

COURSE CATALOGUE

master programmes

Biology
Ecology and Evolution
Marine Biology
Molecular Biology and Biotechnology

2008/2009

School of Life Sciences
University of Groningen

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1 General information

1.1 Introduction

This course catalogue contains information for all students within the degree master programmes Biology, Ecology & Evolution, Marine Biology and Molecular Biology & Biotechnology. In principle this catalogue contains invariable information about the programme, rules, in-house addresses, etc. of importance to students in the year 2008-2009 following the master programme.

Data liable to change during the year, such as lecture and examination schedules, and daily information about study programmes can be found on the programmes 'organization' on Nestor (see section 2.3.3).

The guidelines in this catalogue may not cover the needs for students in special circumstances. In this situation, one can attend the degree programme coordinator.

1.2 The programmes -in brief-

The goal of the degree programmes is to prepare students for a career in (scientific) research or for a career in profit or non-profit organizations in the specific domains of the individual master programmes. To realise these goals the programmes contains both theoretical and practical modules and a substantial part of the two years is reserved for research. Various research groups are involved in the degree programmes both from the School of Life Sciences, the School of Natural Sciences and Technology, the University Medical Center Groningen (UMCG) and liaised research institutes. Students can focus on fundamental or applied research, or a combination of both.

The duration of the curriculum is 24 months or 120 European Credits (1 EC = 28 hours of study load). The two year programme can either be totally devoted to research (P-variant) or be oriented on management and policy next to research (M-variant). For a number of modules in the latter specialization, the language of instruction is Dutch.

The curriculum is tailor made, and depends on the interest of the student, his or her background and the skills and knowledge necessary to participate in a certain research area. The curriculum is designed in close co-operation with a so-called mentor. The Board of Examiners has to approve of each individual study programme. The structure of the study programmes is described in chapters 4-7.

1.3 Embedding of the programmes in the Faculty

The master degree programmes are organized by the Faculty of Mathematics and Natural Sciences (FWN). FWN is one of the largest natural sciences faculties in the Netherlands. The faculty is divided in schools, research institutes and a graduate school. In general the research institutes are responsible for the research while the school organizes the educational programmes. A graduate school thus combines research with the education of Master and PhD-students. The faculty is managed by a faculty board ('faculteitsbestuur'), which is supported by, amongst others, a faculty committee for the departments. This committee stimulates educational matters relevant to all departments. A faculty council, including staff and students, has a say in the matter.

FWN consists of three schools for teaching:

- School of Life Sciences
- School of Natural Sciences and Technology
- School of Computing and Cognition

The master programmes Biology, Ecology & Evolution, Marine Biology and Molecular Biology & Biotechnology are coordinated by the School of Life sciences. Prof. dr. J.P. Franke is the director of studies of the School.

1.3.1 The School of Life Sciences

The staff of the degree programmes of the School is from a variety of disciplines of the Faculty of Mathematics and Natural Sciences: Biology, Chemistry, Mathematics, Pharmacy and Physics and also from the Faculty of Medical Sciences. The School is responsible for the coordination of several bachelor and master programmes:

BACHELOR STUDIES:
 Biology
 Life Science & Technology
 Pharmaceutical Sciences
 Pharmacy

MASTER STUDIES:
 Behavioural and Cognitive Neurosciences
 Biology*
 Biomedical Sciences
 Biomedical Engineering
 Ecology & Evolution*
 Marine Biology*
 Medical Pharmaceutical Sciences
 Molecular Biology and Biotechnology*
 Pharmacy

The board of the School of Life Sciences is responsible for the content and quality of the study programmes. It is assisted by an advisory organ, the Course Committee, and by staff responsible for day-to-day procedures. The staffing supporting the master programmes in this course catalogue* is listed below.

Postal address of the School of Life Sciences: Biological Center, Kerklaan 30, P.O. BOX 14, 9750 AA Haren

EDUCATION OFFICE	E-MAIL	TELEPHONE (050)	ROOMNR. BC
Student administration office, registration of results, exams <small>VISITING HOURS:10:30-13:00</small>			
G.M.C. Hoekzema	G.M.C.Hoekzema@rug.nl	3632017	6518.0005
J.J.N. Leppink	Bos-lw@rug.nl	3632210	6518.0004
G.M.L. Bonninga-Caron	Bos-lw@rug.nl	3632210	6518.0005
N. Snijders Vroegop-Rieks	Bos-lw@rug.nl	3632210	6518.0006
Study advisor			
Drs. A.F. Bos	attie.bos@rug.nl	3638764	6518.0008
Degree programme coordinator			
Dr. M. van Rijssel	m.van.rijssel@rug.nl	3632212	6518.0003

The core business of the Education Office is to support the teaching process within the programme. This involves:

- providing information for students and prospective students about the teaching programme
- helping students with study-related problems
- organizing registrations for modules and examinations
- administering examination results
- compiling lecture and examination timetables
- providing information about and organizing study periods abroad
- formulating and implementing education policy.

1.3.2 Course committee

The course committee ('opleidingscommissie') deals with all important matters regarding the study programme, with the exception of individual problems. This committee directly advises the faculty council ('faculteitsraad') with regard to the contents of the Teaching and Examination Regulations ('Onderwijs- en Examenregeling'; OER). An additional task of the committee is an evaluation of modules and the programmes organization. It also advises the director of studies, whether requested or not.

The Course committee consists of six staff members and six students. Chairman of the course committee is Dr. L.P.W.G.M. v.d. Zande. Advising member is the degree programme coordinator Dr. M. van Rijssel.

1.3.3 Board of examiners

All matters concerning examinations and graduation are dealt with by the Board of Examiners ('examencommissie'). Officially, all members of the scientific staff are seated in this committee. A delegation of staff handles the daily affairs of the Board.

The Regulations & Guidelines ('Regels en Richtlijnen', section 9.3) is one of their determinations. In addition, the Board needs to agree on each individual study programme of students, handles all individual requests of students and the selection of applicants.

All requests and study proposals for the Board may be offered to the secretary of the Board, dr. M. van Rijssel. Chairman of the Board of Examiners is Prof. A.J.W. Scheurink, Prof. J.T.M. Elzenga, Prof. A.G.J. Buma and Dr. T.R. Koiter are members of the executive committee.

1.4 Student organizations

1.4.1 Students' association GLV IDUN

GLV IDUN is the association for all students in the School of Life Sciences at the University of Groningen. GLV IDUN was founded in 2006 by students of the School of Life Sciences.

Membership: open to all students of the School of Life Sciences, approx. € 20,- (per year)

E-mail address: bestuur@glv-idun.nl

Visiting addresses: Biological Center, Kerklaan 30, 9751 NN Haren
Building 6518-108, de suite, or:
A. Deusinglaan 2 (room 2.33, only Wednesdays),
9713 AV Groningen

Telephone: 050 3632074

One of the services provided by GLV IDUN is the sale of textbooks. Members get a 10% discount on their books. Apart from the sale of textbooks, GLV IDUN organizes more study-related events: an annual symposium and excursions to companies during the academic year. The website www.glv-idun.nl will offer you all information about their activities and events.

1.5 Safety and (house) regulations

1.5.1 Buildings

The education and support of education of School of Life Sciences is accommodated in a number of buildings;

Haren:

- BC (buildings 6511-6523): Biological Center, Kerklaan 30, P.O. Box 14, 9750 AA Haren; tel. reception: 050 3632021

Groningen:

- ADL1 (buildings 3211–3217/3219): Medische Wetenschappen, Tandheelkunde en Farmacie, Antonius Deusinglaan 1, P.O. Box 196, 9713 AV Groningen; tel. reception 050 3638000
- ADL2 (building 3111): Antonius Deusinglaan 2, 9713 AW Groningen; tel. reception 050 3633270, bgg 050 3638000
- CFM (buildings 5111–5121, 5151): Chemie–Fysica–Milieukunde, Nijenborgh 4, 9747 AG Groningen; tel. reception 050 363 4133.
- Bernoulliborg (building 5161) Nijenborgh 9, 9747 AG Groningen; tel. reception 050 363 6868

For a detailed plan of the buildings, see the last pages of this course catalogue.

1.5.2 House rules and regulations

Staff, students and visiting researchers and visitors are obliged to obey the house rules of the buildings.

The buildings of ADL1 are open from Monday till Friday between 8.00 and 21.00. ADL2 closes at 17.30. The Biological Center is open from Monday till Friday between 8.00 and 18.00.

- Smoking ban. On the basis of the Dutch law, there is a general ban on smoking in public buildings.
- Mobile phones are not allowed in class rooms, libraries, laboratories and rooms with computer facilities.
- It is absolutely forbidden to eat or drink in the laboratories, class rooms, libraries and rooms with computer facilities.
- Bikes must be stored in bicycle racks.
- The University accepts no liability for theft or otherwise lost property.

It is absolutely forbidden:

- To eat or drink in the laboratories
- To drink from laboratory glasswork
- To store food in laboratory fridges
- To prepare food in laboratory ovens

Before you start working in a laboratory:

- Take notice of the safety regulations
- Locate the emergency exits and where the escape routes are
- Locate the fire extinguishers, absorption equipment for chemicals, fire blankets, fire showers, first-aid boxes and eye-wash fountains.
- Always wear safety goggles and a cotton laboratory coat.

Working in a laboratory without supervision of a staff member is not permitted!

1.5.3 Fire and emergencies

In case of fire and accidents call **8050**. Clearly explain the situation and location.

1.5.4 Insurance

The University of Groningen is not liable for any costs (medical or otherwise) or damage caused by students. Therefore, students are obliged to insure themselves against accidents being the result of their own actions as for example a students-laboratory-accidents-insurance ('studenten-laboratoriumongevallenverzekering'). The study associations GLV-IDUN (see section 1.4) can arrange this for you if you are a member. Foreign students can contact the degree programme coordinator for assistance.

