31 (0)30 253 4876)
Walk-in hours: Monday to Thursday from 11.00 to 12.30 and 13.00 to 15.00, in room G119 of the Martinus J. Langeveld building
Appointments: Appointments can be made via the Faculty's Telephone Information Centre (see below)
E-mail address of academic counsellors: Studieadviseur@fss.uu.nl
E-mail address for appointments: Informatiecentrum@fss.uu.nl
Website address: www.fss.uu.nl/studieadviseurs

Information Centre of the Faculty of Social Sciences

For answers to any questions you may have about the organisation of the academic programme and the administration of results, or to make an appointment with an academic counsellor, you can contact the Faculty's Information Centre.

Office hours: Monday to Friday from 10.00 to 12.30 and 13.30 to 16.00 (tel.: +31 (0)30 253 4949). To make an appointment with an academic counsellor, you can also visit the Information Centre in person (room H107 in the Martinus J. Langeveld building). You can also make an appointment to peruse prospectuses from previous years.
E-mail address: Informatiecentrum@fss.uu.nl
Website address: www.fss.uu.nl/TIC

Student information desk (*Studiepunt*)

For answers to any questions you may have about registering with the Faculty, your student records, registering and deregistering for courses, your Major, examinations or registering for the final degree examination, you can contact the student information desk in the Martinus J. Langeveld building.

Office hours: Monday to Friday from 11.00 to 15.00 and Thursday evening from 18.00 to 19.00
Website address: www.fss.uu.nl/studiepunt

Student Services Centre (SSC) information desk

For answers to any questions you may have about the student finance system, registering with Utrecht University, tuition fees, enrolling at the University, admission requirements for academic programmes, University grants, insurance, accommodation, deregistration, etc., you can contact the Student Services Centre (SSC).

Office hours:
• Uithof (in the Marinus Ruppert building) Monday to Friday from 10.00 to 17.00
• City centre (Pnyx): Monday to Friday from 10.30 to 17.00
Telephone hours: Monday to Friday from 10.00 to 12.00 and 13.00 to 17.00 (tel.: +31 (0)30 253 7000)
Website address: www.uu.nl/ssc
E-mail : studentenservice@ssc.uu.nl

2 Organisation of academic programmes

2.1 Academic programmes

The academic year 2004-2005 runs from 30 August 2004 to 31 August 2005 and consists of two semesters of 22 weeks each. Each semester is divided into two terms of 10 lecture weeks, and each term ends with an examination week.

In many cases, there will also be an interim examination halfway through the term, or students will be given individual or group assignments. Check the course descriptions under the heading 'Assessments' to see if this applies to any of your courses.

2.2 Course codes and credits

During each term, you will take two courses. In section B of this prospectus, you will find a list of the courses you can take each semester.

Each course has a semester code (e.g., S1A.1), which is made up the following elements:

Letter	=	S (stands for semester)
Semester no.	=	1 or 2, depending on the semester
Part of week	=	A = Monday to Wednesday morning B = Wednesday afternoon to Friday E = whole week (daytime)
Term no.	=	1 or 2, depending on the term.

You can check in which semester and during which part of the week a course is offered by looking under the heading 'Semester' above the course descriptions, to the left. All courses have their own course code, which is used to register for and deregister from courses and examinations. You will find this course code above each course description, in the centre.

The number of credits you can obtain for each course is listed above each course description, to the right. These credits are calculated according to the European Credit Transfer System (ECTS). The ECTS is an internationally agreed system to enable a standard conversion between credits obtained at different universities within Europe. One ECTS credit represents 28 study hours. At an average study pace, you can obtain 60 ECTS credits per year.

The Master's degree programme courses are divided into three different levels: introductory courses (1), intermediate courses (2) and advanced courses (3). The level of each course is indicated in the course description (section B). Part 2 of the Teaching and Examination Regulations (section C) covers the level requirements that apply to the courses in your degree programme.

2.3 Registering for and deregistering from courses

In case you are registered for the first time for the master programme, you will be automatically registered for all compulsory course modules.

2.4 Timetables

If you have registered for a course on time, you will be able to access your course timetable via Osiris Online at least six weeks before the start of the course. Course timetables will also be available for perusal at the student information desk.

The course timetables will also include a tentative examination date, if applicable. At the time of publication, the exact date and venue of the examination may not always be known. You should therefore always look out for the examination timetables, which will be available via Osiris Online at least eight weeks before the examination week. The examination timetables will also be available for perusal at the student information desk and online at www.fss.uu.nl/tentamenroosters.

3 Examinations

3.1 Examination weeks

The weeks in which examinations will be held are listed below.

Semester I	Examinations generally held in this week
Term 1	15 - 19 November 2004
Term 2	31 January - 4 February 2005

Semester 2	Examinations generally held in this week
Term 1	18 - 22 April 2005
Term 2	4 - 8 July 2005

3.2 Examination timetables

The exact dates and times of the examinations will be published on OSIRIS Online at least eight weeks before the start of the examinations. The examination timetables will also be available for perusal at the student information desk and online at www.fss.uu.nl/tentamenroosters.

3.3 Resit examinations

From the academic year 2003-2004 onwards, resit examinations will no longer be organised by the Faculty. However, within your degree programme, you may be entitled to resit an examination under the following conditions:

- Examinations may only be taken during the course itself. You may be given an opportunity to resit an examination or interim examination in order to obtain a Pass.
- You will only be eligible for a resit examination if you have met all the course requirements. This means that you must have taken the written examination during the course and you must have obtained a pass for all assignments for that course. *<This rule should be adjusted according to the regulations applied by the degree programme in question.>*
- Resit examinations will take place within 6 weeks after completion of the course. After the second term of the second semester, resit examinations will be announced.
- In planning the time and venue of resit examinations, priority will be given to regular teaching. This means that resit examinations will almost always take place in the evening.
- The exact dates and times of these resit examinations will be announced at least eight weeks in advance. If you are allowed to take a resit examination, you will be notified of this by means of an e-mail sent to your student e-mail address at least two weeks before the examination.

