

# **Education and Examination Regulations 2009-2010**

## **Master's Degree Programmes**

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

## **Latin American and Caribbean Studies**

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



## SECTION 1 – GENERAL PROVISIONS

### art. 1.1 – applicability of the Regulations

These Regulations apply to the education and examinations of the Master's Degree Programme Interdisciplinary Social Science: Social Policy and Social Interventions, and the Master's Degree Programme Latin American and Caribbean Studies, hereinafter referred to as: the Programme(s), and to all students who are registered for the Programme(s)<sup>1</sup>.

- The Programme Interdisciplinary Social Science: Social Policy and Social Interventions is provided by the School of Interdisciplinary Social Science within the Faculty of Social and Behavioural Sciences of Utrecht University;
- The Programme Latin American and Caribbean Studies is provided by the School of Cultural Anthropology and Sociology within the Faculty of Social and Behavioural Sciences of Utrecht University in cooperation with The Faculty of Humanities.

### 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 System, whereby one credit is equal to 28 hours of study;
- d. the Faculty: the Faculty of Social and Behavioural Sciences;
- e. 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.
- f. programme: a coherent whole of units of study within a study programme, as described in art. 3.6 of these Regulations.
- g. component: a unit of study (course) of the study programme, included in the University Course Catalogue;
- 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);
- l. Final Grade Point Average: the average of the grades obtained over the course of a degree programme, weighted according to credits and expressed on a scale of 1 to 4.

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

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

## SECTION 2 – ADMISSION

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

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

1. The holder of a Dutch or foreign higher education degree in socio-cultural or social sciences at academic bachelor level, with demonstrable knowledge, insights and skills in the following fields will be admitted to the programme:
  - cross-discipline theories, or the possibilities and difficulties of combining disciplines;
  - 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.

#### 2.1.2 - LATIN AMERICAN AND CARIBBEAN STUDIES

1. The holder of a Dutch or foreign higher education degree at academic bachelor level in the humanities or social sciences, with demonstrable knowledge and focus on Latin America or the Caribbean, including research, study or practical experience in the region and knowledge of one of its languages can be admitted to the programme. Admission depends on the students Bachelor degree programme. Applications will be assessed by the Programme's Committee.
2. The holder of a degree of the Bachelor programme 'Cultural Anthropology', 'Spanish Language and Culture', 'Portuguese Language and Culture', 'History', or 'Language and Culture Studies' of Utrecht University may ensure admission if a specific combination of Bachelor courses has been included in the Bachelor programme. These combinations are listed in the annex 1 'Requirements for admission'.

### art. 2.2 – English language

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

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

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

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

### art. 2.3 – 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 2 includes the diplomas that grant admission to the pre-master course.

## art. 2.4 – admission procedure

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

1. Admission decisions are made by the programme's admissions committee.
2. In order to determine eligibility for admission to the programme Interdisciplinary social science: social policy and social interventions, 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.  
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. 2.1.1, as evidenced by qualifications obtained.
7. The applicant will receive written notification that he/she has or has not been admitted to the degree programme and a particular study programme. The possibility to appeal to the Examinations Appeals Board is pointed out in this notification.

### **2.4.2 - LATIN AMERICAN AND CARIBBEAN STUDIES**

1. Admission decisions are made by the programme's admissions committee.
2. In order to determine eligibility for admission to the programme Latin American and Caribbean studies, 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 also 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 15 April to the admissions committee.  
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 15 June. 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. 2.1.2, as evidenced by qualifications obtained.
7. The applicant will receive written notification that he/she has or has not been admitted to the degree programme and a particular study programme. The possibility to appeal to the Examinations Appeals Board is pointed out in this notification.

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

art. 3.1 – aim of the degree programme

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

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

The programme intends for its students:

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

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

##### *Knowledge and insight*

The graduate has knowledge of and insight into:

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

##### *Applying knowledge and insight*

The graduate is capable of:

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

##### *Formation of judgement*

The graduate is capable of:

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

### *Communication*

The graduate is capable of:

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

The Master's graduate:

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

### *Learning skills*

The graduate is capable of:

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

## **3.1.2 - LATIN AMERICAN AND CARIBBEAN STUDIES**

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

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

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

#### *Knowledge and insight*

The graduate has knowledge of and insight into:

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

#### *Applying knowledge and insight*

The graduate is capable of:

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

#### *Formation of judgement*

The graduate is capable of:

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

### *Communication*

The graduate is capable of:

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

### *Learning skills*

The graduate is capable of:

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

## art. 3.2 – attendance mode

These are full-time programmes.

