

Curriculum for Master of Science (MSc) in Social Sciences in Comparative Public Policy and Welfare Studies

Curriculum for the Master of Science (MSc) in Social Sciences in Comparative Public Policy and Welfare Studies

This curriculum has been prepared under powers conferred by

- The Ministry of Higher Education and Science, Ministerial Order No. 1061 of 30 June 2016 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order) and Ministerial Order No. 1520 of 16 December 2013 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 1062 of 30 June 2016 on University Examinations and Grading (the Examination Order) and The Ministry of Higher Education and Science, Ministerial Order No. 670 of 19 June 2014 on University Examinations and Grading (the Examination Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 114 of 3 February 2015 on Grading Scale and Other Forms of Assessment of programmes within the area of the Ministry of Higher Education and Science (the Grading Scale Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 1068 of 30 June 2016 on Admission and Enrolment in Master's Programmes at Universities (the Master's Programme Admission Order) as amended and The Ministry of Higher Education and Science, Ministerial Order No. 258 of 18 March 2015 on Admission and Enrolment in Master's Programmes at Universities (the Master's Programme Admission Order)
- SDU-Rules on the Study Progress Reform of 1 September 2016

This programme is attached to the Academic Study Board of Political Science.

This programme is attached to the external examiners common to the master programmes in political science and social science at the Universities of Southern Denmark, Aarhus and Copenhagen as well as the master educations in Master of Public Managements, Master in European Studies and Master in Quality and management in the social and health care sector at the University of Southern Denmark.

The Academic Study Board may, when justified by special circumstances, grant an exemption from the curriculum rules that is determined solely by the University.

Relevant extracts from the Ministerial Orders, including references to the respective sections, are written in italics in the curriculum. However, it is recommended to read the Ministerial Orders in their entirety.

The curriculum applies to students commencing the Master's programme as from September 1st 2015.

The curriculum was approved on November 18th 2014 by the Academic Study Board of Political Science and on February 25th 2015 by the Dean of the Faculty of Business and Social Sciences.

Changes to section 2.2.1: The extent of work placements will merely be 10 or 20 ECTS and not as previously 30 ECTS. Electives will no longer appear by title in the figure of modules in the Master's programme.

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Studies

Changes to section 2.2.1 and 4.3.1 specified that some courses has been offered for the last time in Autumn 15 and Spring 16 – approved by the Academic Study Board November 18th 2015 – Approved by the Dean April 13th 2016.

Changes to section 6.3 Transitional rules added – approved by the Academic Study Board November 18th 2015 – Approved by the Dean April 13th 2016

The curriculum has been updated according to the new regulations in July 2016:

2.1, 2.1.1, 2.2, 3, 4.1, 4.2, 4.3, 4.3.2, 4.3.4, 5, 5.3, 5.6, 5.8, 5.9, 5.10, 5.11, 5.12, 6.1 changes in the formulation of the order.

2.2.1 and 4.3.1 Specified that some courses have been offered for the last time in the Autumn 2015 and Spring 2016.

3.1 New section added regarding juridical right.

4.3.3 New section added regarding registration for course

5.5 New section added regarding group exam

5.13 New section added regarding supplementary exams

5.14 New section added regarding special examination conditions

6.3 Transitional rules added

The changes were approved on August 31st 2016 by the Dean of the Faculty of Business and Social Sciences and on August 22nd 2016 by The Academic Study Board of Political Science.

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1. The overall objectives of the study programme

Cf. Sections 1 and 2 of the University Programme Order

Master's programmes are independently rounded full-time, research-based programmes on a fixed number of ECTS-points, which provide the student with expertise and methodological skills in one or more subject areas and qualify them to work independently in a professional capacity.

A subject area consists of a discipline or a group of related disciplines in one of the following areas: the humanities, theology, social science, natural science, health science or technical science.

The objectives of Master's programme is:

- *to develop and expand the student's academic knowledge and skills and strengthen his or her theoretical and methodological qualifications and competencies, as well as increasing the student's independence relative to the bachelor degree level;*
- *to provide the student with an opportunity for in-depth studies through the application of advanced elements in the disciplines and methodologies of the subject area(s) in question, including training in scientific work and methodology that further develops the student's ability to work in a more specialised professional capacity and to participate in advanced scientific development work; and*
- *to qualify the student for further studies, including PhD programmes, see the Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (the PhD Order)*

*Cf. Enclosure 1 to the University Programme Order:
Graduate programme in social science (cand.soc.).*

The graduate programme in Social Sciences aims to qualify students to identify and analyze complex social phenomena based on theoretical and methodological knowledge and skills in a multiplicity of academic traditions in order to work in private and public companies, including upper secondary schools.

The programme includes one or more subjects within the social sciences or other fields relevant to social science graduates. Admission to this master programme assumes that students possess knowledge, expertise and skills equivalent to those acquired through a Bachelor's degree in social sciences. Graduates are entitled Master of Social Sciences (candidatus/ candidata societatis). In English: Master of Social Science in Comparative Public Policy and Welfare Studies.

The Academic Study Board's additional provision:

The master programme (candidatus) qualifies successful students to work both in public and private organizations and institutions, national and international institutions and authorities, in short agencies engaged in contemporary reforms of public policy, welfare states and labour markets. The programme gives students broad and in-depth knowledge of public policy and welfare issues as well as the skills and techniques that allow students to independently undertake both discipline-specific and multi-disciplinary analysis of complex phenomena and to communicate and discuss findings with peers and non-specialists alike. Also, the programme enables successful students to take responsibility for their own learning and for further specialization.

1.1 Description of qualifications

Knowledge and understanding

The Master of Science Programme in Comparative Public Policy and Welfare Studies gives knowledge which, in the field of following disciplines, is based on the highest international research.