Semester I	Resit examinations generally held in this week
Term 1	3 - 7 January 2005*
Term 2	14 - 18 March 2005

* This exceeds 6 weeks because of the Christmas break

Semester 2	Resit examinations generally held in this week
Term 1	30 March - 3 June 2005
Term 2	

3.4 Final examinations and interim examinations

For some courses, you will be assessed by means of a single *final examination*. For others, there may be several *interim examinations* instead. You can find out which is the case for your course by looking under the heading 'Assessment' in the course description. For courses for which there is a final examination, you will receive all your credits at once, even if the mark you are given is made up of several elements, such as the results of a written examination and assignments. In all other cases, there will be one or more interim examinations. The percentage of the final mark accounted for by each interim examination will be stated. The course descriptions also state whether your results for certain interim examinations may be used to compensate for your results for others. In order for you to pass a course, you must have obtained a final mark of at least 6. (The Faculty rules for rounding marks up or down are stated in Section 4, Article 4.1 of the Teaching and Examination Regulations.) Results for interim examinations are valid for a limited period only and expire at the end of the academic year.

3.5 Results

Your performance in an oral examination will be assessed during the examination, and you will be notified of your result in person at the time. Your performance in a written examination will be assessed within two working weeks of the examination, and your results will be made available to you via Osiris Online within four working weeks of the examination. The system will show your ten most recent results. If your result for an examination is still not available after four working weeks have elapsed, you may contact the lecturer concerned.

A letter listing your results will be sent to you at the end of each semester. These results will also be available via Osiris Online.

3.6 Validity

In principle, the final result for a course that has been passed is valid indefinitely. The results of interim examinations are only valid for the academic year during which the interim examination is taken (Article 4.6 of the Teaching and Examination Regulations). However, the board of examiners may stipulate that a resit or substitute examination is required if an examination for a course was taken more than ten years ago. The results of a final degree examination, for instance for a Bachelor's degree, are valid indefinitely.

3.7 Graduating from a Master's degree programme

Once you have successfully completed all components of the Master's degree programme, you are ready to graduate. In order to do so, you must apply using the graduation application form, which you can either obtain from the student information desk (*studiepunt*) or download from the student website. You must complete this form and submit it to the student information desk together with the following documents:

- Any missing transcripts
- A report on your final research project
- A copy of your passport or an official certificate from the municipal register.

The table below sets out the application deadlines per programme, and the corresponding dates of the graduation ceremonies at which degree certificates will be presented to students (old-style 'doctoraal' students will also be awarded their degree certificate on these dates).

ACADEMIC YEAR 2004 - 2005

Programme	Graduation ceremony (presentation of degree certificate)	Application deadline*
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Psychology	Friday 12 November 2004	Thursday 7 October 2004
Pedagogical Sciences	Friday 19 November 2004	Thursday 14 October 2004
Interdisciplinary Social Sciences + Other programmes	Friday 26 November 2004	Thursday 21 October 2004

Psychology	Friday 10 December 2004	Thursday 4 November 2004
Pedagogical Sciences + Interdisciplinary Social Sciences + Other programmes	Ma 13 December 2004	Thursday 11 November 2004

ACADEMIC YEAR 2004 - 2005

<i>Programme</i>	<i>Graduation ceremony (presentation of degree certificate)</i>	<i>Application deadline*</i>
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Psychology	Friday 14 January 2005	Thursday 9 December 2004
Pedagogical Sciences	Friday 21 January 2005	Thursday 16 December 2004
Interdisciplinary Social Sciences + Other programmes	Friday 28 January 2005	Thursday 16 December 2004

Psychology	Friday 11 February 2005	Thursday 6 January 2005
Pedagogical Sciences	Friday 18 February 2005	Thursday 13 January 2005
Interdisciplinary Social Sciences + Other programmes	Friday 25 February 2005	Thursday 20 January 2005

Psychology	Friday 11 March 2005	Thursday 3 February 2005
Pedagogical Sciences	Friday 18 March 2005	Thursday 10 February 2005
Interdisciplinary Social Sciences + Other programmes	Friday 1 April 2005	Thursday 24 February 2005

Psychology	Friday 15 April 2005	Thursday 10 March 2005
Pedagogical Sciences	Friday 22 April 2005	Thursday 17 March 2005
Interdisciplinary Social Sciences + Other programmes	Friday 29 April 2005	Thursday 24 March 2005

Psychology	Friday 13 May 2005	Thursday 7 April 2005
Pedagogical Sciences	Friday 20 May 2005	Thursday 14 April 2005
Interdisciplinary Social Sciences + Other programmes	Friday 27 May 2005	Thursday 21 April 2005

Psychology	Friday 3 June 2005	Thursday 28 April 2005
Pedagogical Sciences	Friday 10 June 2005	Wednesday 4 May 2005
Interdisciplinary Social Sciences	Friday 17 June 2005	Thursday 12 May 2005
Other programmes	Friday 24 June 2005	Thursday 19 May 2005

ACADEMIC YEAR 2004 - 2005

<i>Programme</i>	<i>Graduation ceremony (presentation of degree certificate)</i>	<i>Application deadline*</i>
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Psychology	Friday 9 September 2005 **	Thursday 28 July 2005
Pedagogical Sciences	Friday 16 September 2005	Thursday 4 August 2005
Interdisciplinary Social Sciences	Friday 23 September 2005	Thursday 11 August 2005
Other programmes	Friday 30 September 2005	Thursday 18 August 2005

Psychology	Friday 7 October 2005 **	Thursday 25 August 2005
Pedagogical Sciences	Friday 14 October 2005	Thursday 1 September 2005
Interdisciplinary Social Sciences	Friday 21 October 2005	Thursday 8 September 2005
Other programmes	Friday 28 October 2005	Thursday 15 September 2005

* If all necessary documents are not completed and submitted by this date, you will automatically be allocated the next graduation ceremony date for your programme.