1.5.5 Hepatitis B vaccination

Everyone working in one of the (research) laboratories of the University Medical Center Groningen should be protected against hepatitis B infections. Since many students of the School of Life Sciences will be working in these labs, the school will provide the facility for students to be vaccinated (free of charge). Students who have not been vaccinated during their bachelor studies can contact the degree programme coordinator for assistance.

1.5.6 Computers and RSI

Students spend a lot of time in front of computers and are at risk of developing RSI-troubles. RSI is the abbreviation for Repetitive Strain Injury and is a generic term for all troubles involving neck, shoulders, arms, wrists and hands. These troubles can become chronic and lead to incapacitation for work and serious limitations in everyday life.

SYMPTOMS

RSI symptoms can vary from stiffness, pain and tingling sensations to loss of strength in above mentioned body parts. Initially the symptoms occur only during work in front of screens, but at a later stage they occur also at rest. Eventually the troubles might occur continuously, causing pain at even the simplest of actions or making them completely impossible.

HOW TO PREVENT RSI?

There is no standard solution to prevent RSI. The measures you could take have mostly all to do with relaxation of muscles and mind, and stimulation of blood flow.

Looking at the risks for developing RSI, we fully have to consider five points, the so-called 5W-approach.

WORKLOAD

- Make actual planning and prevent peak hours
- If necessary, take a 'study skills' course at the Centre for Study Support and Academic Skills ('Bureau Studie Ondersteuning') tel. 050 3635548
- Realize your productivity is higher when taking a regular break than when working onto the end
- Try to put things into perspective; it helps you to avoid working too long and it stimulates regular breaks and it makes you unwind
- If you don't feel on top of things, drop by the study advisor, student counsellor or student psychologist.

WORK ORGANIZATION

- Incorporate as much variation in your work as possible: reading, writing, typing, using Internet. Also vary easy and difficult tasks
- Use the shortcut keys on your keyboard more frequently than your mouse
- Make regular breaks
- Raise the alarm over too many deadlines or too many writing assignments at the same time.

WORKING HOURS

- Don't work more than five or six hours on your computer a day. Don't forget to count the hours of gaming and using Internet. Special software is developed to remind you of taking breaks

1 General Information

- Take regular breaks: a minimum break of ten minutes every two hours of working in front of a screen.

WORKPLACE

- Put the screen right in front of you, not too close. Prevent having to work with a turned neck. Make sure the top of the screen is at eyes' height. Prevent annoying reflections from windows. Use large font sizes, so you don't have to bend over to read the letters
- You need a good chair of which the height, back and arm rests are adjustable. The back of the chair should mainly provide support to your lower back's cavity. Arm rests relieve the shoulders. Adjust them in such a way that the upper arms loosely touch them and form a right angle with your forearms
- If necessary, search further on the Internet how to kit out your workplace
- Report bad computer workplaces at the Environment- and Occupational Health & Safety Act coordinator ('Arbo- en Milieucoördinator')
- Never work longer than two hours a day on a laptop. Connect an unattached keyboard and mouse to your notebook, and place the screen at eyes' height
- Make sure you have a good working place at home.

WORK POSTURE

- See to it that you have a good physical condition
- Sit upright and make sure there's a right angle between your upper and lower legs when your feet are flat on the ground
- Keep your wrists stretched when striking the keys and using the mouse
- Perform regular physical exercises during work on the computer.

LASTLY...

- Drink a lot of water (the resulting visits to the toilet make natural breaks)
- Take early troubles seriously and check the risks applicable to your situation and find a solution. Do not ignore your body's warning signals.
- If necessary, visit your family doctor or the physiotherapist at your sports center.
- A lot of information about RSI can be found on the Internet.
- For further questions or advice, contact the Environment- and Occupational Health & Safety Act coordinator ('Arbo- en milieucoördinator'), ir. C.J. Groen, tel. 050 3634618.

2 Facilities

2.1 Libraries

The mission of the libraries of the University of Groningen is *to support and promote academic teaching and research* by providing high-quality information and information services. The libraries aim to achieve this by adopting a demand-oriented and innovative approach. The libraries of the University of Groningen consist of the University Library (UB) and the faculty libraries.

The UB offers a basic collection for each discipline; the faculty libraries have a specialized collection for research and educational purposes. Interdisciplinary works, bibliographical material and a number of special collections can also be found in the UB.

The entire library contains 2.4 million books and journals, of which more than 1.5 million are located in the central UB.

2.1.1 University library

The (central) University Library (UB) functions as facility centre for the entire university community; for both the faculty- and institutional libraries and the library users. The UB offers students many services. It contains around 1600 places to study. Furthermore, the library holds vast collections of references and educational material. Of these about 30% is available at the study rooms. The remaining material is kept at closed depots. The material can be accessed via the loan institution.

Practical information:

Address: Broerstraat 4, 9712 CP Groningen
P.O. box 559, 9700 AN Groningen

Telephone: Electronic Library 050 363 5017
Information Retrieval 050 363 5030
Enquiries 050 363 5020
Questions about subjects 050 363 5020
Guided tours 050 363 5068
Loan 050 363 8034

Fax: 050 363 4996

Website: www.rug.nl/bibliotheek

Opening hours: Monday till Friday 8.30 – 22.00
Saturday and Sunday 10.00 – 17.00

Closed: On general holidays, 30th of April, 5th of May and 28th of August

Copy facilities: Copiers are placed at every floor. Copy cards are available at the reception.

An important facility is the Electronic Library, located on the first floor of the UB. It has over a hundred work stations for consulting catalogues, CD-ROMs, and on-line databases. Word processing and the internet are also provided. Access to these programmes is limited to students and staff members of the University of Groningen.

In addition to the catalogues, the following databases are also important to all students:

- Online Contents (a catalogue of journal articles)
- The Dutch Union Catalogue (NCC)
- Picarta (a combination of Online Contents, the Dutch Union Catalogue and a catalogue of internet sites).

Furthermore the university library provides access to a large number of scientific journals online, see www.rug.nl/bibliotheek/catalogibestanden/elektijdschr/ . Access to online journals through the WWW pages of the University of Groningen is for personal study or research only.

Downloading large numbers of articles in a systematic or regular manner is prohibited by the terms of the license agreements the university has signed and is therefore strictly forbidden. Abuse may harm your fellow users. Any user who does not comply with these conditions of use may be excluded from access.

Further instructions on the retrieval of information can be found on www.rug.nl/bibliotheek/instructies/algInstructies/ . The "Catalogue Training Module" teaches you how to use the catalogue; the module "Finding Scientific Information" gives an introduction into scientific communication, document types and searching literature by subject.

The introductory module "A window on the world" introduces the library services at the University of Groningen, and gives an overview of the facilities and services. This programme consists of texts and film scenes in *streaming video*.

ACCESS

You must have a library card in order to be able to borrow publications from libraries of the University of Groningen. For students of the university the student ID doubles as a library card. The loan period for books is 4 weeks, unless stated otherwise. Please return the books or request a renewal before the expiry of the loan period. Failure to do so results in a fine, and can lead to exclusion from further loans until the fines have been paid and the books have been returned. Moreover, all other costs incurred in the module of retrieving a book or replacing it will be charged to the borrower.

In general, loan periods can be renewed online by the user through the Catalogue of the University of Groningen, provided the loan period has not expired and there are no fines. Click on *Borrower Info* in the Catalogue.

2.1.2 Libraries of the Faculty of Mathematics and Natural Sciences

All the books from the Faculty of Mathematics and Natural Sciences (FWN) library collection are listed in the library catalogue (the OPAC). FWN library books can be recognized by the following designations:

- Bibl. Biological Center (Biology library)
- Bibl. Chem.Fys.Milieuk. (CFM library; Chemistry, Physics, Energy & Environmental Studies)
- Bibl. Kapteyn lab. (Astronomy library)
- Bibl. Wisk.Inf.RC (Mathematics and Computings Science library)

These departmental libraries issue accessions lists in which the new additions are listed.

All the books in the library are grouped according to subject. In order to find the correct subject codes the classification scheme should be consulted. The local subject codes can also be used as search terms in the library catalogue (decentralize subject code).

The schemes of the Biology and CFM libraries are constructed identically. All shelf numbers consist of a number followed by a letter. The number indicates the overall subject, while the letter indicates the subdivisions of the subject.

E.g.: 027G (027- Science and Technology research; G - Normative aspects; Ethics)

The schemes are available in a PDF version (in Dutch).

JOURNALS

The journals collection of the FWN library can be divided into printed and electronic (full-text) journals. All these journals are listed in the library catalogue (the OPAC). The printed journals can be consulted only in the library which has the journal in its collection. Photocopies of an article may be requested via the interlibrary loan (ILL).

The electronic journals (e-journals) can be consulted anywhere as long as the computer used is recognized as a "University of Groningen- machine". This usually happens on the basis of the "IP-number". When consulting e-journals from locations outside the University (domain of the University of Groningen), use should be made of the proxy server. This proxy server of the libraries of the university offers safe, authorized access to databases and e-journals to which the University subscribes from any computer outside the University domain. Students log in with their student account number. Members of staff log in with their personnel registration number.

Please note: For the most up-to-date and complete information with regard to the journals collection (electronic or printed), consult the library catalogue!

2.1.3 Library of the University Medical Center Groningen

Visiting address: University Medical Center Groningen, Hanzeplein 1, 9713 GZ
Groningen,UMCG-entrance 59, Winkelstraat 1, or Poortweg 12
(Y4202), 4th Floor (Telephone: 050 3633048, or 050 3612596)

Opening hours: Monday- Thursday: 08.30 - 22.00;
Friday: 08.30 - 17.00;
Saturday: 10.00 - 16.00.

On public holidays the library is closed; during term holidays, opening hours may be different.

More information CMB online: www.rug.nl/bibliotheek/locaties/bibcmb/

2.2 Photo copiers and copyshop

BIOLOGICAL CENTER

Cards for the photocopiers can be bought at the copyshop (ground floor, building 6518). Photocopiers are in the entrance-hall.