- Comparative politics: history and political development of the welfare state; contemporary reforms of welfare states and labour markets
- Comparative policy: public policy analysis, labour economics, social policy
- Crafting analysis: social science methodology about concepts, ideal types, measurement, indicators, and various comparative methods; various types of cross-national data

The MSc is able to understand and, on a scientific basis, to reflect on this knowledge and identify relevant scientific issues.

Skills

A MSc in Comparative Public Policy and Welfare Studies can, in a qualified way, select and apply from among the scientific theories, methodologies, tools and general skills of the fields of study and set up new models of analysis and problem solving on a scientific basis.

The MSc can set up new models for analysis and problem solution on the basis of the performed analyses.

The MSc is able to communicate his or her research-based knowledge and can discuss professional and scientific issues with both academic peers and non-specialists.

Competences

A MSc in Comparative Public Policy can manage work and development situations that are complex, unpredictable and require new solutions, can independently initiate and implement professional and interdisciplinary cooperation, and can take on professional responsibility.

A MSc is able to independently take responsibility for own professional development and specialisation.

A MSc is capable of taking on positions in both public and private sector institutions and organizations. The MSc Programme in Comparative Public Policy and Welfare Studies qualifies its candidates as consultant, analyst, administrator, policy-advocate or executive positions.

2. Organisation, etc.

2.1 Time limit for completion of the study programmes

Cf. section 5 of the University Programme Order as well as SDU-Rules regarding Rules on Time Limits for Completion of Bachelors and Masters Programmes, cf. sections 1, 3

Master's (candidatus) programmes must be structured as full-time programmes so as to allow the student to complete a master's programme in twenty-two months in the fall or twenty-four months, for students beginning their studies in the spring semester.

The University is entitled to stipulate in the curriculum a final deadline after commencement by which the student must complete their Master's programme. In determining the maximum periods of study, the University must organise the programme in such a way that the student has the opportunity for three examination attempts in the programme's course or course elements.

The Faculty's additional provisions:

The following rule shall enter into force on 1 September 2016.

Students enrolled in a Master's programme 1 September 2015 and onwards must have completed their degree no later than six months after the prescribed period of study, i.e. two years and six months after the start of study.

Students enrolled in a Master's programme before 1 September, 2015 the following rules apply:

Students enrolled in a Master's programme of two years must complete the Master's programme 28 February, 2018.

The university may grant exemptions from the above, if special circumstances exist.

If the student does not meet the requirements set out above, enrolment will be cancelled.

2.1.1 Rules on active study

Cf. the Master's Programme Admission Order section 20

The University may stipulate that enrollment is terminated for students, who have not passed at least one exam for a consecutive period of at least 1 year.

Rules set by the University regarding completion of supplementary courses after admission to the Master Programme, applies regardless of regulations established pursuant to the above stated.

The University may grant exemptions from the rules, if special circumstances exist.

The Faculty's additional provisions:

The University terminates the enrollment for students, who have not passed at least one exam for a consecutive period of at least one year.

The University may grant exemptions from above stated study activity requirement if special circumstances exist.

Additional rules on active study also apply to students enrolled 1 September 2015 or later as of 1 September 2016

Cf. the Master's Admission Order section 18, The Examination Order section 20 as well as SDU-Rules regarding Rules for Study Activity at SDU sections 1-4

The Examination Order section 20

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The University may lay down rules stipulating that students on the Master's programme on an ongoing basis or each year of study must pass exams measured in ECTS credits (study activity requirement) in order to be able to continue in the programme. This requirement can be set to exams with a total scope of no more than 45 ECTS credits each academic year. The University must ensure that the student has the opportunity for three examination attempts in the courses or course elements which are included in a study activity requirement.

The University may also lay down that a study activity requirement can be waived if the student is an entrepreneur or president in a voluntary organisation under the Danish Youth Council (DUF).

The University may grant exemptions from a study activity requirements laid down as mentioned above, if the student is an elite athlete, or if special circumstances apply.

Rules on Study Activity must be publicly available on the University's website.

SDU-Rules regarding Rules for Study Activity at SDU sections 1-4

At the University of Southern Denmark, students enrolled 1 September 2015 or later must pass exams worth at least 45 ECTS credits each academic year.

Enrolment will be cancelled when a student has not been actively studying, equalling the requirement of passing exams worth 45 ECTS credits each academic year. Prior to this, the University must ensure that the student has had the opportunity for three examination attempts in the courses included in the study activity requirement.

If an insufficient level of study activity is noted after the first year of study, the student must be contacted with a view to offering guidance and perhaps support measures in order for him or her to resume active studies. If enrolment is cancelled, the person in question will be notified, indicating the date of termination of enrolment.

2.2 The structure of the study programme

Cf. Section 6 of the University Programme Order

The Bachelor and Master's (candidatus) programmes consist of a number of modules.

A module covers a subject element or a group of subject elements, and is intended to provide the student with a totality of coherent academic qualifications and competencies within a specified time frame expressed in terms of ECTS points. Modules are concluded by one or more examinations conducted during the examination periods specified and defined in the curriculum for the programme in question.

60 ECTS points correspond to one year of full-time study.

2.2.1 Modules and course elements

Cf. Enclosure 1 to the University Programme Order:

The master programme includes six compulsory courses, three electives, options for making studies abroad or making project-oriented studies in Denmark or abroad, and a thesis. All subjects are placed in four semesters, see Figure 2.1.

The compulsory courses are placed in the first two semesters. First semester courses give a broad overview of the development, challenges and perspectives of public policy and welfare studies. Second semester courses go into depth with comparative methods and data, comparative public administration and comparative welfare state and labour market analysis.

