

Education and Examination Regulations

2007-2008

Master's Degree Programme

Interdisciplinary Social Science
Social Policy and Social Interventions

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

SECTION 1 – GENERAL PROVISIONS

art. 1.1 – applicability of the Regulations

These Regulations apply to the education and examinations of the Masters's Degree Programme Interdisciplinary Social Science: Social Policy and Social Interventions, hereinafter referred to as: the Programme and to all students who are registered for the Programme. The Programme is provided by the educational institute Interdisciplinary Social Sciences within the Faculty of Social and Behavioural Sciences, hereinafter referred to as: the Faculty.

art. 1.2 – definition of terms

In these regulations, the following terms mean:

- 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 to sit interim examinations and the examinations of the Programme;
- c. credit: unit, also described as 'ECTS' for European Credit Transfer and Accumulation System, whereby one credit is equal to 28 hours of study;
- d. study programme: the Master's Degree Programme referred to in art. 1.1 of these Regulations. A study programme can consist of several Master's Degree Programmes.
- e. programme: a coherent whole of units of study within a study programme, as described in art. 3.6 of these Regulations.
- f. component: a unit of study (course) of the study programme, included in the University Course Catalogue;
- g. course: the whole of education and testing of a component;
- h. test: interim examination as referred to in art. 7.10 of the Act;
- i. examination: the final Master's examination of the study programme that is passed if all obligations of the entire Master's Degree Programme have been fulfilled;
- j. Educational Facilities Contract: the contract concluded by the education director (or another officer on behalf of the study programme) and the disabled student, which lays down the necessary and reasonable facilities to which the student is entitled;
- k. International Diploma Supplement: the annex to the Master's Degree Certificate, which includes an explanation of the nature and contents of the study programme (partly in an international context).

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

SECTION 2 – ADMISSION

art. 2.1 – requirements for admission to the degree programme

1. The holder of a Dutch or foreign higher education degree in socio-cultural or social sciences at academic bachelor level, who demonstrates knowledge, insights and skills in the following fields will be admitted to the programme:
 - Cross-discipline theories, or the possibilities and difficulties of combining disciplines
 - Various scientific approaches
 - Social policy and intervention theories and the problems of social science-based interventions and social policy implementation
 - Social issues in modern society.
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. 2.2 – English language

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

- IELTS (International English Language Testing System). The minimum required IELTS score (overall band) must be: 6.5 with at least 6.0 for the component 'writing'.
- TOEFL (Test Of English as a Foreign Language). The minimum required TOEFL score is: 237 for the computer test; 580 for the written test; 93 for the internet test.
- Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score: B;
 - Cambridge Certificate of Proficiency in English; minimum score: C.

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

art. 2.3 – pre-master course

1. Those who do not fulfil the admission requirements referred to in art. 2.1 can fulfil them by passing a pre-master course tailored to the Master's Degree Programme of Utrecht University. The pre-master course has a maximum number of 60 credits.
2. Annex 1 includes the diplomas that grant admission to the pre-master course.

art. 2.4 – admission procedure

1. Admission decisions are made by the programme's admissions committee.
2. In order to determine eligibility for admission to the programme, as referred to in art. 2.1, 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.
3. In its evaluation the committee will consider the applicant's motivation and ambition with respect to the study programme in question, as well as the applicant's command of the language in which the programme is given.
4. The admission test is administered once a year.
5. A request to be admitted to the degree programme and a specific study programme must be submitted before 1 March for foreign students and 15 April for Dutch students (for degree programmes starting on 1 September).
In special cases, the admissions committee may handle a request submitted after these closing dates.

6. 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 study programme the applicant will have satisfied the knowledge and skills requirements referred to in art. 2.1., as evidenced by qualifications obtained.
7. The applicant will receive written notification that he/she has been admitted to the degree programme and a particular study programme. The possibility to appeal to the Examinations Appeals Board is pointed out in this notification.

SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMME

art. 3.1 – aim of the degree programme

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

The programme intends for its students:

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

The aim translated into exit qualifications

Knowledge and insight

The graduate has knowledge of and insight into:

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

Applying knowledge and insight

The graduate is capable of:

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

Formation of judgement

The graduate is capable of:

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

Communication

The graduate is capable of:

- adequately functioning as a social scientist;

- communicating with peers and laymen alike, both in writing and orally, in a clear and unambiguous manner

The Master's graduate:

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

Learning skills

The graduate is capable of:

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

art. 3.2 – attendance mode

This is a full-time programme.

art. 3.3 – language in which the programme is given

The programme is given in English. This is governed by the Utrecht University Language Code of Conduct.

art. 3.4 – credit load

The credit load for the programme is 60 credits.

art. 3.5 – study programmes; starting times

The Master's Degree Programme starts once a year: on 1 September.

art. 3.6 – composition of the study programmes

1. The study programmes encompass the following required components, the credit load of which has been specified:
The programme of study includes theoretical components with a credit load of at least 30 credits.
In addition the programme of study encompasses a research assignment or traineeship with a credit load of at least 30 credits;
The programme of study is listed in the annex under 2.
2. In the University Course Catalogue/cours manual the contents and type of courses of the components of the different programmes are described in more detail, stating the previous education required to pass the relevant component.

SECTION 4 – EDUCATION

art. 4.1 – courses

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

art. 4.2 – entry requirements of courses

Participation in the following components of the programme is possible only after the courses listed for it have been passed:

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

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

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

art. 4.4 – courses taking place

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

SECTION 5 – TESTING

art. 5.1 – general

1. During the course, the student will be tested for academic schooling and the extent to which the student has sufficiently achieved the learning objectives set. The testing of the student will be concluded at the end of the course.
2. The University Course Catalogue/course manual describes the achievements the student must make in order to pass the course and the criteria on which the student is assessed.
3. The testing procedure is described in the Regulations¹ of the board of examiners.
4. There is no testing in the month of August.

art. 5.2 – assessment: traineeship or research assignment

A traineeship or research assignment is assessed by the supervisor in question and one or more other internal and/or external experts.

art. 5.3 – marks

Marks are given on a scale from 1 to 10. A mark 6 and up means you have passed the course, a mark 5 or lower means you have failed it.

-fails up to a 4.99 are not rounded up

-5.00 to 5.49 = 5

-passes are rendered in whole marks or in .5 marks.

The rounding up and down is done as follows.

Fail:

0.00 – 4.99 are not rounded up

5.00 – 5.49 = 5

Pass:

5.50 – 6.24 = 6

6.25 - 6.74 = 6½

6.75 - 7.24 = 7

7.25 - 7.74 = 7½

7.75 - 8.24 = 8

8.25 - 8.74 = 8½

8.75 - 9.24 = 9

9.25 - 9.74 = 9½

9.75 - 10 = 10

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

art. 5.4 – make-up: additional or substitute test

If the student has fulfilled all obligations to perform to the best of his or her ability during the course, and he or she is nonetheless awarded a failing mark, but the final mark is at least a 4.0, he or she will be given a once-only possibility to sit an additional or substitute test.

art. 5.5 – type of test

¹ Also sometimes called 'Rules and Guidelines'.

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

art. 5.6 – disability

1. Disabled or chronically ill students who want to sit tests in a manner adapted as far as possible to their individual disability can address a request to this effect, supported by the student counsellor, to the board of examiners.
2. Students with an Educational Facilities Contract as referred to in article 7.3 will automatically be eligible for the scheme/facility laid down in the contract.

art. 5.7 – oral testing

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

art. 5.8 – provision for testing in special cases

1. If not providing for an individual testing possibility would result in a 'special case of manifest unfairness', the Director of Graduate School may decide to grant an individual testing possibility.
2. Requests for a special possibility to sit a test must be submitted to the Director of Graduate School as soon as possible, with evidence.

art. 5.9 – time limit for marking tests

1. The result of an oral test must be determined and communicated to the student within 24 hours.
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 or her mark. The administration will register the result in OSIRIS within 15 working days after the test was taken.
3. The written statement of the mark achieved must inform the student of the right of inspection referred to in art. 5.11 and of the possibility to appeal to the Examinations Appeals Board.

art. 5.10 – period of validity

1. Components which have been passed have unlimited validity. In departure from this provision, the board of examiners may impose an additional or substitute test in respect of a component which was passed more than three years ago.
2. Partial tests and assignments which were passed within a component which was not passed will lose their validity after the academic year in which they were passed.