The copyshops can take care of the following duties:

- copies on several media
- A5 booklets, folded and stapled
- binding copies using many different materials

For more information, contact the copy shop.

2.3 Computer facilities

2.3.1 Personal account

At your enrolment you will receive a student number and a personal computer account. A student account basically consists of several accounts, but login name and password are synchronized. The accounts are:

- access to the faculty Novell-servers for use of applications,
- access to the Internet and storing data;
- an e-mail account;
- access to Nestor, the electronic learning environment of the University of Groningen;
- access to ProgressWWW where you can enrol in modules and where you can find your study progression.

You need the following to login: the name or address of the server, a login name and a password. Your login name is made up of your student number preceded by an s (the s of student). Your initial password will be sent in a letter. On <http://progresswww.nl/wachtwoord> you can alter your password.

2.3.2 E-mail

Your E-mail address is the primary means of communication of the University and the Faculty for news and information about your studies. Use a browser (like Internet Explorer) and go to <https://student.rug.nl/> to access your E-mail. Your E-mail address is both your login name (s[student number] @student.rug.nl) and your name [initials separated by periods].[infix]. [surname]@student.rug.nl.

2.3.3 Nestor

Nestor is the electronic learning environment of the University of Groningen. Teachers use Nestor to give information about modules, to take electronic examinations, and to exchange documents with their own department. Students use Nestor to read announcements, to cooperate with group members, and to hand in assignments.

Use your student number (s[student number]) to log in. In order to gain access to modules in Nestor, enrol for your modules in ProgressWWW.

The Education Office also uses a Nestor account to communicate with students. On a regular basis, announcements about study progress, study programme, modules, etc will be placed on Nestor (FWN Students Master Biology and Life Science). Students are urged to check this account on a regular basis.

2.3.4 ProgressWWW

Progress WWW is an Internet application used by the University of Groningen. Students need to enrol for modules and exams well in advance (for modules usually 4 weeks before the module is scheduled, for exams often one week in advance). ProgressWWW also gives the opportunity to check study results.

ProgressWWW can be found on the desktop of every university computer or on the internet: <http://progresswww.nl/rug/>. More information on how to work with ProgressWWW can be found on the degree programme account on Nestor.

2.3.5 Student PCs

In all buildings of the School of Life Sciences computer facilities are available for students. Using these PCs you can log onto the student network. You will then have access to applications, your own data on the home directory (X:\) and the Internet. Some of the rooms are used for practicals and modules, but when these are not scheduled you can use the room for self-education. Printers are also accessible for students.

2.3.6 Usage rules

Using the University ICT facilities will imply your agreement to the usage rules for University ICT facilities as published on www.rug.nl/rc/security/aup/

Users of the university computer systems should realize they are not the only users of these computers. Many computers are *multi-user* systems, and the users of these computers belong to a community. Therefore, the ground-rule on which this AUP (Acceptable Use Policy) is based is similar to the ground-rule on which traffic is based: the users of the university computer systems may not endanger these systems, nor may they hinder other users.

Some implications of this ground-rule are that users are not allowed to send

unsolicited email or try to obtain or use other users' passwords; neither occasionally, nor 'for fun'.

Abusing university computer systems may result in disciplinary action.

2.3.7 Helpdesk

Need help to log on for the first time? Have a question? Lost your password? Something not working as it should? Call or visit the helpdesk in building 6523, room 0216, and daily opened from 8:30 till 17:00, tel. 050 3632374, E-mail: servicedesk.zernike@rug.nl.

2.3.8 Computer center

The Donald Smits Center for Information Technology (CIT) is the university center for information and communication technology offering high quality IT-services. To achieve the above objective the center for information technology has a lot of facilities:

- central placed computers with peripherals and different workstations;
- several education and practical rooms with almost three hundred pc's (a lot belonging to the educational cluster, a cooperation between the computer center and some faculties);
- a service desk with a module counter.

More information: www.rug.nl/cit/

2 Facilities

3 Study affairs

3.1 Information channels

NESTOR

The Education Office of the degree programmes supports an account in Nestor (see section 2.3.3.) which contains a source of information about education and research. The information does not only give you information from this catalogue, but also the latest information on (examination) schedules, graduation data and procedures etc. Nestor needs to be checked at least once a week, to prevent missing important events.

E-MAIL

In some cases messages of importance to students or groups of students, like requests to sign up for certain modules or alterations in the schedules, are sent to the electronic mailbox of the students concerned. For this reason, students are expected to check their mailbox on a regularly base (at least once a week).

UNIVERSITY PAPER ('UNIVERSITEITSKRANT')

The Board of the University ('College van Bestuur') frequently publishes updates on the central rules and regulations in this paper. This mainly concerns tuition fees, scholarships and the graduation fund.

3.2 Admission requirements

Admission requirements for Dutch students for the programmes in Biology, Ecology & Evolution, Marine Biology and Molecular Biology & Biotechnology can be found in chapters 4-7. You will find admission requirements for the specialization Behavioural and Neurosciences in chapter 4, Biology. For the top Programme Evolutionary Biology these are described in chapter 5, Ecology and Evolution. Admission for the top programme Biomolecular Sciences is within chapter 7, Molecular Biology and Biotechnology.

Students with a comparable bachelor degree from a Dutch or foreign University may also qualify for admission. However, admission occurs on an individual basis, by the Board of Examiners. The Board of Examiners will check that you have the right qualifications. For international students, a sufficient proficiency in English (IELTS test score of 6.5 or a TOEFL test score of 580 (paper-based)) is also required.

Consult the programme co-ordinator (international students) or the study advisor (Dutch students) to find out whether you qualify for admission.

3.2.1 Conditional admission

Dutch Students that are about to qualify for admission of one of the masters may request conditional admission. These candidates have to prove that they obtained 165 ECTS in one of the required bachelor programmes including the bachelor thesis. The remaining 15 ECTS (post-propedeutic modules only) have to be completed within half a year. Requests should be sent to the programme coordinator.

3.2.2 Bridging programme

For the Master programme Molecular Biology & Biotechnology a bridging programme is available for Dutch students with a suitable bachelor degree in Higher Professional Education (HBO). The study load of this programme consists of 30 ECTS. For more information of applications please contact our bridging programme coordinator Mrs. A. Bos.

3.2.3 Deadline for applications

The annual application deadline for international students is April 15. For the Top programme Evolutionary Biology the deadline is February 1, for the Top programme Biomolecular Sciences this is April 15. Students intending to apply for scholarships need to submit their application before December 1. More information is available on the Internet:

www.rug.nl/fwn/informatievoor/internationalstudents/degree/index

The annual application deadline for Dutch students with a bachelor degree (University or Higher Professional Education (HBO)) from other institutes than the University of Groningen is June 1.

3.3 Study and finances

3.3.1 Registration and tuition fees

Statutory fees ('wettelijk collegegeld') are set by law. All students under the age of 30 at the start of the academic year must pay statutory fees. The student must also be a national of a country within the European Economic Area, or otherwise be eligible to receive a government grant from IBG. Statutory fees for academic year 2008-2009 have been set at **€ 1565,-**.

University fees ('instellingscollegegeld') are set by the University of Groningen. They must be paid by all students who are not required to pay the statutory fees set by law. University fees for academic year 2007-2008 have been set at **€ 2058,-**.

Other fees Students who register for the degree programmes and who are *not* nationals of a state that is signatory to the Agreement on the EER, foreigners who qualify for a student grant on the basis of the Student Finance Act 2000, or recognised by the UAF as student refugees must pay the institutional tuition fees of **€ 9300,-**. Please look at the website for detailed information:

www.rug.nl/studenten/studiebegeleiding/inuitschrijving/brochuresformulieren/english

The Central Student Administration (department of the Student Service Desk; section 3.8.1) provides information about registration procedures, statutory fees, and everything you need to do to ensure that your registration remains valid.

The Student Service Desk provides students who have paid their fees and have registered as students at the University of Groningen with student cards.

Regular registration is from September 1 till August 31.

Visiting address: Uurwerkersgang 10, Groningen

Postal address: University of Groningen P.O. Box 72, 9700 AB Groningen

E-mail: csb@rug.nl

Telephone: 050 3638004

3.3.2 'Studiefinanciering' – IBG grants

For more information about 'studiefinanciering', grants for Dutch students, consult the Informatie Beheer Groep (IBG), Regiokantoor Groningen:

Visiting address: Kempkensberg 4, 9722 TB Groningen,

Telephone: 050 5997755.

Internet: www.ib-groep.nl

3.3.3 Study expenses

National legislation restricts the fees payable to the University of Groningen to statutory fees ('collegegeld') or examination fees for extraneous students. The

Executive Board imposes other fees, such as university expenses and expenses for educational tours, under separate legislation ('Regeling Prijksbeleid Studiekosten'). For the academic year 2008/2009 the maximum amount for each study programme is € 650,-. It is sometimes inevitable to exceed this maximum sum. Half of the extra expenses can then be reclaimed from the Faculty Board, or an arrangement will be made. Contact the Student Service Desk (section 3.8.1) for a brochure (in Dutch) about study expenses, the university's policy regarding prices and further information.

The master programmes organized by the School of Life Sciences usually do not exceed this restricted amount. Depending on the chosen modules the estimated amount for study materials such as textbooks, manuals, practical materials, etc is approximately € 250,- a year.

3.4 Examinations and registration of results

3.4.1 Academic year

The academic year of 2008 starts on the 1st of September and finishes on the 10th of July 2009. Resit examinations for students who have missed one or several parts of the previous year usually are planned in July.

3.4.2 Credits and registration

University programmes consist of several smaller modules. Each module or course is awarded with a number of European Credits (ECTS). ECTS is an EU standardized system for measuring study load as a way to facilitate international mobility. One ECTS credit represents 28 hours of full-time study (including contact hours, reading, independent studies, preparation for exams, etc.). 60 credits represent one year.

In general, each module will be examined by either a written or an oral examination, or with a written assignment or a presentation. The Dutch grading scale runs from 10 (highest mark) to 1 (lowest mark). As an indication: 6 is the minimum passing mark and a 10 and grades lower than 3 are highly exceptional. 5.5 is not awarded.

