



# Policy on Master's tracks

valid from 01/09/2021

## 1. Introduction

The Board of the University (CvB: College van Bestuur) approved the policy regarding UG Master's tracks on 07/03/2016.

This policy has been updated, resulting in the current Policy on Master's tracks that is applicable as from 01/09/2021.

The CvB policy generally defines three processes:

1. The administrative registration of degree programmes and the way of dealing with starting, changing, and terminating tracks.
2. The introduction of a regular faculty evaluation system specifically for Master's tracks.
3. The way that students are provided with information about degree programmes, and in particular Master's tracks, via the various administrative systems and the website.

This affects the way that the Master's degree programme tracks are dealt with within the UG, regarding not only the decision-making process but also communication and implementation. See below.

The individual faculties use various other terms to refer to different sets of course units, such as 'specializations' or 'profiles'. We classify these groupings as subcategories within a track.

## 2. Procedure for starting, changing, and terminating tracks and administrative registration.

### 2.1 Starting, changing, or terminating a track

In December of each academic year ( $T$ ), the Board of the University sends the faculties a planning letter (previously called the Valentine's letter) to ask them to submit any changes to their degree programmes, including tracks, by mid-February ( $T+1$ ) of the same academic year.

The plans should concern the academic year that starts in the subsequent calendar year ( $T+2$ ; example: plans submitted in 2021-2022 will be implemented in 2023-2024). The proposed changes can be discussed in response to the planning letter in an Administrative Meeting with the faculties if desired.

The following rules apply to starting, changing, or terminating a track within a degree programme:

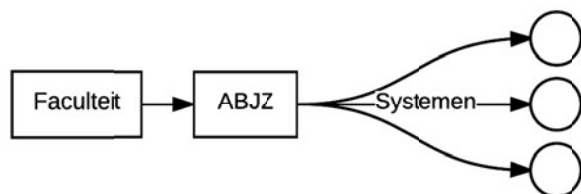
- Requests to start/terminate a track, or to substantially change a track, must be submitted to the CvB via SER/ABJZ no later than in mid-February of the academic year  $T+1$  in order to be implemented in the academic year  $T+2$ . The CvB will either approve the proposal or turn it down, giving reasons.
- The period for dismantling, changing the name, or changing the language of instruction of a track is  $C+1$  (the curriculum period plus 1 extra year for examination resits). This period is important because registered students must be given the opportunity to complete the track before the change takes effect. Any students who fail to complete the track during this period will have to register for a different (similar) track (or, if applicable, for the variant of the track with the new name/language of instruction).

- A request for a new track, changes to an existing track, or termination of a track must be accompanied by a brief motivation letter from the Faculty Board.
- In addition, all changes must be submitted using the correct forms, stating all the required information to correctly register the request for starting, changing, or terminating a track in the administrative systems:
  1. Request for a new Master's track:
    - a. Form for registering information on new degree programmes or tracks in administrative systems (Appendix 3), containing all required information about the new track.
    - b. In addition, the request for a new track must be accompanied by an 'Assessment Form for New Master's Track'. This form must be signed by the Faculty Board and the Board of Examiners to confirm that the new track satisfies the criteria. This assessment form is included as Appendix 1.
  2. Request for termination of a Master's track:
    - a. Form for registering information on termination of degree programmes or tracks in administrative systems (Appendix 4), containing all required information about the track that is to be terminated.
  3. Request for a change of name/change of language of instruction for an existing Master's track:
    - a. Form for registering information on new degree programmes or tracks in administrative systems (Appendix 3), containing all required information about the new name/language of instruction.
    - b. Form for registering information on termination of degree programmes or tracks in administrative systems (Appendix 4), containing all required information about the previous name/language of instruction.
- After approval by the CvB:
  - (1) SER/ABJZ will inform the faculty of the CvB's decision and, in the event of rejection, the reasons for this, and
  - (2) SER/ABJZ will forward the information from the 'Administration Form for Degree Programme Information' (Appendices 3 and 4) to SIA for processing in the administrative systems.