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Figure 2.1. Modules in the master (candidatus)

Semester			
1	*Comparative methods and data (10 ECTS)	Comparative welfare state policies (10 ECTS)	Development and reform of the welfare state (10 ECTS)
2	**Concepts, method and data (10 ECTS)	Comparative public administration (10 ECTS)	Comparative welfare state and labour market analysis (10 ECTS)
3	Three elective subjects (10 ECTS each) Possibility to study abroad (10-30 ECTS) or engage in project-oriented work (10-20 ECTS) in Denmark or abroad		
4	Master thesis (30 ECTS)		

* Offered for the last time in the Autumn 2015. Has been replaced by the course Quantitative methods (10 ECTS) in the new 2016 curriculum.

** Offered for the last time in the Spring 2016. Has been replaced by the courses Research Design (5 ECTS) and Concepts and Measurements (5 ECTS) in the Spring 2017.

Third semester give students opportunity to choose elective courses focusing on the crafting of analysis, policy analysis and analysis of the politics of reforms. The students also have opportunity for study abroad or engage in project-oriented studies in Denmark or abroad. .

The master thesis is written up in the fourth semester.

2.2.2 Course descriptions and forms of examination

The course descriptions are part of the curriculum describing the individual course. Course descriptions and forms of examination are updated twice a year before teaching in the course begins. The course descriptions contain information about:

- The Danish and English title of the course
- The campus town in which the course is offered
- The course level (Bachelor or Master degree course)
- The Academic Study Board with responsibility
- The Academic Study Board's date of approval
- The academic staff responsible for the course
- The responsible department
- ECTS-points /full-time equivalent
- Academic prerequisites (recommended but not required)
- The purpose of the course
- Course matter – central areas
- Goals description
- Literature
- Instruction periods (autumn or spring)
- Type of instruction and teaching language
- Examination schedule
- Examination conditions (must be fulfilled to sit the exam)

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- Form of examination
- Internal or external assessment as well as 7-point grading scale or passed/failed

The maximum number of examinations after the completion of a course is three, unless the course is offered again. The examination form and syllabus will always be the ones currently applying.

Students may only attend courses that are part of the curriculum in which they are enrolled. Students may, however, apply to the Academic Study Board for pre-approval of courses that are part of the curriculum of another study programme.

2.2.3 Principles for choice of examination methods

Choice of examination methods in each course must take into account several factors. There have to be a clear connection between the individual course's purpose, content, learning activities and examination form, so that the examination results in the course reflect the student's level of achievement of the learning objectives of the course.

As for the programme as a whole the aim is to have a variation of examination forms across courses, so that students overall are tested in the different types of knowledge, skills and competencies that are represented in the competency profile. This is to ensure that the student's overall examination results reflect the student's level of achievement of the programme's learning objectives.

2.2.4 Principles for choice of teaching

The underlying educational principles at the University of Southern Denmark are Active Teaching and Learning.

Teaching at the Faculty of Business and Social Sciences must live up to these principles, and the students, staff and management share the responsibility of ensuring that the principles are fulfilled throughout the entire course of study. The overall goal is to improve student learning on the basis of academic competency, academic development and pedagogical innovation in a committed learning community.

The underlying principles are implemented on a programme and lecturer level. The impact of implementation on the programme as a whole is described in the curriculum, and the impact on scheduling and conducting of teaching and exams are laid out in each course description and lecture plan

The Academic Study Board's additional provision:

On the basis of the qualifications description, the study programme of MSc in Comparative Public Policy and Welfare Studies puts great emphasis on teaching forms that give students a high level of knowledge, understanding, skills and competences by actively including the various experiences represented by the various national and educational backgrounds of the students.

Students are provided with an integrated and cross disciplinary understanding of challenges to welfare systems and their solution developed by relating issues and elements taught in one course to issues and elements in other courses. This is done through progression within the three main streams of the study programme (comparative policy, comparative politics and crating analysis). And it is done by integrating elements across the three main streams i.e. crafting analysis drawing on data from examples and cases used in courses in comparative policy and politics or through interactive simulations aiming at stimulating students' capacities to manage complex and unpredictable situations and take on professional responsibility.

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Students are expected to study full time, to meet well prepared in class and to actively participate in the various activities in class and between classes.

Students should expect teachers to be highly qualified and up to date on theoretical and practical development within the subject area within which they are teaching, capable of using various types of teaching forms, capable of promoting activating learning and open to discussions at students' demand.

The study programme puts special emphasis on the students' capacity to select among various theoretical and methodological instruments and to adapt them for analysis of different practical situations to suggest realistic types of solution.

3. Entry requirements, etc.

Cf. Sections 11 of the University Programme Order, Master's Admissions Order section 4
Admission to the Master's Programme requires a relevant bachelor degree or other relevant Danish or foreign qualification at a corresponding level.

Within the framework of the University Programme Order, the University will stipulate in the curriculum for each Master's Programme, which bachelor degrees provide admission to the master's programme in question, and what special entry requirements, regarding courses and their value in terms of ECTS points, the student must have achieved on each Bachelor Programme in order to be admitted to the Master's programme.

The University may admit applicants who do not directly qualify, provided that they after admission to the Master's Programme implement additional training activity at the University up to a maximum of 30 ECTS.

The University may admit applicants who do not have a bachelor degree, but based on a specific evaluation, have educational qualifications equivalent to the requirements. The University may require completion of supplementary tests or additional training activities with conditional admission. Offer of additional training presupposes that the students while supplementing single subjects will be conditionally admitted to the applied Master's programme. A passed supplementary program thus entitles to admission to the applied Master's programme at the University in direct extension of the completed supplementary courses. The University may admit students who do not qualify, but is estimated to have educational qualifications equivalent to the prerequisites. The University may require supplementary tests or completion of additional training after the conditions above.