Students will receive an overview of their grades and credits (a printout of the registration system Progress) every year. In case of inaccurate registration of results, students are obliged to report to the Student administration office at the Biological centre (section 1.4.1).

3.4.3 Registration for modules and examinations

For many exams students should sign up at least 5 working days before the date of the written examinations. This could be done via the Internet:

<http://progresswww.nl/rug>. Registration should be done in time to ensure good procedures during the examination. The examiner will have to know the number of participants in advance.

Note that registration for the module itself is also obliged (see section 2.3.4).

Since students often follow modules from other programmes, they are advised to be well informed about the registration procedures of those module(s).

3.4.4 Registration of study results

After taking an exam, the results will be processed in the automated study results registration system (ProgressWWW). A chart of the achieved results can be found on the Internet: <http://progresswww.nl/rug>. When an official list of the results is needed, a printout can be requested from the Education Office.

3.4.5 Fraud

Plagiarism is not accepted at this University nor elsewhere in the scientific community. In all cases in which plagiarism is found or suspected, the examiner will inform the Board of Examiners. When the Board decides that plagiarism has occurred they will sanction in accordance with the "Regulations and Guidelines" (see Chapter 9). In general, this will mean that a student is excluded from participation in examinations or other forms of testing of the concerning module for the current academic year.

3.5 Graduation

After all modules of the individual master programme are passed the actual examination is merely a formality. After the formal graduation request by the student the results are compared with the filed individual programme that was approved of by the Board of Examiners (see 1.3.3). The diploma ('bul') and a supplement, containing an overview of all parts of the studies and the achieved grades, are prepared for the ceremony. Annually there are five graduation ceremonies. A list with graduation dates is published on:

www.rug.nl/biologie/informatievoor/studenten/aanvraagexamen.

The ceremonies usually take place in the Academiegebouw, Broerstraat 5.

Students prematurely ceasing their studies will receive a transcript of records upon request.

GRADUATION PROCEDURE

Students may request a date for graduation four weeks before all modules of the individual programme (≥ 120 ECTS) are passed. One should, however, register within four weeks after the last module was passed. *If you finish your programme in August, you must submit your graduation request before 15 September to avoid tuition fees for the following academic year.* If not, the Board of Examiners will officially declare whether and when you graduate. This graduation date will appear on the diploma. If this causes your graduation date to fall in the next academic year, you may have to reregister and pay tuition fees.

Step by step procedure for graduation:

1. 4 weeks in advance of the desired date of a graduation ceremony and no more than 4 weeks after completing the last module, the student has to request for graduation via the Internet:
www.rug.nl/biologie/onderwijs/studentenadministratie/AanvrForm. At this site you will also find the dates of the ceremony and the day that you have to appear in person to deliver your paperwork.
2. The candidate should bring the following papers on this personal visit:
 - A copy of all reports (research projects and essay) signed by the supervisors.
 - Assessment forms of the research projects.
 - Examination sheets (of results not registered in Progress)
3. You will receive a letter to confirm your graduation
4. During the ceremony you validate your diploma with your autograph
5. Graduation does not mean automatic deregistration. You must deregister yourself! See for information:
www.rug.nl/studenten/inuitschrijving/afstuderen/

3.6 Objection and appeal procedures

Unfortunately mistakes are sometimes made when applying rules and regulations. This is why the Student Charter ('Studentenstatuut'; section 6.4) covers

provisions to ensure lawful protection of the student. If students feel unjustly treated, they can object and lodge an appeal. The following are the appropriate official channels:

- Board of the University (CvB): for matters relating to that part of the Student Charter that deals with regulations applicable to the university as a whole
- Higher Education Appeals Tribunal (CBHO): for matters that have already been the subject of an appeal that the Board of the University has ruled on, against whose decision you wish to appeal
- Board of Appeal for Examinations (CBE): for decisions 'concerning assessment of the knowledge and understanding of a candidate who has been examined in the field concerned or has been examined in any other manner'.

An overview of all objects and appeal procedures can be acquired at the Student Service Desk (section 3.8.1). For advice contact the study advisor (section 3.7.3.) or contact the Legal Affairs department (ABJZ), tel. 050 3635440. The student portal and the ABJZ web pages also contain a lot of information.

COMPLAINTS

There are situations possible where regulations of the Students Charter are not directly violated, but that make the student still feel improperly or unjustly treated. In such a case he/she can file a complaint to the following agencies:

- *Decentral*: Each of the faculties and schools has its own (specific) complaint procedure. The study advisor can offer direct assistance, but he/she could also forward the case to, for example, the head of the Board of Examiners, a member of the Faculty Board, or the dean.
- *Student Service Desk*: If one cannot or wishes not to contact the faculty or school, the complaint could be discussed with a student counselor at Student Service Desk. He/she will act as ombudsman and mediate, and, if requested, demand inspection of dossiers or contact professionals.
- *The confidential counselor of the University*: The confidential counselor of the university treats complaints of students feeling discriminated by fellow students or staff of the University of Groningen.
- *National Confidential Commissioner*: As a last resort the National Confidential Commissioner can be contacted in matters of complaints and appeal. He/she will only deal with matters which cannot be dealt with by regular forms of legal protection.

3.7 Study guidance within the study

3.7.1 Degree programme coordinator

The degree programme coordinator supports the teaching process within the programme, is secretary of the Board of Examiners and advises the Course Committee. Students can address all questions about the programme to the programme coordinator. In general, students contact her for practical advice about the study, choice of mentor, choosing (unusual) modules, etc. Note that yellow forms (see chapter 4 and 5) should be handed in at the office of the programme coordinator. She will pass on the proposal to the Board of Examiners.

Office Location: 6518 room 3, BC

Telephone: 050 3632212

E-mail: m.van.rijssel@rug.nl

Postal address: School of Life Sciences, Biological Center, Kerklaan 30.
P.O. Box 14, 9750 AA Groningen

Consulting hours: Monday and Thursday between 11.00-12.00

3.7.2 Study mentor

Students establish the subjects of modules and research projects together with a mentor ('studieleider'). The board of examiners has appointed several mentors who can be contacted for discussions about the composition of individual study programmes. Most students choose their mentor in the research area in which they like to perform their first research project. In order to choose you must define your own field of interest. Then you have to investigate the research group to which your potential supervisor belongs. Read recent scientific articles and get a feel for the scope of the group that you will be part of. The mentors available are listed in chapter 8.3.

3.7.3 Study advisor

Not all students reach the end of their degree programme without encountering problems. Successful studying depends on many different factors, so it is understandable that students sometimes need to consult an impartial expert. The task of the study advisor is the assistance in finding solutions for any problem encountered during your studies. In practice this concerns affairs like choice of studies, study pace, or improving study methods. Problems of a more general nature (e.g. financial consequences of exceeding regular study duration) are often dealt with using the expertise of university student counsellors. Social matters may also be discussed with the study advisor if students need a confidant for personal problems. In some of those cases the study advisor will recommend more professional help of, for example, the student psychologists (see section 3.8.2). The study advisor for the masters at the Biological Centre is Mrs A. F. Bos. In general she has open office hours at Monday and Thursday (room 6548.0008 between 11:30 and 12:30. Appointments can be made by phone 050 3638764 or E-mail (attie.bos@rug.nl). In case of absence: tel. 050 3632017 (secretariat).

Study delay If circumstances beyond your control affect your progress during your studies, you may be eligible for financial assistance from the Graduation Fund ('Afstudeerfonds'). The conditions are set out in the regulations pertaining to the fund ('Afstudeerfondsregeling'). If you suffer study delay due to circumstances beyond your control, and *if the delay is expected to amount to more than 4 weeks, you must report this immediately to the study advisor.*

The following may constitute grounds for financial assistance:

- illness
- family circumstances
- a handicap (physical limitations)
- pregnancy
- lack of a programme of study that meets objective standards
- loss of certification of your studies
- other circumstances of an exceptional nature

The study advisor will direct you to a student counsellor if your delay is or will be more than 15 ECTS credits. You will have to make an appointment with a student counsellor for a follow-up report yourself.

If during the academic year the delay becomes more than 15 ECTS after the first report to the study advisor, you must contact a student counsellor immediately, even if you have not been told to by the study advisor.

You must follow the advice of and the agreements made with the study advisor and the student counsellor or you will not be eligible for financial support from the Graduation Fund.

Apply in good time for financial assistance. If you are too late you will not receive any financial compensation.

ADAPTATIONS TO TEACHING AND/OR EXAMS

Sometimes personal circumstances necessitate adaptations to teaching or testing. This might be the case when students have dyslexia or performance disabilities due to a physical disability, a psychiatric problem or a chronic illness. Adaptations in education usually involve:

- making certain facilities available (extra exam time, adapted exam material, etc.)
- permitting departures from the Teaching and Examination Regulations (OER; section 9.2)
- extracurricular individual examinations
- different exam time or place
- relaxation of study progress rules
- replacement assignment for compulsory lectures or practical parts, etc.

Together with the study advisor, you can examine what is necessary or determine which facilities you can use, which departures from the OER will be requested, whether it is necessary to adapt your study pace or study planning, etc.

3.7.4 International officer

Each year many students choose to do a major part of their study abroad to add an international character to their curriculum. Reasons for spending time studying abroad are diverse, among them strengthening your position in the job market, refining social and cultural skills, following modules not offered in the Netherlands and so on.

In general, students who wish to study abroad often do their second research project in a foreign country. Usually this research project takes place in the laboratory of a scientific colleague of one of the academic staff members of the school. Before leaving however, be sure that you have authorization from the Board of Examiners!

When students aspire to study abroad they have to organize many issues themselves and well in advance. Mrs. Bos, our study advisor/international officer, can advise you about grants for living and/or travelling expenses.