** Due to the many applications anticipated, some of the degrees to be awarded on this date may be awarded on the following Monday.

Final examination date

Your 'final examination' date (i.e., the date on which the Board of Examiners assesses whether you have met all programme requirements and qualify for graduation) will be the last working day in the month in which you obtained your last mark. This is also the date that will be stated on your degree certificate. Within two weeks of receiving your application, the Secretariat of the Board of Examiners will let you know if you have met all requirements for graduation.

Degree ceremony and presentation

If you have chosen a particular graduation ceremony date, and you wish to receive your degree certificate from your lecturer or the supervisor of your final project in person, you must indicate this on your application form. You will then be responsible for communicating the time and place of the ceremony to the lecturer or supervisor. If he or she is unable to attend the ceremony, you may ask him or her to present the certificate to you in writing; the Chair of the Board of Examiners will then read out this statement during the ceremony.

Statement of graduation

Once you have submitted your application for graduation, and provided that you have met all the requirements, a statement from the Board of Examiners confirming that you have passed your final examination will be sent to your home address as soon as possible.

Deregistering after graduation

Once you have graduated, you must deregister from the University. You can do this by completing the 'Request for deregistration and reimbursement of tuition fees due to graduation' form that you can download from the website of the Student Services Centre (www.uu.nl/ssc).

Terminating your student grant and turning in your student travel card

Once you graduate, you must terminate your student grant and turn in your student travel card within five days after the date of your final examination.

Please note that your final examination is the date stated on your degree certificate, and not the date of the graduation ceremony.

B Academic programmes
Social Policy and Social Interventions

1 Master's degree programme in Interdisciplinary Social Science

Social Policy and Social Interventions

Introduction

As of September 2004, the Faculty of Social Sciences will offer a number of Master's degree programmes. Students who have taken a Bachelor's degree in Interdisciplinary Social Science at Utrecht University will be eligible for two Master's degree programmes: (1) the Interdisciplinary Social Science programme in Social Policy and Social Interventions and (2) the Policy and Organisational Issues programme jointly offered by the Interdisciplinary Social Science, Sociology and Cultural Anthropology degree programmes. The Faculty of Social Sciences is also involved in the academic Master's degree programme in Communication Studies offered by the Faculty of Arts and the Education Master's degree programme in Social Studies offered by IVLOS.

Objective

The academic Master's degree programme in *Social Policy Social Interventions* is highly relevant for developing an understanding from a social science perspective of the potential of policy and interventions with regard to current social issues. Today's society is characterised by large socio-cultural and structural changes that affect established social relationships, patterns and institutions. Immediate family, extended family and work relationships are changing as a result of the increasing participation of women in the labour market. Institutional relationships between the public and the private sector and between various governments are changing due to liberalisation, decentralisation, Europeanisation and new ways of managing policy. With respect to healthcare, social and welfare services, citizens are becoming more critical and are taking personal responsibility, which means that social and support service interventions are increasingly based on participation. On the one hand, this degree programme will provide students with theoretical insights they need to study the substance of these issues and, on the other hand, the programme will provide them with the methods and skills to independently carry out and manage social policies and interventions in an academically sound manner.

Students with a Master's degree in Interdisciplinary Social Science will be eligible 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.

The Master's programme focuses on training experts 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, 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.

Content

The programme will start with the study of transformation processes in the Dutch welfare state compared to other countries. In addition, at the beginning of the programme, students will be offered an introductory course in the research strategies that can be used to study and analyse policy and interventions. In the second academic period of the programme, a specific social issue will be studied from an interdisciplinary social science perspective. At the same time, students will work on the design of their thesis by doing an exploratory literature study on the chosen social issue. During this period, students will also attend a workshop on methods and statistics relevant to their research design. In the next phase, students will attend a course in which organisations are studied in terms of issues that are relevant to policy and interventions. Management, responsibility, accountability, collaboration, network formation and communication issues are central themes in this course. During this period, students will also complete their research design and begin collecting data and information for their thesis. In the last two periods of the programme, students will analyse this data and information and will write their thesis. Students will work on their own thesis in groups of up to five students who have chosen the same theme.

The programme is a one-year programme beginning in September 2004. It may also be followed on a part-time basis. The programme comprises four courses (i.e., 6 months), plus another six months for the thesis.

Course overview for Social Policy and Social Interventions

Welfare States: Context and Transformation	Social issue: Migration and Ethnic Minorities	Organisation, Management and Communication	Master's project
Research Strategies for Policy and Intervention	Master's project	Master's project	Master's project

Learning outcomes: Students who complete the academic Master's degree programme in *Social Policy and Social Interventions* 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.

Skills: Students who complete the academic Master's degree programme in *Social Policy and Social Interventions* 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.

Interdisciplinary Social Science: The Social Policy and Social Interventions academic Master's degree programme is offered by the Educational Institute of Interdisciplinary Social Science, Cultural Anthropology and Sociology (*Algemene Sociale Wetenschappen, Culturele Antropologie en Sociologie*, ACS) of Utrecht University's Faculty of Social Sciences, and forms part of the Interdisciplinary Social Science degree programme. The lecturers are highly qualified policy and intervention researchers who regularly publish articles on policy and intervention research in various fields. The lecturers are associated with various renowned research schools and have developed collaborative relationships with important innovation and research institutes and knowledge centres such as NIZW, NIVEL, the Trimbos Institute, the Verwey Jonker Institute and the Sociaal- en Cultureel Planbureau. These institutes and organisations offer many opportunities for students who wish to do research for their thesis.

