

Teaching and Examination Regulation

2018 - 2019

Master

Culture organization and management

Faculty of Social Sciences

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Section A: Faculty section

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.
2. These Regulations enter into force with effect from 1 September 2018
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.

Article 1.2 Definitions

The following definitions are used in these Regulations:

- | | |
|---------------------------|--|
| a. EC (European Credit) | an EC credit with a workload of 28 hours of study; |
| b. examination: | the final examination of the Bachelor's programme; |
| c. semester: | the first (September - January) or second half (February - August) of an academic year; |
| e. educational component: | a unit of study of the programme within the meaning of the WHW; |
| f. period: | a part of a semester; |
| g. practical exercise: | the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are: <ul style="list-style-type: none"> • researching and writing a thesis or dissertation • carrying out a research assignment • taking part in fieldwork or an excursion • participating in and completing a work placement; |
| h. programme: | the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature; |
| i. thesis: | a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report; |
| j. SAP/SLcMVU: | the Student Information System; |
| k. study guide: | the guide for the study programme that provides further details of the provisions and other information specific to that programme. The course catalogue (or Study Guide) is available electronically at: https://www.vu.nl/en/study-guide/ ; |
| l. workload: | the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits; |
| m. academic year: | the period beginning on 1 September and ending on 31 August of the following calendar year; |
| n. interim examination: | an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An interim examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination; |
| o. University: | Vrije Universiteit Amsterdam; |
| p. subject | see 'educational component' |
| q. WHW: | the Dutch Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek); |

r. OLC	Programme committee (PC);
s. FGV	Faculty joint assembly – assembly of the faculty student council and faculty staff council;
t. FSC	Faculty student council
u. CvB	the Executive Board of Vrije Universiteit Amsterdam.

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

2. Study programme structure

Article 2.1 Structure of academic year and educational components

1. The study programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks
3. An educational component comprises 6 EC or a multiple thereof.
4. By way of exception to paragraph 3, Section B2 may stipulate that a unit of study comprises 3 EC or a multiple thereof. The Executive Board has to give permission for this.

3. Assessment and Examination

Article 3.1 Signing up for education and interim examinations

1. Every student must sign up to participate in the educational components of the programme, the examinations and resits. The procedure for signing up is described in an annex to the Student Charter.
2. Signing up may only take place in the designated periods.

Article 3.2 Type of examination

1. At the student's request, the Examinations Board may permit under special circumstances a different form of interim examination than that stipulated in the course catalogue.
2. If an educational component is no longer offered in the academic year following its termination, at least one opportunity will be provided to resit the interim examination(s) or parts thereof and a transitional arrangement will be included in section B2 for the subsequent period.

Article 3.3 Oral interim examinations

1. An oral assessment is public unless the Examinations Board or examiner determines otherwise in an exceptional case.

Article 3.4 Determining and announcing results

1. The examiner determines the result of a written interim examination as soon as possible, but at the latest within ten working days. The marking deadline for the first submission opportunity for the theses is also ten working days. The marking deadline for the second submission opportunity for theses is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (i.e. mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The fourth clause of the first paragraph applies.
3. In the case of alternative forms of oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.
4. A student may also submit a motivated request for reassessment to the examiner. A request for reassessment does not affect the time period for lodging an appeal.

Article 3.5 Examination opportunities

1. a. Per academic year, two opportunities to take examinations per educational component will be offered.
b. The options for retaking practical components, work placements, bachelorprojects and theses are detailed in the relevant work placement manual, teaching regulations or graduation regulations.
2. The most recent mark will apply in the event of a resit. A retake is allowed for both passed and failed units of study.
3. The resit for an interim examination must not take place within ten working days of the announcement of the result of the examination being resat.
4. The student who has passed all but one of the examinations necessary to meet the degree requirements and who is unable to sit that examination in the next semester, may submit a reasoned request to the Examination Board asking for the opportunity to take this examination at an earlier date; the examiner can decide that this extra examination is a different assessment type than the regular examination opportunity.

Article 3.6 Marks

1. Marks are given on a scale from 1 to 10 with no more than one decimal point.
2. The final marks are given in whole or half points.
3. Final marks between 5 and 6 will be rounded off to whole marks: between 0.1 - 0.4 rounded down; between 0.5 - 0.9 rounded up. To pass a course, a 6 or higher is required.
4. The Examination Board can allow to use symbols rather than numbers, for example; v(oldaan), g(oed), n(iet)v(ol)d(aan), etc.)

Article 3.7 Exemption

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:
 - a. has passed a course component of a university or higher professional education programme that is equivalent in terms of content and level;
 - b. has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.

Article 3.8 Validity period for results

1. The validity period of interim examinations passed and exemption from interim examinations is unlimited, unless otherwise specified in Section B1.
2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the unit of study concerned, as stipulated for the relevant unit of study in Section B1.