In general, students obtain grants from the Socrates/Erasmus Fund or the Marco Polo Fund:

Socrates/Erasmus The purpose of the Socrates/Erasmus programme is the advancement of cooperation between European universities. As part of this programme, students may be eligible for additional funding. The duration of an exchange covered by this programme may vary between three months and one year. Almost all graduate students can obtain a grant for a study period of up to one year at one of the universities with which there are postgraduate cooperation agreements.

Marco Polo If there are no other grant programmes, students who will be spending at least three months abroad may be eligible for a grant from the Marco Polo fund. Such grants are jointly subsidised by the Faculty and the University.

More information about grants and other sources of finance can be found at the Information Library for Study and Careers (see section 3.8.1).

3.8 Guidance beyond the study

3.8.1 Student Service Desk

Visiting address: Uurwerkersgang 10

Postal address: P.O. Box 72, 9700 AB Groningen, the Netherlands

Opening hours: Monday to Friday: 10.00 – 16.00

During vacations there are alternative opening hours. Keep an eye on the announcements in the University paper (UK).

E-mail: csb@rug.nl

Website: www.rug.nl/csb

Telephone: 050 3638004

Why go to the Student Service Desk? Students of the University of Groningen can contact the Student Service Desk (CSb) with all kinds of questions. The CSb can assist current students as well as new students from the Netherlands and abroad, final-year students and graduates. Details of how the CSb can help are given below. If we are unable to answer your question, we will of course refer you to the right organization to help you.

Do you have any questions about anything that has to do with studying? The CSb can answer straightforward questions about matters such as study choices, admission, application, registration, reimbursement of tuition fees on deregistration, allocation, transferring to another programme or ending your studies altogether, study delay, finances and careers. The staff at the CSb can make an appointment for you with a student counselor if you have a complex or private matter to discuss, or with the Central Student Administration in the event of complicated registration issues. The CSb can also refer you to the Talent Career Center or sign you up for one of the workshops or job-application modules.

Questions about your choice of programme? Study delay? Complex personal or financial matters? The student counsellors will be able to give you information and individual advice. They specialize in dealing with financial matters, registration and deregistration, study choice and complaints and appeal procedures. They can also advise students with a performance disability. The student counsellors have information about many facilities and organizations that may be able to help you. In co-operation with the Centre for Study Support and Academic Skills, the counsellors also run a workshop on study choice. In the event of a study delay of more than 15 EC credits, it is essential to make an appointment with a student counsellor in order to qualify for graduation support. Don't delay, arrange it today! More information about study delay can be found on the website: www.rug.nl/studievertraging. You can make an appointment with a student counsellor via the Student Service Desk.

If you need information about degree programmes and/or the job market in the Netherlands and/or abroad. Feel free to visit the Information Library for Study and Careers (ISB). The ISB is a documentation centre where you can find information on the following subjects: higher education (university and higher professional education) in the Netherlands, studying and internships abroad (including how to finance them), careers in the Netherlands and abroad (see also the Talent Career Center). Career-related information includes job applications, tests, professions, companies and organizations, etc.

The information is in the form of brochures, study course catalogues, reference works, vacancy bulletins, databases (e.g. Elseviers Fondsendisk) and CD-ROMs

(e.g. Loopbaantraject). A selection of relevant websites is also available. Information Library for Study & Careers, tel. 050 3634665

Looking for your first job? If you are about to graduate or have recently graduated, the Talent & Career Center, expertise centre for graduates, can help you to choose a career. In addition to extensive documentation (see the Information Library for Study and Careers), the center also organizes modules and free theme workshops (e.g. 'Increase your chances on the job market' and 'About to graduate, what next?'), a careers café and a 'Working on your career' folder. Come to us if you need help when orientating yourself to the job market or when preparing for job applications!

Note that the Talent & Career Center offers especially English spoken activities for international students. You can orientate yourself to the job market by attending themed meetings or by the weekly careers office hour. It is also possible to make an individual appointment with one of the career counsellors. Details of all activities can be found on the website: www.talentcareercenter.nl

3.8.2 Student psychologists

The Psychological Counselling Service is part of the Student Service Centre of the University of Groningen. The Service has a team of professionally trained and widely experienced female and male psychologists, who are accustomed to helping people from many different backgrounds and cultures and with a wide range of personal and academic issues.

Most personal, academic and relationship or identity problems can be helped through counselling. This includes lack of concentration, fear of failure, anxiety, stress, depression, family and/or relationship difficulties as well as addictions, eating disorders or sexual problems. It can also involve adjusting to a new culture or dealing with dilemmas or difficult decisions. All of these problems may be interfering with your studies and life in Groningen.

You do not have to be clear about what is bothering you to make an appointment with a psychological counsellor. An initial assessment is always orientational in nature with the aim of clarifying the problem and seeing what you want to do about it. Sometimes a single session is enough to set you on the right path; sometimes several sessions will be more helpful. Treatment never lasts longer than ten sessions.

Visiting address: Oude Kijk in 't Jatstraat 41-41a

Opening hours: Monday to Friday: 9.00-12.30 and 13.30 to 16.45
(Wednesdays after 10.45)

Tel.: 050 3635544

Website: www.rug.nl/studenten/voorzieningen/psychologen

3.8.3 Study Support (SO)

The Centre for Study Support and Academic Skills (SO, 'Studie Ondersteuning') is the university's centre of expertise for academic skills. The Centre's aim is to guide RUG students through their studies as smoothly as possible, for example by means of a wide range of study-skills courses, training and workshops.

Visiting address: Broerstraat 5, Academiegebouw Tower (2nd floor)

Postal address: P.O. Box 72, 9700 AB Groningen

Telephone: 050 3635548

E-mail: y.m.robert@rug.nl

Website: www.rug.nl/studenten/voorzieningen/studieondersteuning

Open Monday to Friday 9.00 - 17.00

3.8.4 International Service Desk (ISD)

The International Service Desk (ISD) is part of the Office for International Cooperation ('Bureau Internationale Samenwerking', or BIS). It provides information to foreign students, prospective students and foreign researchers, specifically with regard to study, doing a PhD, and temporary residence at the University of Groningen for research or other purposes. The ISD also assists foreign guests staying in Groningen or those responsible for their stay with any queries they may have about issues such as regulations relating to foreigners, study advice, medical care, finance, accommodation, and facilities and official organizations within the city. The ISD also organizes and coordinates a number of introductory and social activities jointly with organizations such as Wings, the Global Club and the Foreign Guest Club. In some cases, ISD is solely responsible for looking after foreign guests – if, for example, they have been invited to Groningen as guests of the Executive Board, or have come to the University of Groningen within the framework of a joint project with a developing country.

Postal address: PO Box 72, 9700 AB Groningen, The Netherlands

Visiting address: Broerstraat 5, Groningen

Telephone: 050 3638181

Telefax: 050 3637100

E-mail : isd@rug.nl

3.9 International Students' association ESN-Groningen

ESN-Groningen co-ordinates and stimulates the international activities of the student community in Groningen. It was founded in 1988. ESN-Groningen is part of the Erasmus Student Network (ESN), and works closely with the University of Groningen. One of the functions of ESN-Groningen is to support international students. This includes finding a mentor; a Dutch student who can help with practical matters and will aid foreign students in getting to know the city of Groningen and student facilities such as the libraries and the sports centre. Mentors also ensure that the first taste of student life in Groningen is an enjoyable one. During your stay in Groningen, ESN-Groningen will organize various activities to make you feel at home, such as an introductory weekend, a weekly social in the pub Sally O'Briens, trips to the island of Schiermonnikoog and to Amsterdam, ice-skating, sailing, theme parties and much more. ESN-Groningen wants you have a great time in Groningen. Every Sunday a small-scale activity such as a dinner or movie will be organized in the GSP-house, Kraneweg 33. Last but not least, ESN-Groningen publishes a magazine especially for international students, the WaM.

Visiting address: Grote Rozenstraat 23, 9712 TG Groningen

Telephone 050 3637176

e-mail: info@esn-groningen.nl

website: www.esn-groningen.nl

Walk-in hour: every Tuesday and Thursday from 13.00 till 15.00. If you want to be kept informed of all the upcoming events and activities of WINGS, send an email to their E-mail address.

4 Master programme Biology

4.1 Admission

Students will be freely admitted to the degree programme Biology when they have successfully completed a bachelor's degree programme in Biology at the University of Groningen or another Dutch university.

For the specialization Behavioural and Neurosciences:

- Bachelor's degree in Biology of the University of Groningen, specialization Behaviour and Neurosciences

Students with a comparable bachelor degree from another university may also qualify for admission. However, admission occurs on an individual basis, by the Board of Examiners. The Board of Examiners will check that you have the right qualifications. For international students, a sufficient proficiency in English (IELTS test score of 6.5 or a TOEFL test score of 580 (paper-based)) is also required.

Consult the programme coordinator (international students) or the study advisor (Dutch students) to find out whether you qualify for admission.

Before starting with the formal study programme students who finished one of the above mentioned bachelor degrees need to:

- Pass by the office to obtain:
 - a 'verklaring toelating afsluitend examen' (v.t.a.e.). Bring a copy of the bachelor degree with supplement and your IBG number (if you have one),
 - the most recent course catalogue of the degree programme,
 - access to the Nestor organization where much additional information is available
- Register officially for the degree programme at the central student administration. Students will need a v.t.a.e. for registration in the master programme.
- Make an appointment with one of the mentors for consultation about the individual contents of the study.
- Send your first study proposal to the Board of Examiners for authorization **before** the start of the module/project.

General information concerning (conditional) admission requirements is presented in section 3.2.

4.2 The content of programme

The Master's degree programme in Biology is for students who have a broad interest in Biology and also those who have a specific interest in science at the interface of different Biology domains, such as Ecology, Marine Biology, Biomedical Sciences and Molecular Biology. Within this Master's programme there is a specialization in Behavioural and Neurosciences. Students can focus on fundamental or applied research, or a combination of both. In consultation with a mentor, students design their own study programme tailored to their interests. The two-year degree programme (120 ECTS) has two variants: the Research variant and the Policy & Management variant. The research variant focuses entirely on research. The Policy & Management variant comprises one year of research and one year aimed at the development of policy and management-related understanding and skills. Students choose one of these variants during their first year.