Course format: Each course comprises work groups of up to 25 students supervised by a lecturer who also gives lectures and who is responsible for the supervision and assessment of the assignments as well as preparing students for examinations. Each course requires twenty hours of study per week. This includes the time required for lectures, work groups and the examination, completing assignments and writing papers. Students are expected to attend and actively participate in the course, and assignments and papers must be handed in on time. Special attention is given to developing skills.

English-language programme: The academic Master's programme in Social Issues: Interventions and Policy is given in Dutch. However, for the benefit of international exchange students and for those Dutch students who want to prepare for a degree programme or job in another country, an English version of each course will be offered to a maximum of 25 students. These English-language courses, together with the opportunity to write a thesis in English, make up the English-language academic Master's degree programme in *Social Policy and Social Interventions*.

Course guide: For each course, students will receive an extensive course guide that contains an overview of the topics covered in the weekly lectures and/or work groups, a list of the compulsory reading for each week, the assignments and assessment criteria. The course guide will be uploaded onto Studion a few weeks before the start of the course.

Examinations: For each course, students will be assessed on the literature and course material. On average, approximately 600 pages of compulsory reading is required for each course. The Pass mark for the final examination is 5.5.

Papers: For each course, students must write a paper in which they apply what they have read in the literature to analyse a case study, an interdisciplinary theoretical approach to a social issue, or policy and intervention methods and theories. In writing the paper, students will make use of the background reading studied in the course as well as other academic publications relevant to the topic of the case study.

Assignments: In each course, specific attention will be given to developing and testing academic skills through assignments. These will be assessed by the lecturers and may be included in the portfolio.

Computer-based teaching and learning: The degree programmes offered by the ACS Institute make use of Studion, a digital study centre managed by the Faculty of Social Sciences (<http://studion.fss.uu.nl/>). A few weeks before the start of a course, the course guides will be uploaded onto Studion. Studion is also used for posting daily announcements and lecture handouts, assigning student groups, etc.

The Faculty will provide all students with an e-mail account. If students prefer to use their own e-mail address, the e-mail sent to their university account can be automatically forwarded to their own e-mail account. It is assumed that every student has access to a computer and that they will regularly check their e-mail and the course announcements posted on STUDION. In addition, each degree programme has its own website (e.g., www.fss.uu.nl/asw). These websites provide general information about the degree programme, staff and all other items of information about the programme.

Entrance requirements: All students with a BA in Interdisciplinary Social Science will be admitted to this Master's programme. Students with a BA in another social science may also be accepted. Students with a Bachelor's degree in a related academic field from an institute of professional education (HBO) may be accepted once they have completed the condensed Interdisciplinary Social Science, Sociology or Cultural Anthropology programme at Utrecht University (the duration of this programme is one year). An admission committee will examine the applications for entry to this Master's programme, taking into consideration the courses the applicant has followed, their Bachelor's thesis and their cover letter explaining the reason for their application. A personal interview may form part of the admission procedure.

Further information and accessibility

The Secretariat of the Interdisciplinary Social Science programme plays an important role in the day-to-day management of the Master's programme. At the Secretariat desk (room 15.01), students can find information about rooms, times, examinations, etc., if these are still unclear despite announcements in the course guides or OSIRIS. Dave Eimers, staff member of the Secretariat, can be reached by telephone Monday to Friday from 9am to 5pm on 030-2531409.

The lecturers of the Master's programme in Social Issues are part of the staff of the Interdisciplinary Social Science programme. Photographs of the lecturers and their room numbers are listed in the hallway of the Secretariat of the Interdisciplinary Social Science programme. The lecturers are located on the 15th floor of the Van Unnik building. Programme Coordinator Professor Trudie Knijn can be contacted by telephone (030-2531861) or e-mail (T.Knij@fss.uu.nl).

2 Available courses

Course: **Welfare States: Context and Transformations**

Semester	Course code	ECTS credits: 7.5
S1A.1 full-time	200400027	Level: M
Degree programme(s):	Interdisciplinary Social Science	
Course coordinator:	Prof. G.C.M. Knijn (tel. 2531861, e-mail T.Knijn@fss.uu.nl)	
Lecturer(s):	Dr H.H.A. van Berkel, Prof. G.C.M. Knijn	

Course content

Knowledge of the transformations undergone by the welfare state enables students to develop an understanding of the context and complexity of modern-day social issues and their conceptualisation. This course takes an interdisciplinary approach to these issues, from the macro perspective of the welfare state, the group perspective of the organisations that administer social policy and social interventions, and the micro perspective of the individual. The course focuses on two topical issues: (1) activation and employment market policy; and (2) transformations in social and welfare services.

The first part of the course covers topics that provide insight into the nature of and background to modern-day transformations in the welfare state. Through comparison across nations and over time, the specific characteristics of the Dutch welfare state, such as its hybrid character of corporatism, social democracy and liberalism, its consensus model and its cultural pluralism, are more closely examined. In addition, various definitions of the current interpretation of the concept of citizenship are studied against the backdrop of socio-cultural diversity. Topical issues such as social participation and exclusion are examined in depth in relation to differences in interpretations of what citizenship is or should be. This involves the idea of rights and duties, the principle of being involved and taking responsibility and the question of who may or can be involved, and under what conditions.