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

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

## art. 3.4 – credit load

The credit load for the programmes is 60 credits.

## art. 3.5 – study programmes; starting times

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

## art. 3.6 – composition of the study programmes

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

1. The study programme encompasses the following required components, the credit load of which has been specified:  
The programme of study includes theoretical components with a credit load of 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 3.1.
2. In the University Course Catalogue/course manual the contents and type of courses of the components of the different programmes are described in more detail, stating the previous education required to pass the relevant component.



### **3.6.2 - LATIN AMERICAN AND CARIBBEAN STUDIES**

1. The study programme encompasses the following required components, the credit load of which has been specified:

The programme of study includes theoretical components with a credit load of 30 credits:

- mandatory course: Regional Orientation: history, society and culture of Latin America and the Caribbean, 7,5 credits;
- optional courses, 22,5 credits.

Furthermore the programme consists of a MA research project of 30 credits.

2. The programme of study and the optional components are listed in the annex under 3.2. In special cases, the board of examiners may allow the student to take one or more components of other university master's degree programmes.
3. In the University Course Catalogue/course manual the contents and type of courses of the components of the different programmes are described in more detail, stating the previous education required to pass the relevant component.

## **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

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

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

- Changing care systems after passing one of the following courses:
  - Welfare States: context and transformation processes or
  - Research strategies for social policy and intervention;
- Management and Organization of Public Service Agencies after passing one of the following courses:
  - Welfare States: context and transformation processes or
  - Research strategies for social policy and intervention;
- Introduction and preparation to Master's Project after passing one of the following courses:
  - Welfare States: context and transformation processes or
  - Research strategies for social policy and intervention;
- Master's project after passing the following courses:
  - Welfare States: context and transformation processes or Research strategies for social policy and intervention and
  - Changing care systems or Management and Organization of Public Service Agencies and
  - Introduction and preparation to Master's Project.

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

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

- Research project Latin American and Caribbean Studies and Master thesis Latin American and Caribbean Studies after passing Regional orientation: history, society and culture of Latin America and the Caribbean, and 2 optional courses and Designing Research in Latin America and the Caribbean.

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

1. Each student is 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 University 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 director of the educational institute and the students, may decide to offer the course in an altered form in terms of working and examination methods, or to offer an alternative course.

## SECTION 5 – TESTING

### art. 5.1 – general

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

### art. 5.2 – assessment: traineeship or research assignment

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

### art. 5.3 – grades

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

- fails up to a 4.99 are not rounded up
- 5.00 to 5.49 = 5
- passes are rendered in whole grades or in .5 grades.

The rounding up and down is down as follows.

#### Fail:

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

#### Pass:

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

If the next decimal ends up at a 5 or more, the grade is rounded up; if the next decimal is a 4 lower the grade 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 grade, but the final grade is at least a 4.0, he or she will be given a once-only possibility to sit an additional or substitute test.

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<sup>2</sup> Also sometimes called 'Rules and Guidelines'.

#### art. 5.5 – type of test

1. Testing within a course is done in the manner stated in the University Course Catalogue/ course manual<sup>3</sup>.
2. At a student's request, the board of examiners may allow a test to be administered otherwise than as stipulated in the first paragraph.

#### art. 5.6 – 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. 5.7 – provision for testing in special cases

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

#### art. 5.8 – time limit for grading tests

1. The result of an oral test must be determined and communicated to the student within 24 hours.
2. The examiner must grade 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 grade. The administration will register the result in OSIRIS within 15 working days after the test was taken.
3. The written statement of the grade achieved must inform the student of the right of inspection referred to in art. 5.10 and of the possibility to appeal to the Examinations Appeals Board.

#### art. 5.9 – 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. 5.10 – 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 graded work upon request. At his or her request, a copy of that work will be provided to him/her at cost.
2. During the period referred to in the first paragraph, any student may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the grade was based.

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

#### art. 5.11 – storage time tests

The assignments, their completion and the work assessed in the written tests will be kept for a period of one year following the assessment.

#### 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.

The faculty will ensure that students will be informed of the principles of academic practice and what is considered to be fraud and plagiarism.