The University may stipulate that supplementation must be completed prior to study start at the Master's Programme or in parallel with the Master's degree first semester, or a combination thereof.

Applicants must disclose and apply for credit for completed courses from all previous unfinished programmes at equivalent level.

The Faculty's additional provisions:

A total of 30 ECTS supplementary courses can be allowed after completion of the Bachelor Programme. A maximum of 10 ECTS supplementary courses can be completed alongside the first semester of The Master's Programme. Thus the potential remaining 20 ECTS should be completed prior to the study start of the Master's Programme.

The Academic Study Board's additional provision:

Students must have a minimum of English language skills to enter the program. According to the Danish University Programme Order this minimum level is defined as a B-level.

3.1 Educational background with juridical right to the MSc in Comparative Public Policy and Welfare Studies

No bachelor educations had juridical right to the MSc in Comparative Public Policy and Welfare Studies before September 1st 2016.

3.2 Educational background which gives access to the Msc in Comparative Public Policy and Welfare Studies

Access to the MSc in Comparative Public Policy and Welfare Studies will be granted to those who hold a university bachelor degree in one of the following Social Sciences:

- Political Science
- Sociology
- Economics
- Social Policy
- Public Administration

Access to the MSc in Comparative Public Policy and Welfare Studies will also be granted to those who hold a university bachelor degree in the Humanities that includes a major in

- History
- Area Studies on advanced industrialized areas such as Europe and Scandinavia

Access will also be granted to others with a university bachelor degree from the Humanities deemed of relevance by the Academic Study Board. The guiding principle is that the bachelor degree must include subjects that amounts to a minimum worth of 45 ECTS relating to

- Area Studies on advanced industrialized areas such as Europe and Scandinavia
- Societal issues
- International Relations
- Welfare Studies
- Comparative Politics

3.3 Applicants who do not hold the required basis for admission

Applicants who do not have the required basis for admission, but who, on the basis of an University College level education, are assessed as possessing the necessary preconditions for being able to complete the programme, may apply to the University for admission. Admission may be conditional on the passing of one or more supplementary examinations.

4. Master's programme

4.1 Prescribed ECTS

Cf. Section 20 of the University Programme Order

A Master's Programme comprises 120 ECTS points, unless a different value is stipulated for the individual programme.

4.2 Designation

Cf. Section 21 of the University Programme Order

A master's (candidatus) programme entitles the graduate to the Danish title 'cand.' (candidatus/candidata) followed by the Latin designation for the programme in question. The subject area in which the degree is awarded is specified last. The graduate is awarded the English title 'Master of Arts (MA)' or 'Master of Science (MSc)' followed by the subject area in which the degree is awarded (in English), see enclosure to the University Programme Order, unless another designation is stipulated in.

A master's (candidatus) programme which is designed to prepare graduates for a teaching career at upper secondary level entitles the graduate to the title which the central subject entitles the graduate to use followed by the subject area in which the degree is awarded for the minor subject.

Cf. Enclosure 1 to the University Programme Order:

The Master programme Comparative Public Policy and Welfare Studies gives the right to the title cand.soc. (candidatus/candidata societatis), in English: Master in Social Science (MSc).

4.3 Structure of the programme

Cf. Section 22 of the University Programme Order

A master's programme should be a rounded course that enhances the skills acquired by the student during the bachelor programme and qualify for admission to the PhD education.

The university organizes the course of study in a manner that ensures academic coherence and progression. The modular composition of the programmes must ensure that the student is normally able to choose between skill profiles relevant to a variety of professions.

Under the rules stipulated by the University in the curriculum for each programme, the master's programme will include the following:

- 1. Course elements basic to the programme's particular academic competence and identity corresponding to a minimum of 90 ECTS points. This total must include a thesis worth 30 ECTS point.*
- 2. An elective course worth a minimum of 10 ECTS points.*

The Academic Study Board's additional provision:

Master's programmes consist of courses from one or more areas.

4.3.1 Course titles, ECTS, weight and assessment

The master programme consists of six compulsory courses, three elective subjects, a thesis and a possibility of project-oriented studies.

Course title	ECTS	Weight	Assessment
Constituent compulsory courses (90 ECTS):			
* Comparative methods and data	10	1	Internal evaluation, 7-point grading scale
Development and reform of the welfare state	10	1	Internal evaluation, 7-point grading scale
Comparative welfare state policies	10	1	Internal evaluation, 7-point grading scale
**Concepts, methods and data	10	1	Internal evaluation, 7-point grading scale
Comparative public administration	10	1	Internal evaluation, 7-point grading scale
Comparative welfare state and labour market analysis	10	1	External evaluation, 7-point grading scale
Master's thesis	30	3	External evaluation, 7-point grading scale
Elective courses(min. 10 ECTS):			
Elective courses	30	3	Internal evaluation, 7-point grading scale
Project-oriented work	10-20	-	Passed/not-passed, internal

* Offered for the last time in the Autumn 2015. Has been replaced by the course Quantitative methods (10 ECTS) in the new 2016 curriculum.

** Offered for the last time in the Spring 2016. Has been replaced by the courses Research Design (5 ECTS) and Concepts and Measurements (5 ECTS) in the Spring 2017.

4.3.2 Structure of content

Cf. Sections 23, 24 of the University Programme order

Master programmes, which are built on bachelor programmes preparing graduates for a teaching career at upper secondary level, consists of a central subject and a minor subject. The central subject constitutes the main emphasis of the programme, and the minor subject's courses or courses elements in the bachelor and master's programmes constitute at least 90 ects credits.

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The university may decide that Master's programmes enclosing a central subject must be combined with a supplementary subject within or outside the subject area of the central subject. The supplementary subject may either consist of subject clusters composed by the university or of elective subjects composed by the student. The university can decide that permission to choose a supplementary subject must be approved by the academic study board of the central subject. All above mentioned supplementary subjects must be chosen from among approved programmes.