In nearly all European countries, transformations in the welfare state have shared the same causes, namely globalisation of the economy, the Europeanisation of the employment market and politics, and demographic shifts and migration processes, as well as criticism of bureaucratic regulations, the inefficiency of public services and calculating citizens. Many European welfare states are also following the same trend with regard to the development of a new social policy in which the government plays less of a role, that is supervised from a distance, and in which the market has an increasing influence, and authority and responsibility are decentralised to a local level.

However, these transformations are not all occurring in the same way. The path dependency of the political system, the ratio of institutional and organisational systems and social-cultural beliefs all determine what changes are made and how they are implemented. This course examines the transformations that have taken place in the Netherlands since the early 1990s with regard to employment policy and social services, and why some transformations have achieved the desired effect and others have not. The course also examines which sections of the population have been affected by these transformations and what their reaction has been.

Finally, the course looks at what new forms of citizen participation are called for, and which are possible, including participation through employment, civil society or democratic involvement or as the 'voice of the client'. What are the effects of the transformation of the welfare state on the relationship between government and citizen, and how should professionals handle their position as intermediary for the employment, social services and welfare markets.

In the second part of the course, students will independently write a paper based on an empirical case study on a topical theme covered in the course.

Course objectives

Students taking this course will learn to:

- Independently develop a good and academically sound understanding of issues concerning change in the welfare state, in particular in the fields of social security, social services and welfare;
- Compare differences and similarities between welfare states;
- Differentiate between theoretical approaches to changes in the welfare state;
- Analyse current developments in welfare states from an interdisciplinary perspective ;
- Report findings in a clear, well-documented and organised manner.

Teaching methods

Lecture: 2 hours once a week

Working group: 2 hours once a week

What is expected of students

Lectures: Students must do the compulsory reading thoroughly and complete assignments and seeks out information relating to the course content.

Working group

Lectures: Students must actively participate in group sessions and give presentations based on the background reading.

Examinations/assignments

- Assignment(s): 20%; Pass mark: 5.50
- Paper: 30%; Pass mark: 5.50
- Presentation: 10%; Pass mark: 5.50
- Examination: 40%; Pass mark: 5.50

NB: Results for interim examinations for this course are valid for a limited period only. If the final result on the final examination date (31 August 2005) is a Fail, all results for interim examinations will expire.

Assessment criteria

Examination

Academic skills

- Collecting, structuring and integrating the different theoretical approaches to the development of welfare states
- Applying these to current developments in welfare states
- Gathering additional reading or research material applicable to the relevant field
- Writing a paper synthesizing existing literature

Compulsory course material

Books:

- G. Esping-Andersen, *Social Foundations of Postindustrial Economies* (Oxford: Oxford University Press, 1999)
- J. Newman, *Modernising Governance* (London: Sage Publications, 2001)
- R. van Berkel & Hornemann Moeller, *Active Social Policies in the EU* (Bristol: The Policy Press, 2002)
- N. Gilbert, *Transformations in the Welfare State* (Oxford: Oxford University Press, 1999)

Entrance requirements

N/A

Course: Research Strategies for Policy and Intervention

Semester	Course code	ECTS credits: 7.5
S1B.1 full-time	200400028	Level: M
Degree programme(s):	Interdisciplinary Social Science	
Course coordinator:	Dr F.W. van Wel (tel. 2534684, e-mail F.vanWel@fss.uu.nl)	
Lecturer(s):	Dr R. Torenvlied, Dr F.W. van Wel	

Course content

This course provides students with an understanding of the various types of policy and intervention research, with a focus on various forms of knowledge development, for the purposes of research into the possibilities and limitations of social intervention, the effects of intervention and policy, and the role of the social scientist. During the course, the methodological skills involved in the various research strategies are practised and illustrated using the findings of research into the various policy and intervention practices for a particular social issue. Attention is also given to the relationship between policy/politics and research (i.e., the issue of detachment versus involvement). Students will apply the knowledge gained in conjunction with the preparation of their final project.

The course centres on the following, interrelated questions: (a) *How* can you establish whether or not a particular form of social intervention has the desired effect?; and (b) *Why* do some forms of social intervention have the desired effect while others do not?

Using a structured method of policy research with a focus on intervention, known as *realistic evaluation*, students will learn about the various types of complementary policy research that contribute to an answer to both these questions. During the course, on the basis of policy research, students will also learn to identify the most appropriate method for social problems arising in particular contexts. The identification of this method will enable them to form a well-reasoned view of the effectiveness of a type of intervention and to recommend improvements. In this, particular emphasis is placed on improving existing policies and intervention practices.

The plurality of methods is key in this course, as different types of intervention in different contexts require different research methods. Research into the relative success or failure of policy strategies and interventions in the social domain are explored through examples at four different levels.

- At individual level, youth welfare is examined, with a focus on what works, why and for which young people. The context here is determined by individual characteristics, and students practise what they have learnt using national and international studies of interventions aimed at young people in (a) the therapeutic environment (youth welfare), (b) the repressive environment (police and the justice system), and (c) the preventative environment (local youth policy).
- At group level, research is carried out into interventions in organisations, groups or local environments (e.g., residential groups, families or company employees). In this context, behavioural research is done in which the relationship between researcher and subjects is considered as a dialogue, and change processes and learning processes (i.e., empowerment) are key factors.
- At national level, integration policy is examined, with a focus on what works where and for which demographic groups. The context here is determined by national characteristics and the key question being what works where and for which section of the population. The context here is set by cultural and local (i.e., neighbourhood or town) characteristics.
- At international level, the implementation of European social policy in the European Union is studied within the context of the characteristics of the member states.

Course objectives

Students taking this course will learn to:

- Develop an understanding of the various types of policy and intervention research and the associated forms of knowledge development;
- Develop an understanding of the role of the social scientist in researching the effects of intervention and social policy;
- Practise methodological skills aimed at identifying and evaluating the mechanisms associated with social issues in various contexts.