4.3 The outline of the programme

4.3.1 Research variant

The Research (P-) variant mainly consists of independent research, which focuses on learning about conducting research by actually doing it. Students will not only independently conduct experiments in a laboratory, they also gain experience with related issues, such as formulating hypotheses, searching for and studying scientific literature and presenting results.

Requirements for the research variant:

MODULE	CREDITS
colloquium	5 EC
electives	≤20 EC
master modules	20 EC
research project	≥40 EC
research project	≥30 EC
thesis/essay	5 EC

Students design their own study programme according to their interest.

However, the student must choose a mentor - an assistant professor or professor from the list in chapter 8.3 to advise and discuss the contents of the individual degree programme.

In addition to the above scheme the following rules apply to the programme:

- the first research project (preferably the one ≥40 EC) must be performed at the School of Life Sciences or (or liaised institutes) under supervision of one of the examiners.
- research projects, colloquium and essay must deal with different research subjects, must be supervised by a different examiner, and be approved of by the Board of Examiners.
- Supervisors of research projects, colloquium, and thesis should be members of the permanent academic staff of the School of Life Sciences. A PhD-student or postdoc may take on the daily supervision, however, the final responsibility lies by permanent staff members (see list in chapter 8).
- The colloquium has an entry requirement. A research project has to be completed.
- Master modules are chosen from the list presented in chapter 8 of this catalogue. Master modules usually serve as preparation for the research projects.
- electives may be:
 - an extension of a research project with 5-20 ECTS. Propositions for extensions of 10-20 EC should be requested before the start of the research project. Arrangements for extensions of 5-10 EC may also be made during the midterm assessment,
 - extra master modules (chapter 8)
 - bachelor modules (not more than 10 ECTS),
 - an assignment of 5-20 ECTS (the learning outcomes of each individual assignment must be described using the assignment form additional to the yellow form).

All elements in the individual programme must be approved of by the Board of Examiners (use the yellow form).

The assessment framework for colloquium, essay and research projects is set out in the syllabus 'Guidelines for the Master' that will be available at the Education Office.

Specialization: Behaviour and Neurosciences

Students generally follow the P-variant scheme and choose their mentor from the list for this specialization.

4.3.2 The Policy & Management variant

The policy and management variant is the option to choose if you are not only interested in science but also in social and commercial aspects of biology. This variant will prepare for a career in a company, consultants or policy organizations. In addition to gaining scientific knowledge students will learn how to perform in a professional career outside the university. These skills involve a good presentation, how to deal with deadlines, and how to give and receive feedback. For details about the M-variant (as time schedules, teaching staff and assignments) please look at the BBB-café (www.rug.nl/fwn/mVariant/BBBcafe) and the Nestorsite. Interviews with participating students, examples of internships and information about the job market are also available there. For more information, contact the internship coordinator of the M-variant.

internship coordinator of the M-variant: Drs A.J. Abma
tel. 050 363 2263
a.j.abma@rug.nl

Requirements for the policy & management variant¹:

MODULE	CREDITS
colloquium	5 EC
electives	≤10 EC
master modules	5 EC
policy & management internship programme	40 EC
research project	≥40 EC
science in policy & management	20 EC

Like students in the research variant, M-variant students also design their own individual study programme in consultation with a mentor.

In addition to the above scheme the following rules apply to the programme:

- The research project must be performed at the School of Life Sciences (or liaised institutes) under supervision of one of the examiners.
- Research project and colloquium must deal with different research subjects, must be supervised by a different examiner, and be approved of by the Board of Examiners.
- Supervisors of research projects, colloquium, and thesis should be members of the permanent academic staff of the School of Life Sciences. A PhD-student or postdoc may take on the daily supervision, however, the final responsibility lies by permanent staff members.
- The colloquium has an entry requirement. A research project has to be completed.
- In addition, before entering the policy & management internship programme the research project has to be completed.
- Master modules are chosen from the list presented in chapter 8 of this catalogue. Master modules usually serve as preparation for the research projects.

¹ In this variant for a number of courses the language of instruction is Dutch

- Electives may be:
 - an extension of a research project with 5-10. Arrangements for extensions of 5 or 10 EC may also be made during the midterm assessment,
 - extra master modules (chapter 8),
 - bachelor modules
 - an assignment of 5-10 ECTS (each individual assignment must be described via the assignment form additional to the yellow form).

All elements in the individual programme must be approved of by the Board of Examiners (use the yellow form).

4.4 Master modules

Master modules and electives are chosen in consultancy with the mentor. Modules organized by the School of Life Sciences are listed in Chapter 8 of this course catalogue. Not all these modules will be organized in the academic year 2008-2009. Up-to-date information about modules will be published on Nestor (*FWN Students Master Biology and Life Science*).

Individual propositions from students will also be considered seriously by the Board of Examiners. Options are open from other departments, other universities in the Netherlands or even abroad.

More extended information about modules within the University of Groningen is found in Ocasys (www.rug.nl/ocasys). Ocasys is the course catalogue system of the University. This system contains information about all modules taught in the faculties. The information concerns the modules' contents, their lecturers, the period during which the modules are taught and the compulsory reading lists/literature.

4.5 Study mentors

The board of examiners has appointed mentors who students can contact for advice and to discuss the contents of the individual degree programme. Most students choose their mentor in the research area in which they like to perform their first research project. In order to choose you must define your own field of interest. Then investigate the research group to which your potential supervisor belongs. Read recent scientific articles and get a feel for the scope of the group that you will be part of. The mentor list can be found on in chapter 8.3.

Note that the proposal for your individual programme (the yellow form) should be handed in at the office of the programme coordinator. She will pass on the proposal to the Board of Examiners.

Office Location: 6518, room 3

Telephone: 050 3632212

E-mail: m.van.rijssel@rug.nl

Postal address: School of Life Sciences, Biological Center, Kerklaan 30.
P.O. Box 14, 9750 AA Groningen

Consulting hours: Mondays and Thursdays between 11.00-12.00

A copy of proposals concerning a research project or an assignment that was approved of by the Board of Examiners will be sent to your home address and your mentor.

5 Master programme Marine Biology

5.1 Admission

Holders of a Bachelor's degree in Biology from the University of Groningen with the specialization Marine Biology, or the specialization Ecology plus the modules Oceanografie and Mariene Biologie 1, are considered to have sufficient knowledge and skills and will be admitted to the Master's degree programme in Marine Biology on that basis.

Students with a comparable bachelor degree from another university may also qualify for admission. However, admission occurs on an individual basis, by the Board of Examiners. The Board of Examiners will check that you have the right qualifications. For international students, a sufficient proficiency in English (IELTS test score of 6.5 or a TOEFL test score of 580 (paper-based)) is also required.

Consult the programme co-ordinator (international students) or the study advisor (Dutch students) to find out whether you qualify for admission.

Before starting with the formal study programme students who finished one of the above mentioned bachelor degrees need to:

- Pass by the office to obtain:
 - a 'verklaring toelating afsluitend examen' (v.t.a.e.). Bring a copy of the bachelor degree with supplement and your IBG number (if you have one),
 - the most recent course catalogue of the degree programme,
 - access to the Nestor organization where much additional information is available
- Register officially for the degree programme at the central student administration. Students will need a v.t.a.e. for registration in the master programme.
- Make an appointment with one of the mentors for consultation about the individual contents of the study.
- Send your first study proposal to the Board of Examiners for authorization **before** the start of the module/project.

General information concerning (conditional) admission requirements is presented in section 3.2.

5.2 The content of the study programme

Marine Biology is an international and highly interdisciplinary field. Students have the opportunity to custom design their study programme, which is strongly research oriented. During the Master's degree programme students have the opportunity to conduct research under the supervision of experienced scientists. Research may be conducted in the field, onboard research vessels and/or in the laboratory. Some examples of laboratory work include studying the influence of ultraviolet radiation on plankton, analysis of dispersal and genetic population structure of seaweeds, seagrasses, fish and invertebrates; or the molecular identification of invasive species. Field work might include studying species interactions across trophic levels in the Wadden Sea or the population dynamics of krill in the Antarctic. Whether you are interested in biological oceanography or coastal marine ecology, there are plenty of opportunities.

5.3 The outline of the programme

The Research (P-) variant mainly consists of independent research, which focuses on learning about conducting research by actually doing it. Students will not only independently conduct experiments in a laboratory, they also gain experience with related issues, such as formulating hypotheses, searching for and studying scientific literature and presenting results.

Requirements for the research variant:

MODULE	CREDITS
colloquium	5 EC
electives	≤20 EC
master modules	20 EC
research project	≥40 EC
research project	≥30 EC
thesis/essay	5 EC

Students design their own study programme according to their interest. However, the student must choose a mentor - an assistant professor or professor from the list in chapter 7.3 to advise and discuss the contents of the individual degree programme.

In addition to the above scheme the following rules apply to the programme:

- the first research project (preferably the one ≥40 EC) must be performed at the School of Life Sciences, the Royal Netherlands Institute for Sea Research (NIOZ) on Texel, or the Centre for Estuarine and Marine Ecology (NIOO-CEME) in Yerseke, under supervision of one of the examiners.
- research projects, colloquium and essay must deal with different research subjects, must be supervised by a different examiner, and be approved of by the Board of Examiners.
- Supervisors of research projects, colloquium, and thesis should be members of the permanent academic staff of the School of Life Sciences. A PhD-student or postdoc may take on the daily supervision, however, the final responsibility lies by permanent staff members (see list in chapter 8).
- The colloquium has an entry requirement. A research project has to be completed.
- Master modules are chosen from the list presented in section chapter @ of this catalogue. Master modules usually serve as preparation for the research projects.
- electives may be:
 - an extension of a research project with 5-20 ECTS. Propositions for extensions of 10-20 EC should be requested before the start of the research project. Arrangements for extensions of 5-10 EC may also be made during the midterm assessment,
 - extra master modules (chapter 8)
 - bachelor modules (not more than 10 ECTS),
 - an assignment of 5-20 ECTS (each individual assignment must be described via the assignment form additional to the yellow form).