The Academic Study Board's additional provision:

The Master's Programme consists of one central subject, Comparative public policy and welfare studies. The central subject is planned as a section of 90 ECTS.

Please notice that permission to combine the central subject with a supplementary subject requires an approval of the Academic Study Board responsible for the central subject.

4.3.3 Registration for courses

Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-5

Registration for the Master's Programme's courses or course elements takes place in accordance with the internal regulations established by the University. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University shall specify whether it is the University or the student who is responsible for the registration for examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University shall also specify if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.

At The University of Southern Denmark there is no requirement for registering for a certain number of ECTS credits each academic year. It is the student's own responsibility to register for courses; however, there will be automatic enrolment to courses and first examination attempts in the first semester of the Bachelors Programme.

Registration for a course is also a registration for the first examination attempt. Registration for courses is binding, and deregistration is not possible after the expiry of the registration period.

Students may, however, change electives in the first three weeks of the semester provided that a study place is available on the desired elective course(s), and that the elective(s) represent the same ECTS value as the first course. The University may dispense from the above if the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur or if special circumstances apply.

Registration for courses must be done via STADS self-service for the autumn semester: 20-30 May and for the spring semester: 20-30 November.

4.3.4 The Master's thesis

Cf. Sections 22 of the University Programme Order and cf. sections 14, 26 of the Examination Order

The Master's thesis must document skills in applying academic theory and methods to a specific academic subject. The thesis must be placed on the Master's degree's final year of study.

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The University approves the subject matter for the thesis and the same time sets a deadline for submission of the thesis and a plan for supervision of the student. The thesis must be completed and delivered within the time frame of the curriculum for each program, established for that purpose, and applicable to full-time training.

If the student does not submit the thesis within the prescribed period, the University approves a modified subject matter, which must be within the same field and at the same time sets a new deadline of three months. If the student does not submit the thesis within the new deadline, the student gets a third examination attempt covered, similar to the rules that apply for the second examination attempt. The above rules shall apply to theses when the student in the assessment does not achieve the grade 02, see. The Grading Order. . In special circumstances the University may, however, decide that the student must write a new thesis with a new topic and a new deadline.

The Master's thesis must include a summary in a foreign language. If the Master's thesis is written in a foreign language, other than Norwegian and Swedish, the summary can be written in Danish. The curriculum stipulates the extent to which the summary will be weighted in the overall assessment of the examination performance and the language in which the summary may or must be written.

When the University has set a deadline for submitting the Master's thesis, cancellation cannot take place and an examination attempt has been used in the event that the student does not submit the thesis within the prescribed period, unless the University has made an exemption because of special circumstances or if the student is an entrepreneur or chairman of a voluntary organization under the Danish Youth Council (DUF). If the student does not achieve a minimum grade of 02 in the assessment of the thesis, an examination attempt is used.

The Academic Study Board's additional provision:

Subject

The subject matter of the master's thesis must be within the fields of public policy and welfare studies. The master's thesis is a major work that must demonstrate independence of thought and analysis. The thesis documents the skills of the student in applying scientific theories and methods within a focused area. The thesis completes the education and thus it is expected that all other courses are passed before the thesis work begins. In order to register for course "master thesis" and thus begin the thesis writing, the student must have passed the compulsory first semester courses and other courses worth at least 15 ECTS. Moreover, the student must have registered for 30 ECTS (or have passed an equal number).

Scope and working

A thesis may be written by a group of no more than two students. The individual contributions of each student must be clearly identifiable within the thesis. A thesis by one student must be no more than 80 pages (one page is 2,400 characters including spacing, but excluding annexes, notes, summary, list of content, and list of references). A thesis by two students must be no more than 130 pages. Theses that exceed these limits are not accepted. The number of units must be given on the front page of the thesis.

Thesis processing

The master's thesis is normally written at the fourth semester. Registration for the course is automatically a registration for the ordinary examination (as well as potential second and third attempts) in the course. Cancellation of the ordinary and subsequent attempts is not possible.

The process of the master thesis is described in detail in the course description and on the web. The student must have a digital supervision contract including a supervision plan approved before a date specified in the

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course description. This approval is an examination condition and in the absence of an approval the student cannot submit the thesis and one attempt is automatically used.

If the student does not pass the first (or second) examination attempt a new submission date is automatically given – the date is defined in the course description. The student can submit a new supervision contract including a new research question within the same field as the original one.

If the student submits the thesis but does not pass (at the first or second attempt) the student has access to supervision before the next attempt. If the student does not submit the thesis (or submits a blank thesis) at the first or the second attempt, the student does not have the right to supervision before the next attempt.

In case the student does not pass the third attempt the master's programme is terminated. However, in special circumstances the Academic Study Board can grant a fourth attempt.

Submission and exam

The thesis must be handed in electronically via SDU Assignment AND in three physical copies – along with documentation of the electronic submission – at the Study Administration Point.

The thesis is written in English. Evaluation will take place according to the Danish grade scale and with an external co-examiner.

The thesis should be provided with a summary (in English), which is included in the overall assessment of the thesis.

If the linguistic clarity and certainty of the thesis is conspicuously bad or remarkably good it can be assigned a direct effect on the evaluation of the thesis. If a student has a documented linguistic or physical disability the Study board can dispense from this provision.

4.3.5 Project-oriented studies and study abroad

Cf. Section 19 of the University Programme Order

Under rules stipulated in the curriculum for each programme, the Master's programme may – within the prescribed period of study – contain project-oriented studies, possibly associated with areas outside the university, in Denmark or abroad.