Teaching methods

- Group assignments
- Lectures
- Independent study

The course comprises group work, lectures and independent study (ratio to be confirmed in the course guide.)

What is expected from students

Please refer to the course guide.

Working group

Please refer to the course guide.

Examinations/assessments

- Assignment(s): 50%; Pass mark: 5.50
- Written examination: 50%; Pass mark: 5.50

NB: Results for interim examinations for this course are valid for a limited period only. If the final result is a Fail on the final examination date (31 August 2005), all results for interim examinations will expire.

Assessment criteria

- Assignment(s): Combination of written examinations and assignments
- Written examination

Academic skills

Analysing, evaluating and communicating (both in writing and orally) current social issues and social policy and intervention practices in an independent and academically sound manner.

Compulsory course materials

Books:

- R. Pawson & N. Tilley, *Realistic Evaluation* (London/New Delhi: Thousand Oaks/Sage Publications, 2001)
- C. Saraceno (ed.), *Social Assistance Dynamics in Europe* (Bristol: The Policy Press, 2002)

Reader: A reader comprising texts on policy research carried out on the four levels described above.

Entrance requirements

N/A

Course: Migration and ethnic minorities

Semester	Course code	ECTS credits: 7,5
S1B.2 full-time	200400031	level: M

Degree programme	Interdisciplinary Social Sciences
Course coordinator	dr. E. Poppe (tel. 2537987)
Lecturer(s)	dr. E. Poppe



Course objectives

This course examines a wide range of theoretical and conceptual frameworks for studying international migration, integration and prejudice. The course illustrates the usefulness of combining insights from different disciplines such as sociology, geography, anthropology and social psychology for a better understanding of these phenomena. Having completed the course students should be able to work with definitions, theories, methods and policies related to the field of migration, integration and prejudice.



Course content

The course will start with an overview of terminology and facts in the field of migration. What is international migration? Which types and trends of migration are present in Europe (e.g. in terms of nationality: EU-citizens and 'third country nationals'; or policy related: post-colonial, labour, asylum and refugees, family members, undocumented and illegal)?

The next 3 weeks will be focused on migration theories and immigration control. The leading questions are: What causes migration, and which factors cause its continuation or change? A number of theoretical explanations from different disciplinary traditions will be examined, aiming at explaining migration at different levels of analysis (micro-, meso-, and macro-level). Which factors affect the various national migration systems? How do the emerging EU intergovernmental and supra-national policy instruments affect the maintenance of national migration policies and the sovereignty of the nation-state?

The course continues with some particular consequences of international migration: integration of ethnic minorities and prejudice. In week 5 of the course, the various (theoretical) integration policies will be discussed, subsequently the (changes in) integration policy in the Netherlands. The next two weeks deal with the socio-economic dimension of integration, the (changing) position of ethnic minority groups on the labour market and in education. What are the main theoretical explanations of the relative low position of various ethnic minority groups? How can theoretical and empirical insights be used to improve the socio-economic position of migrants? The topic of week 8 is the cultural dimension of integration. What are the cultural orientations (e.g., cultural values, types of identification, transnationalism) of various ethnic minority groups and in how far does it match with those in the host societies? How are the cultural orientations of the second (and third) generation and what are the factors affecting it? The last part of the course deals with prejudice. A particular emphasis will be given to social identity theory and ethnic competition theory. Is prejudice an inevitable consequence of categorisation into ingroup and outgroups? Or is prejudice the result of (increased) competition between ethnic groups for scarce resources (e.g., jobs, housing)? How can theoretical and empirical insights be used to reduce prejudice?

Academical aspects

The exam and assignments focus on the application of the (theoretical) insights in formulating (new) relevant research questions and policy implications in the field of migration, integration and prejudice. A paper will be written on a specific relevant issue with one of these fields by integrating additional literature. The student presentations should illustrate a small part of the obligatory literature together with insights from additional literature sources and other relevant material such as audiovisual ones and finally present discussion questions.

Teaching methods

- Lecture: 1 hour once a week
- Working group: 2 hours once a week

What is expected from students

Students should prepare each meeting by reading 40-60 pages of the obligatory literature and formulate discussion questions (at least 2).

Working group

Active contribution in class discussions; preparation of a one hour lecture in groups of 2-3 students once during the course.

Examination/assessments

Assignment(s) 20%; Pass mark: 5,50

Paper: 30%; Pass mark: 5,50

Presentation: 10%; Pass mark: 5,50

Examination: 40%; Pass mark: 5,50

NB: Results for interim examinations for this course are valid for a limited period only. If the final result on the final examination date (31 August 2005) is a Fail, all results for interim examinations will expire.

**Compulsory course materials**Articles

Selection of articles (e.g. Muus, 2001; Pettigrew, 1000; Verkuyten en Hagendoorn, 1998) and chapters of books (e.g. Geddes, 2003; Hagendoorn, Veenman & Vollebergh, 2003).

Books

Brochmann, G. & Hammar, T. (1999). *Mechanisms of Immigration Control*. Oxford: Berg.

Entrance requirements

N/A

Course: Organisation, Management and Communication

Semester	Course code	ECTS credits: 7.5
S2A.1 full-time	200400029	Level: M
Degree programme(s):	Interdisciplinary Social Science	
Course coordinator:	Dr L.M. Beukema (tel. 2534051, e-mail L.Beukema@fss.uu.nl)	
Lecturer(s):	Dr L.M. Beukema, Dr J.C. Bos	

Course content

In the course of their lives, everyone has to deal with organisations, such as schools, hospitals, sports clubs, shops, etc. In order to be able to analyse and implement policies and interventions with regard to current social issues, it is therefore essential to analyse organisational processes. In this analysis, the course focuses on two related themes: first, organisational management (i.e., how an organisation is managed, the different actors in the organisation and the relationship the organisation has with its environment); and second, the role of communication in this management (i.e., communication management). An interdisciplinary approach is fundamental to this analysis, with a focus on the complexities of the relationships within organisations and those between organisations and their environment. To analyse these complexities properly, attention is first given to the way in which individual members of an organisation attribute meaning to things, and subsequently to the interaction and forms of communication between these members and the interaction of the organisation and its members with their environment.