2.
  - a. In all cases in which fraud is found or suspected, the examiner will inform the board of examiners of this in writing or by e-mail.
  - b. In all cases in which the examiner finds or suspects fraud or plagiarism:
    - he or she will inform the student of this in writing or by e-mail;
    - 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:
    - invalidation of the paper or examination submitted;
    - 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:
    - removal from the course;
    - no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2;
    - exclusion from participation in examinations or other forms of testing belonging to the educational component concerned for the current academic year, or for a period of 12 months;
    - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
  - c. In the event that the student has already received a reprimand:
    - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months and a recommendation to leave the course.

## SECTION 6 – EXAMINATION

### art. 6.1 – examination

1. The board of examiners will determine the result of the examination at the student's request. This request must be submitted in accordance with the rules published in the website or in the prospectus.
2. Prior to determining the examination result, the board of examiners may examine the student's knowledge of one or more components or aspects of the study programme, if and in so far as the results of the relevant tests give them reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the application was submitted, if the application is complete and contains sufficient evidence of the tests passed by the student and the academic training thereby received.
4. 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 weighted average of 8.0 for all elements of the Master degree programme. This weighting is based on the credits;
- not any part of the degree programme can be assessed with a grade less than a 7.0 in OSIRIS;
- at the first assessment the grade for the Master's (research) project must be 8.0 or higher;
- the initial grade for the work placement, if applicable, must not be lower than 8.0.

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.

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

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

<b>Average grade</b>		<b>Final GPA</b>
From 8.60	up to and including 10	4
8.00	8.59	4
7.70	7.99	3.7
7.40	7.69	3.3
7.00	7.39	3
6.70	6.99	2.7
6.40	6.69	2.3
6.00	6.39	2
5.60	5.99	1.7
5.40	5.59	1.3
4.50	5.39	1
0	4.49	0

## **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;
  - referring and assisting students who encounter difficulties during their studies.

### art. 7.3 – disability

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



## **SECTION 8 – 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. 8.4 – effective date**

These Regulations take effect on 1 September 2009.

## Annex

### 1. Requirements for admission LATIN AMERICAN AND CARIBBEAN STUDIES

(art. 2.1.2 paragraph 2 Latin American and Caribbean Studies)

Students with a Utrecht University Bachelor degree in the disciplines Cultural Anthropology, Spanish Language and Culture, Portuguese Language and Culture, History, or Language and Culture Studies (TCS) will be admitted to the master programme Latin American and Caribbean Studies if sufficient proficiency in one of the languages of the region has been acquired and when a certain number of courses related to Latin America or the Caribbean have been successfully passed within the Bachelor programme. These courses are specified below for each BA degree. With respect to proficiency in Spanish or Portuguese, the language requirement for students with a BA in Spanish Language and Culture, Portuguese Language and Culture, History, or TCS amounts to 3 courses (22,5 erts) 'Taalverwerving Spaans/Portugees'. Students with a BA in Cultural Anthropology qualify for language proficiency Spanish or Portuguese with 2 courses (15 erts) 'Taalverwerving Spaans/Portugees' combined with bachelor fieldwork in Spanish America or Brazil.

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

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

4 BA courses:

- Inleiding culturen en samenlevingen van Latijns Amerika en het Caraïbisch Gebied
- Inleiding in het ontwikkelingsvraagstuk
- Sociale uitsluiting en stedelijk geweld in Latijns Amerika
- Culture, Violence, Trauma and Reconciliation

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

- Bachelorproject: het opzetten van een kwalitatief onderzoek (bachelorproject: kwalitatieve onderzoeksmethoden inclusief onderzoeksontwerp)
- Bachelorproject: dataverzameling en dataverwerking (Antropologisch veldwerk I)
- Bachelorproject: literatuurverkenning en dataverzameling (Antropologisch veldwerk II)
- Bachelorproject: bachelorthesis (schrijven van een antropologisch artikel).

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

The following 4 BA courses must have been passed:

- Inleiding Latijns Amerikaanse cultuur
- Inleiding letterkunde Spanje en Latijns Amerika
- Letterkunde Latijns Amerika 1
- Letterkunde Latijns Amerika 2.

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

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

The following 4 BA courses must have been passed:

- Cultuur van Brazilië
- Literatuur van Brazilië
- Seminar literatuur Brazilië
- Seminar cultuur Brazilië.