Article 3.9 Right of inspection and post-examination discussion

1. For at least ten working days after the announcement of the results of a written interim examination, the student can inspect his/her assessed work, the questions and assignments set in it, as well as the standards applied for marking. The place and time referred to in the previous clause will be announced at the time of the interim examination.
2. If a collective post-examination discussion has been organized, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion through no fault of his/her own.
3. Students who meet the requirements stipulated in paragraph 2 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner.

4. Academic student counselling and study progress

Article 4.1 Administration of study progress and academic student counselling

1. The faculty board is responsible for the correct registration of the students' study results. After the assessment of an educational component has been registered, every student has the right to inspect the result for that component and also has a list of the results achieved at his/her disposal in VUnet.
2. Enrolled students are eligible for academic student counselling. Academic student counselling is provided by
 - a. the Student General Counselling Service;
 - b. student psychologists;
 - c. faculty academic advisors.

Article 4.2 Adaptions for students with a disability

1. A student with a disability can, at the moment of submission to VUnet, or at a later instance, submit a request to qualify for special adaptations with regard to teaching, practical training and interim examinations. These adaptations will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.
2. The request referred to in the first paragraph must be accompanied by a statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.
3. Students who have been diagnosed with dyslexia must provide a statement from a BIG, NIP or NVO registered professional who is qualified to conduct psychological evaluation.
4. The faculty board, or the responsible person on behalf of the faculty board, decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
5. In the event of a positive decision in response to a request as referred to in paragraph 1, the student will make an appointment with the study adviser to discuss the details of the provisions. For the provision of additional examination time, it is not necessary to make an appointment with the study adviser.
6. A request for adaptations will be refused if it would place a disproportionate burden on the organization or the resources of the faculty or university were it upheld.
7. If the disability justifies an extension of the interim examination time, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures to be taken, the academic adviser can take the necessary measures.
8. The decision as referred to in paragraph 5 may specify a limited validity of the special adaptations.

5. Hardship clause

Article 5.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the faculty board responsible for the study programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

Section B1: Programme specific – general provisions

6. General programme information and characteristics

Article 6.1 Study programme information

The programme Culture, Organization and Management CROHO number 60050 is available on a full-time basis.

Article 6.2 Teaching formats used and modes of assessment

1. The degree programme uses in particular the following teaching formats:
 - lectures;
 - tutorials;
 - working groups;
 - practical exercises;
 - formative online assessments.
2. The degree programme uses in particular the following modes of assessment:
 - written examination;
 - assignments;
 - presentations;
 - thesis.

7. Further admission requirements

Article 7.1 Intake date(s)

The programme starts on September 1.

Article 7.2 Admission requirements

1. Admission to the Master's programme is possible for an applicant who has obtained a Bachelor's degree at an institution of academic higher education, which demonstrates the following knowledge, understanding and skills:
 - a. knowledge of and skills in the field of qualitative research methods;
 - b. knowledge of and insight into the field of organization sciences and organizational culture.
2. The Admissions Board will investigate whether the applicant meets the admission requirements.
3. In addition to the requirements referred to in the first paragraph, the Admissions Board can also assess requests for admission in terms of (at least two of) the following criteria:
 - a. talent and motivation;
 - b. level of relevant knowledge and understanding;
 - c. proficiency in methods and techniques;
 - d. academic attitude and critical thinking;
 - e. proficiency in the language(s) of instruction.
4. Applicants with a HBO Bachelor's degree including the minor 'Sociaalwetenschappelijk Onderzoek' of Hogeschool van Amsterdam can be admitted with a few additional conditions, to be judged by the Admission Board.

Article 7.3 English language requirements for English-language Master's programmes

1. The proficiency requirement in English as the language of instruction can be met if no longer than two years before the start of the programme, the applicant has successfully completed one of the following examinations with at least the scores indicated:
 - IELTS: 6.5
 - TOEFL paper based test: 580
 - TOEFL computer based test: 237
 - TOEFL internet based test: 92
 - Cambridge Certificate in Advanced English (CAE): A or B
 - Cambridge Certificate of Proficiency in English (CPE): A, B or C
 - VU TOEFL-ITP: 580 (only valid at the VU)

Article 7.4 Pre-Master's programme

1. Students with a Bachelor's degree in a field that corresponds to a sufficient extent with the subject area covered by the Master's programme can request admission to the pre-Master's programme.
2. The pre-Master's programme comprises 30 EC and is made up of the following units of study:
 - a. PM Kernthema's bestuurs- en organisatie wetenschap
 - b. PM Methodologie van Sociaalwetenschappelijk Onderzoek COM
 - c. PM Tutorial Academic Writing COM
 - d. PM Organizational Culture & Change
 - e. PM Fieldwork & Textwork
3. A successfully completed pre-Master's programme serves as proof of admission to the specified Master's programme in the subsequent academic year.