The Academic Study Board's additional provision:

10 or 20 ECTS of the elective subjects may be taken through project-oriented work. The purpose of the project-oriented work is to integrate practical, political and administrative questions into the master programme. Project-oriented work encompasses minimum 2 months and maximum 6 months of study relevant work in a private company, interest organisation, public authority or body, or at a research institution. Large parts of the work must be relevant working tasks for the programme.

The student must register for the course "Work Placement" before the beginning of the semester in which the traineeship takes place – at the same time and in the same way as the student register for ordinary courses. To get the internship approved the student must also provide a contract signed by the employer and an internal supervisor – and write a report that is approved by the supervisor.

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If the project-oriented work is to be approved as one subject of 10 ECTS the report cannot exceed 10 pages. The report details the work undertaken and this relates to topics within the master programme.

If the project-oriented work is to be approved as two subjects of 20 ECTS the rapport cannot exceed 20 pages, and it should be at a scientific level equivalent to a seminar assignment, that accounts and discuss academically relevant aspect of the work undertaken. Moreover, the stay has to be at least 3 months.

The reports are tested internally and assessed Passed/Failed.

4.3.6 The Master's Degree part of the 4+4 PhD programme

PhD students enrolled as 4+4 students can complete the Master's programme on special conditions which are described in the Guidelines for PhD Programmes at the PhD School at the Faculty of Business and Social Sciences. The student completes the graduate programme by passing the qualifying examination. The qualifying examination is equivalent to a Master's thesis and it is arranged in accordance with the description of objective for the Master's degree programme and it is held with external censorship cf. the Education Order for the Curriculum for the Master programmes.

4.4 Requirements for passing, etc.

Cf. Sections 15-18 of the Grading Scale Order

A student has passed an exam when he/she achieves the grade 02 or the assessment passed. A passed examination may not be retaken.

If an examination consists of several partial examinations, the grade for the total examination must be at least 02. If the total examination is passed, partial examinations for which grades 00 or -3 have been awarded, cannot be retaken. Even if the total exam is failed, partial examinations for which a grade of 02 or higher is awarded cannot be retaken.

It may be stipulated that two or more exams must be passed within the same examination term.

It may be stipulated that two or more exams must be passed on the basis of a grade average. If so, the average must be at least 2.0 without any rounding up.

It shall be stipulated which grades are included in the total examination result.

It may be stipulated that the total examination result is expressed by means of an average figure. One decimal must be included in the calculation of the average figure. An examination is passed if the average figure is at least 2.0 without any rounding up and if all examinations assessed as passed/failed have been passed.

If an average is not calculated, all tests included in an examination must be passed.

The Academic Study Board's additional provisions:

The master programme is passed when the student has achieved a mark of 02 or more for each subject.

5. Examination, etc.

Cf. Section 30 of the Examination Order

The University is obliged to inform and guide the students of the exam rules that apply for each programme.

5.1 Syllabus description

Each semester the examination syllabus is published on the study programmes homepage www.sdu.dk. The examination syllabus is part of the curriculum. Examination will always be held according to the most recent syllabus.

5.2 Ordinary examination

As a main rule, ordinary examinations are held in the end of the teaching term, January and June. This will be stated in the respective course descriptions.

5.3 Examination requirements

Cf. The Examination Order section 3

The University may lay down rules in the curriculum stipulating:

- 1) That a course or course element, if the content or working methods so warrant, may be documented fully or partly through a requirement for participation in the course.*
- 2) That a requirement for participation in a course must be a prerequisite for the student to sit an exam in the course or course element.*
- 3) That a requirement for submission of written papers, oral presentations etc. during the course is a prerequisite for the student sitting the exam in the course or course element.*
- 4) That the student prior to the evaluation of the written exam paper must perform an oral defence of the assignment. The evaluation will be based on an overall assessment of the written paper and the oral performance.*

The University may also lay down rules in the curriculum stipulating that the assessment of written papers and oral presentations etc. during the course of teaching are included as parts of the awarding of marks together with the final exam in a course or course element. The rules must state in which way written papers, oral presentations, etc. are parts of the overall evaluation of the student's performance in the course or course element. The University may determine that the student may not take the final exam, unless the student has passed the course. Complaints about an assessment given during a course must be submitted to the University by the student.

University prerequisites for participating in an exam must be met, in order to participate in the re-exam.

In the event that a student does not meet the established university prerequisites for taking the exam, he or she has used one examination attempt.

Prerequisites for participation in exams which have been met before the first ordinary exam do not have to be repeated at a new examination attempt.

5.4 Examination aids

Computers are used for submission of answers at all written examinations at Faculty of Business and Social Sciences. The students are expected to bring their own computer, which can be hooked up to the university's

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wireless network, and that software programs are installed corresponding to those of the standard Microsoft Office Package including the ability to create PDF files for submission of exam papers.

Digital exams are conducted taking into account the IT-facilities at the campus in question.

Permitted aids, including internet access will appear in the course description. For further information see Policy for Digital Examination at Social Sciences for further information.

5.5. Group Exam

Cf. Sections 4 and 5 of the Examination Order

Taking the curriculum's academic considerations into account, the university establishes whether an exam is organized as an individual exam or as a group exam. When an exam is organized as a group exam, the university shall establish the maximum number of students allowed to participate in each group exam, and whether the student may choose an individual exam instead. In connection with both an individual and a group exam, an individual assessment must be made of the students' performance, and separate grades must be given.

In connection with an oral group examination, each student will be examined in such a way as to ensure that there would be an individual assessment of the student's performance. When organising an oral group examination, the university must ensure that the time allotted for the exam is adapted to the number of students participating in the exam.

In connection with a paper written by a group of students, separate grades or other form of assessment may only be given if the individual student's contribution can be established. The university shall establish the requirements for individualisation in the curriculum.