## 2.2 Administrative registration of degree programmes

All tracks taught at the UG are registered in Progress.

The faculty must enter all information that is needed for the various administrative systems, including Progress, on the 'Administration Form for Degree Programme Information' (Appendices 3 and 4). SIA will ensure that all changes are processed into these systems.



## 3. Regular faculty audit system for Master's tracks

An internal faculty audit system has been developed at the UG to ensure the quality of the tracks on offer. It enables the faculties to regularly assess the viability of their tracks.

- *The tracks in each degree programme must be assessed at least once every three years.*
- *The Faculty Board will perform this audit, or delegate the task to a committee. The Board of Examiners will provide advice.*
- *An audit can be conducted (1) as part of the accreditation process of the Master's programme of which the tracks form part and (2) as a stand-alone interim assessment. If the audit forms part of the preparations for accreditation, then it may take place 1 year before the accreditation process. The faculty will decide when the stand-alone interim assessments will take place so that they dovetail optimally with the faculty's internal quality assurance system.*
- *During the audit procedure, each track will be assessed separately in line with the 'Master's Track Assessment Form', see Appendix 2.*
- *The results of the audit will be included in the Faculty Education Monitor for that year and will be discussed by the Faculty Board and the CvB during the next Annual Education Interview.*
- *Using the results of the audit(s), the Faculty Board will take a substantiated decision within the year of the audit whether to continue, change, or terminate the assessed track(s). If necessary, it will consult with the CvB during the Administrative Meeting.*

#### **4. Communication to students about degree programmes**

*To ensure transparency, the names of degree programmes must be identical in all systems used by students, such as Studielink, Progress, Student Portal, Ocasys, OAS, the website, etc. Any changes to programme names can only be implemented by the Faculty Board in accordance with the planning letter procedure set out above.*

*There are three possible levels of differentiation within a degree programme and thus also three levels of names:*

1. *the name of the degree programme as registered in CROHO*
2. *the names of the tracks within this degree programme*
3. *the names of the specializations/profiles/etc. within the degree programme or within the tracks of the degree programme*

*In accordance with the degree certificate system, all awarded degree certificates must state the relevant CROHO name, and the name of the track below it. Any specializations/profiles and second tracks will only be stated on the Diploma Supplement.*

*The levels are:*

<i>Master's programme → Track → Specialization/Profile/etc.</i>
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*This results in four possible names:*

1. *A Master's programme without tracks or specializations/profiles/etc.:*

<i>Name of the Master's programme</i>
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2. *A Master's programme with a track:*

<i>Master's programme name → Track name</i>
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3. *A Master's programme with a track and a specialization/profile/etc.:*

*Master's programme name → Track name → Name of specialization/profile/etc.*

4. *A Master's programme without a track but with a specialization/profile/etc.:*

*Master's programme name → Name of specialization/profile/etc.*

- *A specialization/profile/etc. within a degree programme provides the opportunity for a differentiation that does not satisfy the criteria for a track. When using the terms specialization/profile/etc., it is recommended to follow a single standard within each faculty as far as possible to avoid confusion.*
- *Data is derived in the following manner: The current names of degree programmes come from CROHO. CROHO feeds Studielink. Studielink feeds Progress.NET. The names of tracks are added by the UG to the degree programme names in Studielink, which in turn feeds Progress.*
- *Changes to the Dutch degree programme names in CROHO can only be implemented on approval of the NVAO, either during an accreditation procedure (free of charge) or separately (see [here](#) for rates).*
- *Entering an 'international' (English) name in CROHO only requires the approval of the CvB. SER/ABJZ will also present international names to the department of International Strategy & Relations (ISR) so they can advise the CvB about the international connotations and the marketing perspectives of that specific name. Where necessary, discussions can take place between ISR and the Faculty Board. SER will proceed to register the international name in CROHO, and from there it will be sent by SER to the other administrative systems. SER/ABJZ must be consulted about any desired changes to international names because different conditions apply here.*
- *Changes to the names of tracks will be processed in Studielink after a request by the Faculty Board has been approved by the CvB. The rights of students already registered for the track must be borne in mind at all times. Please note: Tracks are not registered in CROHO but only in Studielink.*
- *All of the tracks of a degree programme (as well as any other variations) must be recorded in all of the administrative systems used by students. All of the tracks for which students can register from the start of their studies are listed in the registration and signing up systems (Studielink).*
- *A maximum of 2 fields are available on the degree certificate. These will be filled by one of the following two possibilities:*
  - a. The CROHO name of the degree programme.*
  - b. The CROHO name of the degree programme and the name of the track followed by the student.*