The course comprises three components. The first covers the important social science approaches to organisation, management and communication. The second component looks at the relationship between organisations and their environment, including globalisation, internationalisation and modernisation processes. This component also examines the development of information and communication techniques on which these processes are based, as well as increasingly interwoven global and local practices. Attention is also given to the consequences of individualisation and increasing cultural diversity to organisational processes. In the third course component, this increasing diversity is studied in more detail, looking at what different perspectives can be distinguished within organisations, how these relate to the individual and collective attribution of meaning, identities and learning processes, and how this affects the organisation's management and communication.

The course links theory to practice largely through practical case studies and background reading, but also through a final project in which students apply the analysis of organisations, management and communication.

Course objectives

Students taking this course will:

- Acquire knowledge of various theoretical and organisational schools of thought on management and communication from an interdisciplinary perspective
- Gain insight into the complex relationships between an organisation and its context and the consequences of these relationships for management and communication
- Gain an understanding of the various perspectives from which actors give meaning to and identify with an organisation and their position within it
- Learn to apply the above by developing a policy and intervention plan aimed at management or communication within an organisation.

Teaching methods

- Lecture: 2 hours once a week
- Tutorial: 2 hours once a week

What is expected from students

Students are expected to do background reading, prepare a presentation, report on the progress of their research and prepare topics for discussion.

Working group

Students will be required to prepare, design and carry out a research project and give a presentation.

Examinations/assessments

- Presentation: 10%; Pass mark: 5.50
- Examination: 40%; Pass mark: 5.50
- Research report: 50%; Pass mark: 5.50

NB: Results for interim examinations for this course are valid for a limited period only. If the final result on the final examination date (31 August 2005) is a Fail, all results for interim examinations will expire.

Assessment criteria

Research report: Please refer to the course objectives.

Academic skills

Research report:

- Writing skills (general): planning, writing, revising and completing various types of text
- Presentation skills: preparing, giving and evaluating a presentation
- Range of research skills

Compulsory course materials

Books:

- M. Parker, *Organizational Culture and Identity* (London/Thousand Oaks/New Delhi: Sage, 2000)
- T.J. Watson, *In Search of Management* (2001)

Entrance requirements

N/A

Course: Social Issues: Policy and Intervention (Master's project)

Semester	Course code	ECTS credits: 30
S1A.2 - S2A.2 full-time S1B.2 - S2B.2 full-time	200400039	Level: M
Degree programme(s):	Interdisciplinary Social Science	
Course coordinator:	Prof. G.C.M. Knijn (tel. 2531861, e-mail T.Knijn@fss.uu.nl)	
Lecturer(s):	Prof. E.P.J.M. Elbers, Prof. G.C.M. Knijn	

Course content

This Master's project is the last component of the Master's degree in Interdisciplinary Social Science. Students work together in project groups of up to five students who have all chosen the same theme. During the project, students will work on their individual Master's thesis. The project also involves research carried out on behalf of or together with external institutions, or research carried out on the basis of or in connection with research done by researchers at the Faculty of Interdisciplinary Social Science.

The project comprises a research project into policy and intervention practices, an empirical analysis of policy, and policy recommendations or an intervention strategy drawn up from an interdisciplinary social sciences perspective. The project will be supervised in two ways:

- In the four courses preceding or running parallel to the first academic periods of the Master's project, students may use the required assignments and papers to prepare for their Master's thesis;
- While working on their Master's thesis, students are part of a project group that meets at least once every two weeks, under the supervision of a lecturer.

The Master's project will begin in the second semester. In parallel with the Social issues course, students will work in project groups on the plan for their Master's thesis by carrying out desk research on their chosen social issue. In the first term of the second semester, students will work on the design of their research and will start collecting data and information for their thesis. In the second term of the second semester, they will analyse this data and information and write their thesis.

Course objectives

The Master's project in Social Issues: Policy and Intervention aims to further develop students' research skills, including systematically carrying out and reporting on desk research, defining a social problem, developing a research design, collecting and analysing data and other information, presenting research and writing a research report. Students will also develop their understanding of interdisciplinary theoretical approaches and their knowledge of existing and possible social interventions. Finally, students will acquire and develop academic skills with regard to research, reporting, presentation and teamwork.

Teaching methods

The Master's project includes both individual work and group work, and leads to an individual thesis. To support their individual work, students will be grouped into project groups of up to five students who have chosen the same theme. The project groups will meet every two weeks. In these groups, students will work on the development of their thesis by exchanging information and insights and by discussing and presenting their findings. The project group activities relate to the various phases of the Master's project: desk research, research design, data collection and data analysis, and writing the Master's thesis.

Even though the Master's thesis is an individual assignment, students will work together on the following:

- Interdisciplinary theoretical insights into their topic;
- Findings of empirical studies of their topic;
- The design of the methodology of their group project;
- Methods and tools for policy and intervention analysis;
- The progress and interim results of their group project ;
- Their own development and that of the other project group members.

This way of working aims to promote the systematic design of the Master's project, to ensure students are supervised as they exchange theoretical insights and carry out their research, to preserve contact between students in this phase of their degree programme and to help students complete their projects on time. Students will also attend an additional methodology workshop relevant to their research for the Master's project.