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

History (Faculty of Humanities)

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

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

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

## 2. Pre-master programme (art. 2.3):

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

#### Admission to the pre-master programme Interdisciplinary Social Science: Social Policy and Social Interventions (The programme is offered in Dutch only):

The holder of a full time Dutch bachelor degree of a University of Applied Sciences (HBO) as mentioned below will be admitted to the pre-master programme after successfully completing (grade 6.0 or higher) the course Mathematics (wiskunde) at HAVO-level.

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

The holder of the full time Dutch bachelor degree of the University of Applied Sciences (HBO) "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 Interdisciplinary Social Science: Social Policy and Social Interventions (60 credits):

- Inleiding algemene sociale wetenschappen (pre-master) (7,5 credits)
- M&T-1: Leefwereld van jongeren: methoden van onderzoek (7,5 credits)
- M&T-2: statistiek en SPSS (7,5 credits)
- Beleid en evaluatieonderzoek (7,5 credits)
- Sociale wetenschap: perspectieven en grondslagendebat (7,5 credits)
- M&T-3: Data-analyse (7,5 credits)
- Pre-master Thesis (7,5 credits)
- Furthermore all Pre-masters' students must choose one course from the elective major offered by ASW and the level of 2 or 3 Bachelor's programme of Cultural Anthropology or Sociology (7,5 credits).

### 2.2 - LATIN AMERICAN AND CARIBBEAN STUDIES

#### Admission to the pre-master programme Latin American and Caribbean Studies:

The holder of a full time Dutch bachelor degree of a University of Applied Sciences (HBO) as mentioned below will be admitted to the pre-master programme:

- Hoger Pedagogisch Onderwijs
- Hoger Sociaal-agogisch Onderwijs
- Hoger Gezondheidszorg Onderwijs: Only Verpleegkunde (HBO-V)
- Hoger Economisch Onderwijs

#### Content of the pre-master programme Latin American and Caribbean Studies (60 credits):

- M&T-1: onderzoeksmethoden (7,5 credits)
- Culture, violence, trauma and reconciliation (7,5 credits)
- Sociale uitsluiting en stedelijk geweld in Latijns Amerika (7,5 credits)
- Inleiding culturen en samenlevingen van Latijns Amerika en het Caraïbische Gebied (7,5 credits) or a course Latijns Amerika (Letteren, CEDLA) (7,5 credits)
- Bachelorproject CA: het opzetten van een kwalitatief onderzoek (7,5 credits)
- Bachelorproject CA: literatuurverkenning en dataverzameling (7,5 credits)
- Bachelorproject CA: dataverzameling en dataverwerking (7,5 credits)
- Bachelorproject CA: bachelor thesis (7,5 credits).

### 3. Programme of study (art. 3.6):

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

Component	Credits	Semester
Welfare States: Context and Transformation Processes	7,5 credits	1; period 1.
Research Strategies for Social Policy and Intervention	7,5 credits	1; period 1
Changing Care Systems	5,0 credits	1; period 2
Management and Organization of Public Service Agencies	5,0 credits	1; period 2
Master's project: Introduction and Preparation Masterproject	5,0 credits	1; period 2
Master's project Policy and Intervention	30 credits	2; period 3 & 4

#### 3.2 - LATIN AMERICAN AND CARIBBEAN STUDIES

Component	Credits
Regional Orientation: history, society and culture of Latin America and the Caribbean	7,5 credits
3 optional courses: <ul style="list-style-type: none"><li>• Armed actors, violence and fear in Latin America, 7,5 credits</li><li>• Multiculturalism, ethnicity and social conflict in Latin America and the Caribbean, 7,5 credits</li><li>• History and fiction in Spanish American literature, 7,5 credits</li><li>• Society and literature in Brazil, 7,5 credits</li><li>• Brazilian cinema and politics, 7,5 credits</li><li>• Tutorials Latin American and Caribbean Studies, 7,5 credits</li><li>• Extension research project Latin American and Caribbean Studies, 7,5 credits</li></ul>	22,5 credits
Ma research project: <ul style="list-style-type: none"><li>• Designing research in Latin America and the Caribbean, 7,5 credits</li><li>• Research project Latin American and Caribbean Studies, 15 credits</li><li>• Master thesis Latin American and Caribbean Studies, 7,5 credits</li></ul>	30 credits