*It is only possible to enter the track followed on the degree certificate if the student actually registered for that track in Studielink. Students who have followed several tracks must indicate one track to be recorded on the degree certificate.*

- *Unlike a track, a specialization/profile/etc. can only be listed on the Diploma Supplement and not on the degree certificate itself. If a specialization/profile/etc. is listed under Article 2.2 of the Diploma Supplement, then the fact that it is a specialization/profile/etc. does not need to be mentioned in the name. The title of the article already states what it is about.<sup>1</sup>*

*A new formula based on these rules has been created for naming degree programmes in the administrative systems. New rules and regulations have also been formulated for communication about tracks on the UG website. Both can be found in Appendix 6. This way, students can view the same information in the same way no matter which system is consulted.*

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<sup>1</sup> The name of the specialization/profile/etc. is then not, for example, 'Communication profile' but only 'Communication'. It is already clear that it is a specialization/profile/etc.

**Appendix 1:**  
**Assessment Form for New Master's Track**

<p><b>Assessment Form for New Master's Track</b></p>	<p><u>Faculty:</u>  <u>Name of Master's degree programme:</u>  <u>CROHO code:</u>  <u>Name of Master's track:</u></p>
<p><b>I. Assessment</b></p>	
<p><b>1) Intended learning outcomes</b>          (Assessed by the Board of Examiners)</p>	<p>The learning outcomes are 60% similar to the learning outcomes of the CROHO Master's degree programme that the track forms part of.</p> <p>The learning outcomes of the track take into account the needs (current or future) of domestic and international employers and industry.</p>
<p><b>2) Population</b></p>	<p>The projection is that the track will attract sufficient students to achieve cost-effectiveness within the first three years and beyond.</p>
<p><b>3) Progress / curriculum</b></p>	<p>The number of ECTS credit points of the track is equal to the number of ECTS credit points of the CROHO Master's degree programme that the track forms part of.</p> <p>The curriculum of the track differs enough from other tracks and programmes at the UG in order to avoid cannibalization. This has been attuned with the other faculties offering programmes that are similar to this track.</p>
<p><b>4) Organization</b></p>	<p>The student-staff ratio at the level of the track is such that the quality of teaching can be guaranteed.</p> <p>The faculty has enough relevant research and other expertise in the specialist field of the track to ensure the quality of the teaching offered in the track.</p>
<p><b>5) Outflow</b></p>	<p>The projection is that there will be a sustainable demand from the labour market for alumni of the track.</p>
<p><b>6) Language of instruction</b></p>	<p>If the language of instruction is not Dutch: The choice for a different language is backed by a demand from the labour market.</p>
<p><b>7) Quality assurance</b></p>	<p>The track will be evaluated periodically by students.</p>
<p><b>II. Decisions</b></p>	

**Decision of the Board of Examiners** regarding:  
(1) Intended learning outcomes

- A. The proposed track meets the standards.
- B. The proposed track does not meet the standards.

Name:  
Date:  
Signature:

**Decision of the Faculty Board**

- A. The proposed track meets the standards.
- B. The proposed track does not meet the standards.