The following teaching methods are involved:

- Group assignment (+0, +1, +2): 2.5 hours once a week. The project groups meet once every two weeks. A project group comprises a maximum of five students who have all chosen the same theme.
- Individual session: 2.5 hours once a week

What is expected from students

Group assignment: The Master's project builds step-by-step towards the students' thesis. The project groups will discuss the project's progress with the lecturer. Each time the group meets, agreements will be made about what is expected from the participants for the next session. These agreements relate to the activities for each of the various phases of the project. This is explained in more depth in the Guide to the Interdisciplinary Social Science Master's Thesis (*handleiding masterthesis ASW*). The Guide also lists the deadlines for each phase.

Working group

Group assignment: Students are expected to come to the project group sessions well-prepared. Before each session, students will hand in papers or draft papers relating to their desk research, draw up a research design or write the final report. Students will contribute to the project group's work by thinking along with other members of the group and giving them feedback and making suggestions with regard to their work.

Examinations/assessments

Final result: 100%; Pass mark: 5.50

Deadlines

Final result: The Guide to the Master's Project includes the deadlines for the various phases and components of the Master's project. The Master's thesis must be handed in at the beginning of July. Students may only deviate from this deadline with the permission of their lecturer.

Assessment criteria

For the Master's project assessment criteria, please refer to the Guide to the Interdisciplinary Social Science Master's Thesis, available from the Secretariat of the Faculty of Interdisciplinary Social Science. Assessment will be based on the following criteria (corresponding to the phases of the Master's project): students must be able to (1) clearly define a social issue, find and study the relevant literature and present their findings in a written report; (2) draw up and implement a research design; (3) thoroughly analyse the data and information and address the social problem based on the research carried out; and (4) report on the whole project in an individual thesis.

The Master's project will be assessed once, after the thesis has been handed in. In determining the final result, the student's participation in the project group activities will also be considered. The supervising lecturer of the project group is the primary assessor, and another lecturer from the Faculty of Interdisciplinary Social Science will read the thesis as secondary assessor. Students will be notified of their final result in writing; this written assessment will also state how the student's participation in the project group has been assessed.

Academic skills

Final result:

- Presenting: preparing, giving and evaluating a report or thesis defence;
- Working with others, working in a team;
- Range of research skills;
- Reporting on research in writing.

Entrance requirements

Students are required to have taken courses 200400027 (Welfare States: Context and Transformations) and 200400028 (Research Strategies for Policy and Intervention).

C Teaching and Examination Regulations

Education and Examination Regulations

Part II – Master’s Degree Programme

article X = the Higher Education and Research Act (*WHW*) prescribes regulation of this matter and this article offers guidance on how this may be done

article X = the Higher Education and Research Act (*WHW*) prescribes regulation of this matter and the Guidelines on Implementation of the Bachelor’s and Master’s Degrees (*Richtlijn Uitvoering Bachelor-Master*) prescribe that this must be done in the following manner

* article X = the inclusion of a provision on this matter is entirely at your discretion

Section 1 – General provisions

Art. 1.1 – applicability of the rules

These rules apply to the academic master's degree programme Social Policy and Social Interventions, hereinafter referred to as the programme. The programme is provided the educational institute ACS 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. 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 experts 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

1. The credit load for the programme is 60 ECTS - 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 include 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. Tests are marked either as satisfactory or unsatisfactory, expressed in numbers: 6 or higher and 5 or lower, respectively. Unsatisfactory marks are expressed only in whole numbers, satisfactory marks in whole or half numbers.

In case a final marks 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

3. If the student has made every effort to successfully complete a component, but has not received a satisfactory mark, he/she will be given the opportunity to take an additional or substitute test.

*Art. 3.2 – required sequence of components

These prerequisite components must be completed successfully before the tests 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 tests 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 a test to be administered otherwise than as stipulated in the first paragraph.

Art. 3.5 – 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. 3.6 – time limit for marking tests

1. The examiner must determine the mark immediately after administering the oral test, and provide the student with a written statement of the mark achieved.
2. The examiner must mark a (written) test 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 mark.
3. The written statement of the mark achieved must inform the student of the right of inspection referred to in Art. 3.8.

Art. 3.7 – period of validity

Results for interim examinations for all 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 test 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 of a written test, the student will be allowed to inspect his/her marked 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 test concerned, as well as, if possible, the standards on which the mark 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 tests give them reason to do so.

Art. 3.11 – 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 in Interdisciplinary Social Science (mainstream or fast-track), 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).
- 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.
4. A student within the school is appointed by the dean to participate in the activities of the committee. He/she has an advisory vote.

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 May 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. 4.7 – 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.

Section 5 – Student progress and counselling

Art. 5.1 – student academic records

1. The school records individual student results.
2. The school provides each student at least once a year with a certified copy of the results achieved.

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.

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

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. In its decision the committee will use the table in Annex ... to these rules.

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 2004, on the understanding that the provisions of paragraph 4 will first be applied to the academic year 2004/5

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Annex 1
(Article 2.3)

Programme of study

Component	Credits	Semester
Welfare States: Context and Transformation	7,5 ECTS	1.1
Research Strategies for Policy and Intervention	7,5 ECTS	1.1
Organisation, Management and Communication	7,5 ECTS	2.1
Migration and Ethnic Minorities	7,5 ECTS	1.2
Master's project	30 ECTS	1.2, 2.1, 2.2

Annex 2
(Article 3.4.1)

Final assessments

Component	Final assessment
Welfare States: Context and Transformation	written
Research Strategies for Policy and Intervention	written
Organisation, Management and Communication	written
Work, Illness and Health	written
Social Policy, Intervention and Moral Claims	written
Migration and Ethnic Minorities	written
Master's project	written