All elements in the individual programme must be approved of by the Board of Examiners (use the yellow form).

The assessment framework for colloquium, essay and research projects is set out in the syllabus 'Guidelines for the Master' that will be available at the Education Office.

For information of the **Policy & Management variant**, see section 4.3.2

5.4 Master modules

Master modules and electives are chosen in consultancy with the mentor. Modules organized by the School of Life Sciences are listed in Chapter 8 of this course catalogue. Not all these modules will be organized in the academic year 2008-2009. Up-to-date information about modules will be published on Nestor (*FWN Students Master Biology and Life Science*).

Individual propositions from students will also be considered seriously by the Board of Examiners. Options are open from other departments, other universities in the Netherlands or even abroad.

More extended information about modules within the University of Groningen is found in Ocasys (www.rug.nl/ocasys). Ocasys is the course catalogue system of the university. This system contains information about all modules taught in the faculties. The information concerns the modules' contents, their lecturers, the period during which the modules are taught and the compulsory reading lists/literature.

5.5 Study mentors

The board of examiners has appointed mentors who students can contact for advice and to discuss the contents of the individual degree programme. Most students choose their mentor in the research area in which they like to perform their first research project. In order to choose you must define your own field of interest. Then investigate the research group to which your potential supervisor belongs. Read recent scientific articles and get a feel for the scope of the group that you will be part of. The mentor list can be found on in Chapter 8.3.

Note that the proposal for your individual programme (the yellow form) should be handed in at the office of the programme coordinator. She will pass on the proposal to the Board of Examiners.

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Consulting hours: Mondays and Thursdays between 11.00-12.00

A copy of proposals concerning a research project or an assignment that was approved of by the Board of Examiners will be sent to your home address and your mentor.

6 Master programme Ecology and Evolution

6.1 Admission

6.1.1 Regular programme

Holders of a Bachelor's degree in Biology from the University of Groningen with the specialization Ecology or Marine Biology are considered to have sufficient knowledge and skills and will be admitted to the Master's degree programme in Ecology and Evolution on that basis.

Students with a comparable bachelor degree from another university may also qualify for admission. However, admission occurs on an individual basis, by the Board of Examiners. The Board of Examiners will check that you have the right qualifications. For international students, a sufficient proficiency in English (IELTS test score of 6.5 or a TOEFL test score of 580 (paper-based)) is also required.

Consult the programme co-ordinator (international students) or the study advisor (Dutch students) to find out whether you qualify for admission.

Before starting with the formal study programme students who finished one of the above mentioned bachelor degrees need to:

- Pass by the office to obtain:
 - a 'verklaring toelating afsluitend examen' (v.t.a.e.). Bring a copy of the bachelor degree with supplement and your IBG (if you have one),
 - the most recent course catalogue of the degree programme,
 - access to the Nestor organization where much additional information is available
- Register officially for the degree programme at the central student administration. Students will need a v.t.a.e. for registration in the master programme.
- Make an appointment with one of the mentors for consultation about the individual contents of the study.
- Send your first study proposal to the Board of Examiners for authorization **before** the start of the module/project.

General information concerning (conditional) admission requirements is presented in section 3.2.

6.1.2 Top programme Evolutionary Biology

Admission to the Top programme Evolutionary Biology is highly selective. Successful candidates must demonstrate that their motivation and cognitive skills are well above average. Top programme Evolutionary Biology admission requirements comprise:

- 1) a relevant bachelor's degree;
- 2) sufficient knowledge of the English language which can be proved by
 - Cambridge Certificate of Proficiency in English (A, B or C);
 - Cambridge Certificate in Advanced English (A, B or C);
 - an overall score of 6.5 or higher in the International English Language Testing System (Academic version);
 - a score of at least 580 on the paper-based form of the Test of English as a Foreign Language;
 - a score of at least 237 on the computer-based form of the Test of English as a Foreign Language;

- a score of at least 92 on the internet-based form of the Test of English as a Foreign Language.
- 3) sufficient knowledge of the relevant sciences;
 - 4) a suitable attitude, motivation and talent to follow the top programme.

Students apply to the admission procedure by sending in the following documents:

- a completed application form;
- a complete curriculum vitae;
- a survey of the study results attained in academic courses so far;
- a letter in which the student states why s/he wants to follow this top programme in particular, what his/her expectations and ambitions are;
- (if desired) results of former research projects, like reports or articles;
- the names of three scientists willing to provide personal information on the applicant;
- (if desired) other documents that the student thinks useful in furthering his/her application.

Excellent MSc students from Ecology & Evolution and Marine Biology may apply during their first year for the Top Programme Evolutionary Biology.

6.2 The content of the study programme

Within the master Ecology and Evolution there are four main fields of interest: *Evolutionary Ecology & Genetics*. A central issue in evolutionary biology concerns the importance of genetic variation: how do genetic variation and natural selection result in reproductive systems, adaptation of organisms to their environment and the emergence of new species? We will try to answer this question by means of an experimental, molecular approach (genomics) and via model-based studies. *Behavioural Ecology & Ecophysiology*. Both the morphology and physiology of an organism and its behaviour are formed by selection. Behaviour – for example the timing of reproduction, partner choice and time and route of bird migration – and physiology – for example the degree of plasticity to regulate energy use and temperature – are products of evolution. Theoretical models are paired with experimental ones to study these issues, both in the field and in the laboratory. *Conservation Biology*. Small populations are threatened with extinction because their habitat is fragmented. Whether these populations will indeed die out depends on their genetic structure, demography, dynamics of distribution, etc. This type of research is important, for example, for the restoration of nature reserves or the development of sustainable fishery. Examples of research projects include the effects of genetic erosion in fruit flies and the seed dispersal of plants in the Wadden area.

Community Ecology. Species and individuals living in the same area interact with each other and with their environment. Processes of physiological adaptations and restrictions, competition, grazing, predation and succession can change a group of individuals into a community. Combining field observations, laboratory experiments and theoretical models can give us a better understanding of the mechanisms that are active in nature.

The Top programme Evolutionary Biology is embedded in the Master's degree programme Ecology & Evolution and explores the interface between ecology and evolution. Students can benefit from a wide spectrum of national and international expertise across the fields of ecology and evolution.

6.3 Outline of the programme

6.3.1 Regular programme, research variant

The Research (P-) variant mainly consists of independent research, which focuses on learning about conducting research by actually doing it. Students will not only independently conduct experiments in a laboratory, they also gain experience with related issues, such as formulating hypotheses, searching for and studying scientific literature and presenting results.

Requirements for the research variant:

MODULE	CREDITS
colloquium	5 EC
electives	≤20 EC
master modules	20 EC
research project	≥40 EC
research project	≥30 EC
thesis/essay	5 EC

Students design their own study programme according to their interest. However, the student must choose a mentor - an assistant professor or professor from the list below to advise and discuss the contents of the individual degree programme.

In addition to the above scheme the following rules apply to the programme:

- the first research project (preferably the one ≥40 EC) must be performed at the School of Life Sciences (or liaised institutes) under supervision of one of the examiners.
- research projects, colloquium and essay must deal with different research subjects, must be supervised by a different examiner, and be approved of by the Board of Examiners.
- Supervisors of research projects, colloquium, and thesis should be members of the permanent academic staff of the School of Life Sciences. A PhD-student or postdoc may take on the daily supervision, however, the final responsibility lies by permanent staff members (see list).
- The colloquium has an entry requirement. A research project has to be completed.
- Master modules are chosen from the list presented in chapter 8 of this catalogue. Master modules usually serve as preparation for the research projects.
- electives may be:
 - an extension of a research project with 5-20 ECTS. Propositions for extensions of 10-20 EC should be requested before the start of the research project. Arrangements for extensions of 5-10 EC may also be made during the midterm assessment,
 - extra master modules (chapter 6)
 - bachelor modules (not more than 10 ECTS),
 - an assignment of 5-20 ECTS (each individual assignment must be described via the assignment form additional to the yellow form).

All elements in the individual programme must be approved of by the Board of Examiners (use the yellow form).

The assessment framework for colloquium, essay and research projects is set out in the syllabus 'Guidelines for the Master' that will be available at the Education Office.

For information of the Policy & Management variant, see section 4.3.2

6.3.2 Top programme Evolutionary Biology

Students within the Top programme Evolutionary Biology generally follow the P-variant scheme but have to pass the following Top programme modules which are challenging both in content and time constraints

- Adaptation, Biocomplexity and Conservation; 8 ECTS
- Theoretical Ecology and Evolution; 8 ECTS
- Phylogenetics and Genomics in Ecology; 8 ECTS

In addition to these two seminar series of 2 ECTS each are required. These are chosen from a list of the "current/classic themes" seminar series.

The essay in this case is a literature study written in the form of a review article or a research proposal.

Because of the 28 ECTS obligatory modules the study load of the electives is ≤12 ECTS which can be used for modules, research or individual assignments

The assessment framework for colloquium, essay and research projects is more elaborate than the one used in the regular masters and is set out in the syllabus 'Guidelines for the Top programme Evolutionary Biology' that will be given to you at the start of the programme.

6.4 Master modules

Master modules and electives are chosen in consultancy with the mentor. Modules organized by the School of Life Sciences are listed in Chapter 8 of this course catalogue. Not all these modules will be organized in the academic year 2008-2009. Up-to-date information about modules will be published on Nestor (*FWN Students Master Biology and Life Science*).

Individual propositions from students will also be considered seriously by the Board of Examiners. Options are open from other departments, other universities in the Netherlands or even abroad.

More extended information about modules within the University of Groningen is found in Ocasys (www.rug.nl/ocasys). Ocasys is the course catalogue system of the university. This system contains information about all modules taught in the faculties. The information concerns the modules' contents, their lecturers, the period during which the modules are taught and the compulsory reading lists/literature.