Name:  
Date:  
Signature:

## Appendix 2:

### Assessment Form for Master's Track (for periodic assessment)

<b>Assessment Form for Master's Track</b>	<u>Faculty:</u> <u>Name of Master's degree programme:</u> <u>CROHO code:</u> <u>Name of Master's track:</u>	
<b>I. Assessment</b>		
<b>1) Intended learning outcomes</b> <i>(Assessed by the Board of Examiners)</i>	<i>Are the learning outcomes 60% similar to the learning outcomes of the CROHO Master's degree programme that the track forms part of?</i>	
	<i>Do the learning outcomes of the track take into account the needs (current or future) of domestic and international employers and industry?</i>	
<b>2) Population</b>	<i>Has the track attracted sufficient students to achieve cost-effectiveness and is the projection that the track will continue to have this population in the coming years? If not, can the faculty explain the added value of the track?</i>	
<b>3) Progress / curriculum</b>	<i>Is the number of ECTS credit points of the track equal to the number of ECTS credit points of the CROHO Master's degree programme that it forms part of?</i>	
	<i>Is the faculty satisfied the design efficiency of the track's curriculum?</i>	
	<i>Does the curriculum of the track differ enough from other tracks and programmes at the UG in order to avoid cannibalization?</i>	
	<i>How are switch and/or dropout numbers in comparison to those of other tracks and programmes offered at the faculty? If these numbers are high, can the faculty give an explanation for this?</i>	
<b>4) Organization</b>	<i>Is the student-staff ratio at the level of the track such that the quality of the teaching can be guaranteed?</i>	



	Does the faculty have enough relevant research and other expertise in the specialist field of the track to ensure the quality of the teaching offered in the track?	
<b>5) Outflow</b>	What percentage of students have obtained jobs at an academic level within two years after graduation? If this percentage is low in comparison to other tracks and programmes offered at the faculty, can the faculty give an explanation for this?	
<b>6) Quality assurance</b>	Is the track evaluated periodically by students? Are the evaluation results good overall? If not, can the faculty give an explanation for this?	
<b>II. Decision</b>		
<b>Decision of the Board of Examiners</b> regarding: (1) Intended learning outcomes	<input type="checkbox"/> <b>A.</b> The proposed track meets the standards.	
	<input type="checkbox"/> <b>B.</b> The proposed track does not meet the standards.	
<u>Signature:</u>	<u>Name:</u>	<u>Date:</u>
<b>Decision of the Faculty Board:</b>		
	<input type="checkbox"/> <b>A.</b> The track meets the standards.	
	<input type="checkbox"/> <b>B.</b> The track does not meet the standards, but will be continued. If so, what will the faculty do to ensure that the track will meet the standards within the foreseeable future?	
	<input type="checkbox"/> <b>C.</b> The track does not meet the standards and will be dismantled (with a term of at least C+1).	
<u>Signature:</u>	<u>Name:</u>	<u>Date:</u>

**Appendix 3:**  
**Form for registering information on new degree programmes or tracks in administrative systems**

**How to request a change of name or language of instruction:** If you wish to change the name or the language of instruction of a degree programme/track, you must **always** submit an Administration Form for Degree Programme Information – New degree programmes, stating the new name/language of instruction, as well as an Administration Form for Degree Programme Information – Termination of degree programmes, stating the previous name/language of instruction. Under point 1, select Change of name or Change of language of instruction.

<b>Administration Form for Degree Programme Information</b>	Faculty: Faculty contact person: Email address:	
<b>1.</b>	<input type="checkbox"/> New Master's degree programme <input type="checkbox"/> New Bachelor's degree programme <input type="checkbox"/> New pre-Master's programme <input type="checkbox"/> New track <input type="checkbox"/> Change of language of instruction <input type="checkbox"/> Change of name	
<b>2. CROHO degree programme information</b>	<b>Explanatory notes</b>	<b>Please complete this column</b>
<b>a. CROHO code</b>	Always fill in the CROHO code (also for new tracks).	
<b>b. CROHO name</b>	Enter only the CROHO name here; the track name should go under h and i.	
<b>c. Starting date of degree programme</b>	Enter the calendar year in which the programme will start.	01/09/...
<b>d. Number of ECTS credit points</b>	Indicate the number of ECTS credit points.	
<b>e. Type of degree programme</b>	Indicate the variant(s) in which the programme will be offered.	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<b>f. Language of instruction</b>	Indicate the language in which the programme will be offered.	<input type="checkbox"/> Dutch <input type="checkbox"/> English <input type="checkbox"/> Other, namely.....
<b>g. Track name on degree certificate (for new tracks)</b>	The name of the track will always be stated on the degree certificate.	X Yes