If a separate grade or other form of assessment is not given for a paper written by a group of students, the paper may be included in the subsequent oral examination. If the university conducts an individual oral examination as a follow-up to a paper written by a group of and as a follow-up to a possible oral group exam, these students may not be present in the examination room before they are examined in the individual oral exam.

The Faculty's regulations:

The number of students in a group exam can generally be a maximum of 4. The Study Board may decide to deviate from the rule. If so, this shall be described in the course description.

5.6 Examination language

Cf. Section 6 of the Examination Order, Master's Admission Order section 15

Examinations are conducted in Danish unless part of the purpose of the examination is to document the students' abilities in a foreign language. The examinations may be conducted in Swedish and Norwegian instead, unless part of the purpose of the examination is to document the students' abilities in Danish.

The university may, if circumstances make it possible, allow the student to conduct the examination in a foreign language, unless the purpose of the examination is to document the students' abilities in Danish or in a specific foreign language.

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If a course has been taught in a foreign language, the examinations will be held in that language, unless the purpose of the examination is to document the students' abilities in another language. The University may grant exemptions from this rule.

If the programme is offered in English or another foreign language, the examinations will be conducted in the same language, unless the purpose of the examination is to document the students' abilities in another language. The University may grant exemptions from this rule.

If a course is offered with lines of various languages, the student must be able to carry out the majority of the programme's elements in the language of the line in which the students is enrolled.

5.7 Number of examination attempts

Cf. Section 13 of the Examination Order

A passed exam may not be retaken, cf. the Grading Scale Order.

Students are entitled to three attempts to pass an examination. Under special circumstances, the University may allow further attempts. The question of academic aptitude must not be included when assessing whether special circumstances apply.

Students are entitled to three attempts to pass the examination(s) that form part of the supplementary studies, unless the University has stipulated that the students are entitled to one or two examination attempts only.

In the curriculum, the University lays down rules on examinations forming part of the supplementary studies, including the number of examination attempts.

5.8 Registration for exam

Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-7

Registration for the Master's Programme's courses or course elements takes place in accordance with the internal regulations established by the University, cf. The Order on Bachelor's and Master's Programmes at Universities. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University shall specify whether it is the University or the student who is responsible for the registration for the examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University shall also specify if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.

The Faculty's additional provisions:

The student is automatically registered for the first examination attempt when the student is registered for a course or course element with which one or more examinations are associated. Withdrawal of registration is not possible, and students who fail to participate in an examination have used one examination attempt, unless the University has made an exemption due to special circumstances. If a student does not meet the established university prerequisites for taking the exam, he or she has used one examination attempt, unless the University has made an exemption due to special circumstances.

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Students who have not passed a course at the second examination attempt can register for a third attempt the next time the ordinary exam is held.

It is the student's responsibility to register for courses and exams.

Registration deadlines for re-exams are published on the website.

Exam dates will be published on www.sdu.dk. The student is responsible for keeping himself/herself informed about exam details.

5.9 Re-examination

Cf. The Examination Order section 14 and Rules for Registration for Courses and Exams at the University of Southern Denmark sections 6-8

Registration for the Master's programme's courses or course elements takes place in accordance with the internal regulations established by the University, cf. The Order on Bachelor's and Master's Programmes at Universities. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University specifies whether it is the University or the student who is responsible for the registration for examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University also specifies if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.

On programmes where the examination period is at the end of the autumn semester, students who do not pass the ordinary exam can register for re-exam (2nd examination attempt) in the same examination period or immediately thereafter, but no later than on the last weekday in April. On programmes where the examination period is at the end of the spring semester, students who do not pass the ordinary exam can register for re-exam (2nd examination attempt) in the same examination period or immediately thereafter, but no later than on the last weekday in August.

On programmes where there are more exam periods than the above, students who have not passed the ordinary exam can register for re-exam (2nd examination attempt) as soon as possible, but no later than 6 months after the holding of the ordinary exam.

Students may not withdraw registration for re-exam after the expiry of the registration period.

The University can lay down in the curriculum that the re-exam has a different form of assessment or examination than the ordinary exam. In connection with the holding of ordinary exams, students will be informed about when they can register for re-exams.

The University may dispense from the above if the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur or if special circumstances apply.

Re-examinations are granted by [the Examinations Office](#) based on an application accompanied by documentation for the illness. If the application has been accepted, the attempt at the ordinary examination will be cancelled. Re-examinations are held in February and August. The Study Board can decide to change the examination and assessment form. This will be announced after the registration deadline.

5.10 Internal or external examination

Cf. Section 22 of the Examination Order

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At least 1/3 of a programme's total ECTS-points must be obtained at external tests. External tests must cover the important parts of the programmes, including the Master's thesis. This does not, however, apply to credits that have been transferred.

5.11 Grading or the pass/fail assessment

Cf. Section 25 of the Examination Order

Assessment is graded using the 7-point grading scale or by the assessment "Passed" or "Failed" or the assessment "Approved" or "Not Approved", cf. the Grading Scale order

The master project is assessed using the 7-point grading scale. Course participation is given the assessment "Passed" or "Failed" or "Approved" or "Not Approved".

The assessment Passed/Failed or Approved/Not approved may only be used for test that account for a maximum of 1/3 of the programme's ECTS points. This does not, however, apply to credits that have been transferred.

5.12 Spelling and writing skills

Cf. Section 26 of the Examination Order

When assessing master thesis and other major written assignments, as well as their academic content, emphasis should also be placed on the students' spelling and writing skills.

The university may grant exemptions for students who are able to document a relevant and specific impairment, unless assessing spelling and the ability to formulate oneself are significant objectives of the examination.

The Academic Study Board's additional provision:

Major written papers are defined as papers that are delivered in the form of a report and where the contribution of the individual student amounts to 10 pages or more. The impact of the student's spelling and writing skills on the grade is limited, unless there are considerable marked deviations from the usual academic language.