art. 5.11 – 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 or her marked work upon request. At his or her request, a copy of that work will be provided to him/her at cost.
2. During the period referred to in the first paragraph, any student may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the mark was based.

art. 5.12 – exemption

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

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

art. 5.13 – Fraud and plagiarism

1. Fraud and plagiarism are defined as an action or failure to act on the part of a student, whereby a correct assessment of his or her knowledge, insight and skills is made impossible, in full or in part.
2.
 - a. In all cases in which fraud is found or suspected, the examiner will inform the board of examiners of this in writing.
 - b. In all cases in which the examiner finds or suspects fraud or plagiarism:
 - he or she will inform the student of this in writing;
 - he or she will give the student a possibility to respond to this in writing;
 - he or she will then send the written documents and findings to the board of examiners.
 - c. The board of examiners will allow the examinee a possibility to speak.
3. The board of examiners will determine whether fraud or plagiarism has occurred and will inform the examinee of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
4. Fraud and plagiarism will be punished by the board of examiners as follows:
 - a. In any event:
 - o invalidation of the paper or examination submitted
 - o a reprimand, a note of which will be made in the student's file.
 - b. In addition to – depending on the nature and scale of the fraud or plagiarism, and on the examinee's phase of study – one or more of the following sanctions:
 - o removal from the course
 - o no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2
 - o exclusion from participation in examinations or other forms of testing belonging to the educational component concerned for the current academic year, or for a period of 12 months
 - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - c. In the event that the student has already received a reprimand:
 - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months and a recommendation to leave the course.

SECTION 6 – EXAMEN

art. 6.1 – 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 study programme, if and in so far as the results of the relevant tests give them reason to do so.
3. The examination will be passed on condition that all components have been passed.

art. 6.2 – cum laude judicium

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

- a. A weighted average of 8.0 for all elements of the Master degree programme. This weighting is based on the credits
- 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, shall not be awarded with distinction (*cum laude*).

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

art. 6.3 – degree

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

art. 6.4 – degree certificate

1. The board of examiners will award a certificate as proof that the examination was passed.
2. The board of examiners will add the International Diploma Supplement to this certificate, which provides (international) insight into the nature and contents of the completed study programme.

SECTION 7 – STUDENT COUNSELLING

art. 7.1 – records of students' progress

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

art. 7.2 – student counselling

1. The faculty must provide for counselling of the students who are registered for the study programme.
2. Student counselling encompasses:
 - assignment of a tutor/ student counsellor
 - referring and assisting students who encounter difficulties during their studies;

art. 7.3 – disability

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

SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

art. 8.1 – safety-net scheme

In cases for which these Regulations do not provide, do not clearly provide, or lead to obviously unreasonable outcomes, a decision will be taken by or on behalf of the dean, after having heard the board of examiners.

art. 8.2 – amendments

1. 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.
2. An amendment to these rules is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.
3. Nor may an amendment have an adverse effect for students on any other decision taken pursuant to these Regulations by the board of examiners with respect to a student.

art. 8.3 – publication

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

art. 8.5 – effective date

These Regulations take effect on 1 September 2007.

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Annex

Annex 1. Premaster programme 'Sociale vraagstukken: interventies en beleid' (ASW) (The programme is offered in Dutch only) (art. 2.3.2)

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 successfully completing (grade 6.0 or higher) the course Mathematics (Wiskunde) 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
Hoger Kunstonderwijs:	Only Journalistiek
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 credits)
- M&T 2: statistiek met behulp van de computer (7,5 credits)
- Inleiding algemene sociale wetenschappen voor HBO-instromers (7,5 credits)
- Beleid en evaluatieonderzoek (7,5 credits)
- Sociale wetenschap: perspectieven en grondslagendebat (7,5 credits)
- M&T3: Data-analyse (7,5 credits)
- Onderzoeksproject pré-master (7,5 credits)
- Furthermore, all Pre-Masters' students must choose one course from the elective majors offered by ASW and the level of 2 or 3 Bachelor's programme of Cultural Anthropology. (7.5 credits).

Annex 2. Programme of study (art. 3.6.1)

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