<b>h. NL track name</b>	<i>Enter the Dutch track name here if it concerns a new track.</i>	
<b>i. EN track name</b>	<i>Enter the English track name here if it concerns a new track.</i>	
<b>3. UG internal</b>		
<b>a. External admission in OAS? (Admissions)</b>	<i>See the explanatory notes in Appendix 1.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>b. Tuition fees category</b>	<i>See the overview in Appendix 1.</i>	
<b>c. Matching with Bachelor's degree programmes</b>	<i>Indicate whether a compulsory matching procedure applies.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>d. Type of degree programme (for Master's degree programmes)</b>	<i>Master's degree programme: Indicate whether it concerns a regular, selective, teacher-training or Research Master's programme.</i>	<input type="checkbox"/> Selective Master's degree programme <input type="checkbox"/> Teacher-training Master's programme <input type="checkbox"/> Research Master's programme <input type="checkbox"/> Regular Master's degree programme
<b>ABJZ approval (to be filled in by ABJZ)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>ABJZ contact person:</i>

### **Subappendix 1**

#### ***Explanatory notes to 3a: External admission in OAS?***

*3a: External admission via Admissions means that a student must be assessed via the Admissions Office because the prior qualifications are not sufficient for admission to the degree programme. This nearly always applies to foreign students, but also to Dutch students without a pre-university certificate, for example those with a first-year diploma from a university of applied sciences. The faculty will draw up agreements with the Admissions Office in these cases. The Admissions Office deals with all students with non-Dutch qualifications and directs them to the Admissions Board of the relevant degree programme for a definitive decision.*

#### **Explanatory notes to 3b: Overview of tuition fees categories for each faculty**

<b>Faculty of Arts</b>	<i>Part-time Bachelor's</i>	<i>Part-time</i>
<b>Faculty of Arts</b>	<i>Bachelor's – Low</i>	<i>Full-time</i>

<b>Faculty of Arts</b>	<i>Erasmus Mundus</i>	<i>Full-time</i>
<b>Faculty of Arts</b>	<i>Part-time Master's – Low</i>	<i>Part-time</i>
<b>Faculty of Arts</b>	<i>Master's – Low</i>	<i>Full-time</i>
<b>Faculty of Science and Engineering</b>	<i>Bachelor's – Medium</i>	<i>Full-time</i>
<b>Faculty of Science and Engineering</b>	<i>Part-time Master's – Medium</i>	<i>Part-time</i>
<b>Faculty of Science and Engineering</b>	<i>Master's – High</i>	<i>Full-time</i>
<b>Campus Fryslân</b>	<i>Bachelor's – High</i>	<i>Full-time</i>
<b>Campus Fryslân</b>	<i>Master's – Medium</i>	<i>Full-time</i>
<b>Campus Fryslân</b>	<i>Master's – Medium – Increased</i>	<i>Full-time</i>
<b>Faculty of Economics and Business</b>	<i>Bachelor's – Low</i>	<i>Full-time</i>
<b>Faculty of Economics and Business</b>	<i>Master's – Medium</i>	<i>Full-time</i>
<b>Faculty of Behavioural and Social Sciences</b>	<i>Bachelor's – Low</i>	<i>Full-time</i>
<b>Faculty of Behavioural and Social Sciences</b>	<i>Part-time Master's – Low</i>	<i>Part-time</i>
<b>Faculty of Behavioural and Social Sciences</b>	<i>Master's – Low – Medium</i>	<i>Full-time</i>
<b>Faculty of Theology and Religious Studies</b>	<i>Part-time Bachelor's</i>	<i>Part-time</i>
<b>Faculty of Theology and Religious Studies</b>	<i>Bachelor's – Low</i>	<i>Full-time</i>
<b>Faculty of Theology and Religious Studies</b>	<i>Part-time Master's – Low</i>	<i>Part-time</i>
<b>Faculty of Theology and Religious Studies</b>	<i>Master's – Low</i>	<i>Full-time</i>