8. Interim examinations and results

Article 8.1 Sequence of interim examinations

1. Students may participate in interim examinations [or practical exercises] of the components below only if they have passed the interim examination or examinations for the components mentioned hereinafter or participated in the examinations of these components:
 - Changing Organizational Culture only after participating in Organization Sciences.
 - Culture and Identity in Organizations only after participation in Organization Sciences.
 - Transnational Organizations in a Global World only after participation in Organization Sciences.
 - Master's Thesis in Culture, Organization and Management only after:
 - participation in the subjects of period 1 and 2 of the programme of which at least 12 EC have been achieved;
 - after participation in Research Proposal.
 - Research Lab only after participation in the subjects of period 1 and 2 of the programme and after participation in Research Proposal.

Section B2: Programma specific – content of programme

9. Programme objectives, specializations and exit qualifications

Article 9.1 Workload

1. The programme has a workload of 60 EC.

Article 9.2 Programme objectives

The programme aims to provide students with the knowledge, insights, skills and attitude with that enable them to:

- give a critical oral and written account of the different theoretical approaches in the field of culture, organization and management, with the help of a broader analytical and conceptual framework rooted in the Organizational Sciences;
- to connect these approaches to the data they assemble during fieldwork;
- map the cultural and political processes in and around organizations and networks in a theoretically informed analysis of fieldwork data;
- to formulate solutions for organization and/or cooperation issues on the basis of their findings.

Article 9.3 Exit qualifications

At all events, a graduate of the study programme will have:

Knowledge - A graduated student COM has knowledge of, and insight into, the development of theories in the fields of:

- transnationalism and globalization, and the consequences thereof for visions on and discourses about organizational culture and styles of management;
- organizational change, culture change and intervention;
- identity, diversity, and (inter)cultural processes in organizations;
- the application of methods and techniques of qualitative research.

Skills - A graduated student COM is able to

- analyze a scientific problem in the fields of identity or culture change;
- set up and carry out small-scale fieldwork research with the help of qualitative research techniques;
- report on the results of this research, both orally and in writing.

Attitude - A graduated student COM has acquired the ability to:

- reflect on the effects and restrictions of his/her role in fieldwork settings as well as in relation to the exigencies of professional work environments;
- perceive, respect and appreciate cultural diversity in organizations.

10. Curriculum structure

Article 10.1 Composition of the programme

1. The programme comprises at least a package of compulsory components and an individual research project and Master's thesis.
2. Additionally the programme can offer:
 - Practical exercises
3. Educational components are categorized as specialized (400), research oriented (500) and highly specialized (600) level.

Article 10.2 Compulsory educational components

A detailed description per educational component can be found in the Study Guide.

Educational component	course code	nr of EC	level
Organization Sciences	S_OS	6	400
Sensemaking in Organizations	S_SOZ	6	400
Research Proposal	S_RP	6	500
Two of: Transnational Organizations in a Global World OR Culture and Identity in Organizations OR Changing Organizational Culture	S_TOGW OR S_CIO OR S_COC	12 (6+6)	500
Research Lab	S_RL3	3	500
Master's Thesis in Culture, Organization and Management	S_MTCOM	24	600
Practices in Culture, Organization and Management	S_PCOM	3	500

Article 10.3 Participation in practical exercise

In the case of practical training or tutorials, the rules about obligatory attendance will be announced in the study guide for that subject on Canvas prior to the start of the teaching period for that subject.

11. Evaluation and transitional provisions

Article 11.1 Evaluation of the education

1. The education provided in this programme is evaluated in accordance with the (attached) evaluation plan. The faculty evaluation plan offers the framework.

Article 11.2 Transitional provisions

By way of departure from the Teaching and Examination Regulations currently in force, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations, see appendix.

Advice and approval by the Programme Committee Culture, organization and Management, on 9 March 2018.

Approved by the Faculty Joint Assembly, on 8 May 2018.

Adopted by the board of the Faculty of Social Sciences on 22 May 2018.

Appendix:

Transitional provisions

Transition table

Students who have obtained at least 30 EC of the 'old' program on 1 September 2018 complete their programme in accordance with the old program. Below is described how they can replace the expired subjects.

Subject (in 2017-2018 or before)	Replacement subject (2018-2019)
Research Lab (6 EC)	Research Lab (3 EC) and Practices in COM (3 EC)

Exemption table:

Students who have obtained less than 30 credits from the 'old' programme on 1 September 2018 follow the new programme. On the basis of the already obtained subjects, they are exempted from certain subjects from the new programme:

Subject passed in 2017-2018 (or before)	Counts as substitution for subject (2018-2019)
Research Lab (6 EC)	Research Lab (3 EC) en Practices in COM (3 EC)

Clean sweep test

Subject 2017-2018	'clean sweep test'
Research Lab (6 EC)	yes