5.13 Supplementary exams after admission to a Master's programme

Cf. The University Programme Order section 12

According to the rules regarding part-time studies, cf. The Ministerial Order on Part-time Studies, the University may offer supplementary studies from existing undergraduate programs and other single subject courses in order for the applicant to meet the admission requirements for a Master's programme. Offer of supplementary studies at the University requires that students will be conditionally admitted to the applied graduate programme. A passed supplementary program thus entitled to admission to the applied graduate program at the University of direct extension of the completed supplementary course. A supplementary course may have a scope of up to 30 ECTS credits. The University may allow that the required supplementary studies are completed at another University.

The University may stipulate that the additional supplementary study activity is completed before the commencement of the Master's programme or that the supplementary study activity is completed during the first year of the Master's programme, or as a combination thereof. If part of or the entire supplementary

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study activity must be completed before the commencement of the Master's programme, the University may lay down rules stipulating at which time the student must have completed these courses in order to maintain the right for admission to the Master's programme.

The Faculty's additional provisions:

Students, enrolled in a Master's programme, who are required to undertake supplementary studies, must within the first six months of the start of the first year of study participate in and pass the examination(s) that form(s) part of the supplementary studies in order to continue on the programme. The examination(s) must document that the students have acquired the necessary academic qualifications for continued admission to the Master's programme.

The Academic Study Boards additional provision:

Students are entitled to two attempts to pass the examination(s) that form part of the supplementary studies. Under special circumstances, the University may grant exemptions to the above.

5.14 Special examination conditions

Cf. section 7 of the Examination Order

The University may offer special examination conditions for students with a physical or mental impairment and for students whose native language is not Danish, if deemed necessary by the University to provide the students concerned with equal opportunities in the exam situation. Such an offer must not, however, change the standard of the examination.

5.15 Examination appeals, etc.

Cf. Sections 34 -37 of the Examination Order

Appeals about tests or other forms of assessment forming part of the examination shall be submitted to the university by the student. Appeals shall be submitted in writing and include an explanation of the reasons for the appeal.

The appeal shall be submitted within two weeks of the assessment being announced. However, the two-week period shall start at the earliest from the date of the announcement of the assessment. Under special circumstances, the university may grant exemptions from the deadline for submission of appeals.

The complainant shall, within 2 weeks after the university's decision is communicated to the complainant, accept the offer of re-assessment or re-examination. Re-assessment or re-examination must take place as soon as possible. If the diploma has been awarded, the university must revoke it until the assessment has been completed and, where appropriate, issue a new diploma. In case of re-assessment and re-examination, the university shall appoint new examiners, and co-examiners shall be appointed by the chairman of the external examiners.

In connection with re-assessments, the assessors shall be provided with the case files, including the assignment, the appeal, the original assessors' opinion, the complainant's comments and the university's decision.

The assessors shall notify the University of an assessment at a re-assessment and re-exam which may result in a lower grade. In connection with re-assessment of written exams, the assessors shall enclose a written

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justification for the assessment. The assessment after re-assessments and re-exams cannot be referred to any other administrative authority.

6. Other regulations

6.1 Transfer of credits

Cf. Sections 36-38 and 40 of the University Programme Order

Under the ministerial order, successfully completed programme elements equate to corresponding ones at other Universities that offer similar programmes under the terms of this order.

The University may, in each individual case, or by laying down general rules, grant approval for successfully completed programme elements covered by the ministerial order to replace programme elements from another programme on same level under this order (credit transfer). The University may also grant approval for successfully completed programme elements from another Danish or foreign programme to replace programme elements at the University under the terms of this order.

Decisions must be made on the basis of an academic evaluation.

Students who, as part of their programme, want to complete elements of the programme at another University or institution of higher education in Denmark or abroad can apply the home university to have credit transferred in advance for planned programme elements.

Credit transfer in advance may be granted only if the student, in connection with the application for credit transferred in advance, obliges to submit the necessary documentation to whether the programme elements have been passed or failed to the home university, when the preapproved credited programme elements are completed. The student must also give his/her consent that the home University may obtain the necessary information from the host institution if the student is unable to obtain the documentation.

When it can be documented that the credit transferred programme elements have been passed, the home University administratively approves that these credits are transferred into the programme at the university.

On a proposal from the student, the University can, in cases where e.g. the preapproved programme elements are not offered at the host institution, make changes to the approval of the pre-approved credit transfer. The student is responsible for and must take the initiative for drawing up a proposal for a study plan. The University provides academic support if the students request it.

When transfer of credits has been either refused or partly refused by the University, the decision can be appealed to the board of appeals for credits according to the ministerial order.

6.2 Complaint

Cf. Section 42 of the University Programme Order

Under terms of the University Programme Order, the student may appeal decisions made by the university to the Danish Agency for Higher Education if the appeal is based on legal issues. The appeal is submitted to the University, which must provide the complainant with a written response and a minimum of one week in which to consider the response. The University submits the appeal to the Agency of Higher Education along with its statement and any supplementary comments made by the complainant.

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The deadline for the submission of appeals is one week from the day when the decision is announced to the complainant.

6.3 Transitional rules

Curriculums which have been published before the present curriculum replaces the references to sections of the former ministerial orders with the new ministerial orders, cf. page 2.

Comparative methods and data (1st semester) is offered for the last time in the Autumn 2015. The course is replaced by the course Quantitative methods (10 ECTS) in the new 2016 curriculum.

Concepts, methods and data (2nd semester) is offered for the last time in the Spring 2016. Is replaced by the courses Research Design (5 ECTS) and Concepts and Measurements (5 ECTS) in the Spring 2017.