<b>Faculty of Medical Sciences</b>	<i>Bachelor's – Medium</i>	<i>Full-time</i>
<b>Faculty of Medical Sciences</b>	<i>Bachelor's – Top</i>	<i>Full-time</i>
<b>Faculty of Medical Sciences</b>	<i>Master's – High</i>	<i>Full-time</i>
<b>Faculty of Medical Sciences</b>	<i>Master's – Top</i>	<i>Full-time</i>
<b>Faculty of Spatial Sciences</b>	<i>Bachelor's – Low</i>	<i>Full-time</i>
<b>Faculty of Spatial Sciences</b>	<i>Master's – Medium</i>	<i>Full-time</i>
<b>Faculty of Philosophy</b>	<i>Bachelor's – Low</i>	<i>Full-time</i>
<b>Faculty of Philosophy</b>	<i>Part-time Master's – Low</i>	<i>Part-time</i>
<b>Faculty of Philosophy</b>	<i>Master's – Low</i>	<i>Full-time</i>
<b>University College Groningen</b>	<i>UCG Increased Rate</i>	<i>Full-time</i>
<b>Faculty of Law</b>	<i>Bachelor's – Low</i>	<i>Full-time</i>
<b>Faculty of Law</b>	<i>Part-time Master's – Medium</i>	<i>Part-time</i>
<b>Faculty of Law</b>	<i>Part-time Master's – Medium</i>	<i>Dual</i>
<b>Faculty of Law</b>	<i>Master's – Medium</i>	<i>Full-time</i>

## Appendix 4:

### Form for registering information on termination of degree programmes or tracks in administrative systems

**How to request a change of name or language of instruction:** If you wish to change the name or the language of instruction of a degree programme/track, you must **always** submit an Administration Form for Degree Programme Information – New degree programmes, stating the new name/language of instruction, as well as an Administration Form for Degree Programme Information – Termination of degree programmes, stating the previous name/language of instruction. Under point 1, select Change of name or Change of language of instruction.

<b>Administration Form for Degree Programme Information</b>	Faculty: Faculty contact person: Email address:	
<b>1.</b>	<input type="checkbox"/> Termination of degree programme <input type="checkbox"/> Termination of track <input type="checkbox"/> Change of language of instruction <input type="checkbox"/> Change of name	
<b>2. CROHO Degree Programme Information</b>	<b>Explanatory notes</b>	<b>Please complete this column</b>
<b>a. CROHO code</b>	Always fill in the CROHO code (also for tracks).	
<b>b. CROHO name</b>	Enter only the CROHO name here; the track name should go under d.	
<b>c. Variant code (if relevant)</b>	Enter the variant code of the track here.	
<b>d. Variant name</b>	Enter the name of the track here.	
<b>e. End date of <u>intake</u></b>	Students will still be able to re-register after the end date of intake. New intakes, however, will not be possible after this date.	31/08/...
<b>f. End date of <u>degree programme/track</u></b>	Active students will have to transfer to a different degree programme/track in the academic year after the end date. Please bear in mind the transition period of programme duration + 1.	31/08/...
<b>g. Students can transfer to the following <u>existing CROHO code(s)/variant code(s)</u> after the end date of the degree programme/track</b>	List the degree programme(s) or track(s) to which active students who have not graduated by the end date of the degree programme/track can transfer.	

<p><b><i>h. Current language of instruction, for requests for a change of language of instruction (check the language of instruction that will be <u>terminated</u>)</i></b></p>	<p><i>Only fill in this field if the language of instruction is changed for a degree programme/track that will remain <b>active</b>. The end dates stated above only apply to the language of instruction.</i></p>	<p><input type="checkbox"/> Dutch  <input type="checkbox"/> English  <input type="checkbox"/> Other, .....</p>
<p><b>4. UG internal</b></p>		
<p><b>ABJZ approval</b>  (to be filled in by ABJZ)</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>ABJZ contact person:</p>

## **Appendix 5:** **Master tracks: Definition, Aims, and Rules and Regulations**

### **1. Definition**

*The Board of the University has decided to use the following definition of ‘Master’s track’ at the UG: A Master’s track is a specific route within an accredited Master’s degree programme and has a targeted focus on a particular specialization within the curriculum.*

*This makes a Master’s track different from a profile or a theme. It is a clear specialization route within a regular Master’s degree programme and gives students a particular focus within the Master’s programme that they follow. This definition of ‘Master’s track’ (hereinafter: track) is also consistent with the Higher Education (Quality in Diversity) Act [Wet Kwaliteit in verscheidenheid hoger onderwijs], which states that in the coming years higher education should become more differentiated, transparent, and profiled.*

### **2. Aims**

*The following aims for using tracks at the UG can be distinguished:*

#### *1. Profiling*

*Tracks can be a good way to show prospective students what specializations the UG has to offer and how these are connected to the strategic profile of the UG.*

#### *2. Transparency*

*In a track, a student can be offered a clear and specific programme of course units that is clearly distinctive from other programmes. It can provide a clear specialization within the area of interest.*

#### *3. Relevance and labour market*

*A track can offer research-driven education that touches as much as possible upon current social themes and current issues within the research field concerned. A track can thus lead a student to become a specialist on such a field or topic. In this way, a track can be a means for students to specialize themselves and thus, after graduating, distinguish themselves on the labour market.*

### **3. Rules and Regulations**

*On the basis of the above-mentioned definitions and aims, the Board of the University has decided upon the following rules and regulations for the use of tracks within Master’s degree programmes at the UG:*

- 1. A track should conform to the faculty’s (educational) strategy.*
- 2. A track should be firmly grounded in research at the faculty. The faculty has to have a sufficient number of academic staff who can teach the course units of the track.*
- 3. A track should substantially differ from other programmes at the faculty and the UG. This is firstly to be able to attract Bachelor’s students from both the UG and other (national and international) universities and secondly to avoid cannibalization of other programmes at the UG.*
- 4. The learning outcomes of a track should be 60% similar to the learning outcomes of the CROHO Master’s degree programme that it forms part of.*
- 5. It is not possible to construct tracks within a track. Moreover, in order to avoid confusion for students, it is advised to not use profiles, themes, etc. within a track. It should always be clear for students how the specific programme that they have followed will be stated on their degree certificate.*
- 6. In principle, the language used within a track should match with the learning outcomes of the track.*
- 7. It is not possible to have a separate selection procedure based on qualitative selection criteria for a track within or additional to a selection procedure based on qualitative selection criteria for the CROHO Master’s degree programme that it forms part of.*



8. *The start of a track or any fundamental change to a track will have to be put before the Board of the University via the planning letter (= approx. 1.5 years in advance). This is firstly to be able to inform new students in time and secondly to be able to achieve proper recruitment/admission procedures. The term for dismantlement of a track is C+1.*
9. *The communication around tracks to students should be uniformized as much as possible. For example, whenever a programme falls under the above definition of a track, it should be called a track. Other names, such as 'profile' or 'theme', can only be used for types of programmes that are clearly distinctive from tracks.*
10. *The fact that a student has completed a track will be stated on their degree certificate. In the event that a student has completed multiple tracks, they will have to choose which of these tracks will be stated on the degree certificate.*
11. *Tracks are reviewed during the accreditation procedure of the programme they form part of.*
12. *To further ensure the quality of tracks offered at the UG, an internal faculty audit system is developed and implemented, through which faculties periodically evaluate the viability of their tracks. Each individual track should be evaluated at least once every three years. The results of these evaluations will be made available in the Faculty Education Monitor, and on the basis of these results the Faculty Board will make a decision about the continuation or dismantlement of the evaluated track(s). If a track structurally has less than 20 students, this is an indication that the track is not viable, unless the Board of the Faculty can motivate why this is not the case.*
13. *When a Faculty Board presents a new track to the Board of the University, a declaration of the Board of Examiners that the track satisfies the above-mentioned rules and regulations has to be attached.*

**Appendix 6:**  
**A6a. Names in the administrative systems**

The following guideline must be used to name degree programmes in the administrative systems.

1.	[B]achelor's or [M]aster's	Always
2.	[CROHO degree programme name]	Always
3.	[(research)]	Where relevant
4.	[;] [Track name]	Where relevant
5.	[-] [Specialization/profile/etc.]	Where relevant
7.	[(pre-Master's)]	Where relevant
8.	[(joint)]	Where relevant
9.	[(joint degree)]	Where relevant
10.	[(#ECTS)]	Where relevant

This means the following:

- The CROHO Master's name is always stated first, preceded by an 'M' if it is a Master's programme (MA, MSc, LLM) and a 'B' if it is a Bachelor's programme (BA, BSc, LLB). In all cases, the CROHO name is what will appear on the degree certificate.
- If the degree programme has 'and' in the name, then the administrative systems must also use 'and' and not '&', and vice versa:

B Lifescience and Technology
B Minorities & Multilingualism

- Capital letters must be used for all words, with the exception of articles or prepositions (the, a, to, etc.).
- If there are one or more tracks within a Master's degree programme, first the name of the Master's degree programme will be stated, followed by a [;], and then the name of the track:

M International Relations; Global Governance
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- If a track has a specialization/profile/etc., or if a degree programme only has specialization/profile/etc. and no track(s), this is indicated after a dash after the name of the degree programme or track:

M Arts & Culture; Art History - Visual Arts Old
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- *If it is a Research Master's, this is indicated within brackets after the CROHO name:*

M Philosophy (research)
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- *If it is a full joint degree programme, this is indicated within brackets after the CROHO name:  
If it is a joint degree at track level, 'joint' is written between brackets after the name of the track:*

M Water Technology (joint degree)
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M International Relations; International Humanitarian Action (joint)
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- *If it is a pre-Master's programme, this is indicated between brackets after the name of the Bachelor's programme it is linked to. If this Bachelor's programme has a different name than the Master's programme for which the pre-Master's acts as preparation, then it is even more important to communicate clearly to students for which Master's programme the pre-Master's is preparing them.*

B Business Administration (pre-Master)
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- *The number of ECTS for the degree programme is listed between brackets after the degree programme name where not listing the number of ECTS could lead to confusion:*

M Behavioural and Social Sciences (120 ECTS)
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- *If part of the compulsory programme is taught in Dutch, the language of instruction is Dutch. A degree programme must be 100% taught in English before it can be called an English-taught programme.*

### **A6b. Names on the UG website:**

*In order to provide students with the correct information, it is important that the website always clearly shows whether the information provided relates to a full degree programme or a track. The following rules and guidelines apply:*

- *The degree programme pages must clearly state the CROHO name of the Master's degree programme, with the track name (if any) underneath.*
- *If it is a track, this must also be made clear in the descriptive text about the degree programme.*
- *The various lists that are used to search for degree programmes must also make a clear distinction between tracks and the Master's degree programme to which they belong.*
- *Search results found via the search bar on the website must make instantly clear whether it is a track or a degree programme. So, if you are searching for a track, the search result must also include the Master's degree programme to which the track belongs.*
- *Search results on the degree programme-specific search page (<http://www.rug.nl/education/programme-search>) must make a clear visual difference between Master's degree programmes and tracks. A track must also always list its related Master's degree*

*programme. In addition to the visual difference, the name must also make clear that the track forms part of a Master's degree programme. For example: Business Administration / Change Management.*