6.5 Study mentors

The board of examiners has appointed mentors who students can contact for advice and to discuss the contents of the individual degree programme. Most students choose their mentor in the research area in which they like to perform their first research project. In order to choose you must define your own field of interest. Then investigate the research group to which your potential supervisor belongs. Read recent scientific articles and get a feel for the scope of the group that you will be part of. The mentor list can be found on in Chapter 8.3.

Note that the proposal for your individual programme (the yellow form) should be handed in at the office of the programme coordinator. She will pass on the proposal to the Board of Examiners.

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A copy of proposals concerning a research project or an assignment that was approved of by the Board of Examiners will be sent to your home address and your mentor.

7 Master programme Molecular Biology and Biotechnology

7.1 Admission

7.1.1 Regular programme

- Holders of a Bachelor's degree in Biology from the University of Groningen with the specialization Molecular Biology and Biotechnology, specialization Medical biology plus the modules General Chemistry and Bioinformatics are considered to have sufficient knowledge and skills and will be admitted to the Master's degree programme in Molecular Biology and Biotechnology on that basis.
- Holders of a Bachelor's degree in Chemistry with specialization Biochemistry or Biophysical Chemistry are admitted to this master's programme.
- Holders of the Bachelor's degree in Life Science and Technology, specialization Genomics and Proteomics or Molecular Medical Cell biology are admitted into this master's programme.

Students with a comparable bachelor degree from another university may also qualify for admission. However, admission occurs on an individual basis, by the Board of Examiners. The Board of Examiners will check that you have the right qualifications. For international students, a sufficient proficiency in English (IELTS test score of 6.5 or a TOEFL test score of 580 (paper-based)) is also required.

Consult the programme co-ordinator (international students) or the study advisor (Dutch students) to find out whether you qualify for admission.

Before starting with the formal study programme students who finished one of the above mentioned bachelor degrees need to:

- Pass by the office to obtain:
 - a 'verklaring toelating afsluitend examen' (v.t.a.e.). Bring a copy of the bachelor degree with supplement and your IBG (if you have one),
 - the most recent course catalogue of the degree programme,
 - access to the Nestor organization where much additional information is available
- Register officially for the degree programme at the central student administration. Students will need a v.t.a.e. for registration in the master programme.
- Make an appointment with one of the mentors for consultation about the individual contents of the study.
- Send your first study proposal to the Board of Examiners for authorization before the start of the module/project.

General information concerning (conditional) admission requirements is presented in section 3.2.

7.1.2 Top programme Biomolecular Sciences

Admission to the Top programme Biomolecular Sciences is highly selective. Successful candidates must demonstrate that their motivation and cognitive skills are well above average. Top programme Biomolecular Sciences admission requirements comprise:

- 1) a relevant bachelor's degree;
- 2) sufficient knowledge of the English language which can be proved by
 - Cambridge Certificate of Proficiency in English (A, B or C);

- Cambridge Certificate in Advanced English (A, B or C);
 - an overall score of 6.5 or higher in the International English Language Testing System (Academic version);
 - a score of at least 580 on the paper-based form of the Test of English as a Foreign Language;
 - a score of at least 237 on the computer-based form of the Test of English as a Foreign Language;
 - a score of at least 92 on the internet-based form of the Test of English as a Foreign Language.
- 3) sufficient knowledge of the relevant sciences;
- 4) a suitable attitude, motivation and talent to follow the top programme.

Students apply to the admission procedure by sending in the following documents:

- a completed application form;
- a complete curriculum vitae;
- a survey of the study results attained in academic courses so far;
- a letter in which the student states why s/he wants to follow this top programme in particular, what his/her expectations and ambitions are;
- (if desired) results of former research projects, like reports or articles;
- the names of three scientists willing to provide personal information on the applicant;
- (if desired) other documents that the student thinks useful in furthering his/her application.

Excellent MSc students from Molecular Biology & Biotechnology may apply during their first year for the Top Programme Biomolecular Sciences.

7.2 The content of the study programme

Research within the master Molecular Biology and Biotechnology is in the field of biomolecular sciences, with a strong focus on proteins. The aim is to fully understand regulation, the structure and dynamics of proteins in relation to their function and activity in living cells and to obtain an understanding of the fundamental properties of proteins and microorganisms that are relevant for application in health and bio(nano)-technology. Through Synthetic Biology, this fundamental knowledge is combined with that of other disciplines to design and develop novel functional biological and semi-artificial systems. The research is primarily fundamental and curiosity-driven; it is often multidisciplinary and collaborative with specialization in the following key areas:

- Systems biology of microorganisms
- Molecular cell biology
- Membrane proteins
- Structure-function relationship of proteins
- Microbial biotechnology and biocatalysis
- Chemical and synthetic biology

Within these six key research themes, various research questions address processes that relate to human health and disease development. These include:

- i) research on peroxisome homeostasis with the aim of understanding the biogenesis, ageing and turnover of peroxisomes in yeasts, being a suitable model for peroxisome-related diseases,
- ii) the analysis of stem cell differentiation and programmed cell death in relation to cancer research and tissue regeneration,

- iii) the production and modification of (synthetic) antibiotics with respect to demand for new antibiotics, and
- iv) the study on proteins involved in drug resistance, virulence and microbial infections.

The Top programme Biomolecular Sciences is embedded in the Master's degree programme Molecular Biology & Biotechnology and explores the same key research themes. During the Top programme in Biomolecular Sciences, students acquire top quality research competences in such a way that they become highly attractive for a research career in the area of Biomolecular Sciences and often will continue this by subsequently starting PhD research.

7.3 Outline of the programme

7.3.1 Regular programme, research variant

The Research (P-) variant mainly consists of independent research, which focuses on learning about conducting research by actually doing it. Students will not only independently conduct experiments in a laboratory, they also gain experience with related issues, such as formulating hypotheses, searching for and studying scientific literature and presenting results.

Requirements for the research variant:

MODULE	CREDITS
colloquium	5 EC
electives	≤20 EC
master modules	20 EC
research project	≥40 EC
research project	≥30 EC
thesis/essay	5 EC

Students design their own study programme according to their interest. However, the student must choose a mentor - an assistant professor or professor from the list below to advise and discuss the contents of the individual degree programme. In addition to the above scheme the following rules apply to the programme:

- the first research project (preferably the one ≥40 EC) must be performed at the School of Life Sciences, School of Natural Sciences & Technology or the University Medical Center Groningen under supervision of one of the examiners.
- research projects, colloquium and essay must deal with different research subjects, must be supervised by a different examiner, and be approved of by the Board of Examiners.
- Supervisors of research projects, colloquium, and thesis should be members of the permanent academic staff of the School of Life Sciences. A PhD-student or postdoc may take on the daily supervision, however, the final responsibility lies by permanent staff members (see list in chapter 8).
- The colloquium has an entry requirement. A research project has to be completed.
- Master modules are chosen from the list presented in chapter 8 of this catalogue. Master modules usually serve as preparation for the research projects.
- electives may be:
 - an extension of a research project with 5-20 ECTS. Propositions for extensions of 10-20 EC should be requested before the start of the

research project. Arrangements for extensions of 5-10 EC may also be made during the midterm assessment,

- extra master modules (chapter 6)
- bachelor modules (not more than 10 ECTS),
- an assignment of 5-20 ECTS (each individual assignment must be described via the assignment form additional to the yellow form).

All elements in the individual programme must be approved of by the Board of Examiners (use the yellow form).

The assessment framework for colloquium, essay and research projects is set out in the syllabus 'Guidelines for the Master' that will be available at the Education Office.

For information of the Policy & Management variant, see section 4.3.2.

7.3.2 Top programme Biomolecular Sciences

Students within the Top programme Biomolecular sciences generally follow the P-variant scheme but have to pass the following Top programme modules which are challenging both in content and time constraints

- GBB Introduction + Introduction to membrane proteins and Bioinformatics; 2 ECTS
- Advances in signal transduction; 5 ECTS
- Genomics and proteomics; 5 ECTS
- Organelle biogenesis and assembly of membrane protein complexes; 5 ECTS
- Modelling and molecular dynamics of membranes and proteins ; 5 ECTS
- Catalysis and engineering of (membrane) proteins; 5 ECTS
- Advanced protein crystallography; 5 ECTS

The essay in this case is a literature study written in the form of a research proposal.

The study load of the electives is ≥ 3 ECTS which can be used for modules, research or individual assignments

Because of the 32 ECTS obligatory modules the study load of the electives is ≤ 8 ECTS which can be used for modules, research or individual assignments

The assessment framework for colloquium, essay and research projects is more elaborate from the one used in the regular masters and is set out in the syllabus 'Guidelines for the Top programme Biomolecular Sciences that will given to you at the start of the programme.

7.4 Master modules

Master modules and electives are chosen in consultancy with the mentor.

Modules organized by the School of Life Sciences are listed in Chapter 8 of this course catalogue. Not all these modules will be organized in the academic year 2008-2009. Up-to-date information about modules will be published on Nestor (*FWN Students Master Biology and Life Science*).

Individual propositions from students will also be considered seriously by the Board of Examiners. Options are open from other departments, other universities in the Netherlands or even abroad.

More extended information about modules within the University of Groningen is found in Ocasys (www.rug.nl/ocasys). Ocasys is the course catalogue system of the university. This system contains information about all modules taught in the

faculties. The information concerns the modules' contents, their lecturers, the period during which the modules are taught and the compulsory reading lists/literature.

7.5 Study mentors

The board of examiners has appointed mentors who students can contact for advice and to discuss the contents of the individual degree programme. Most students choose their mentor in the research area in which they like to perform their first research project. In order to choose you must define your own field of interest. Then investigate the research group to which your potential supervisor belongs. Read recent scientific articles and get a feel for the scope of the group that you will be part of. The mentor list can be found on in Chapter 8.3.

Note that the proposal for your individual programme (the yellow form) should be handed in at the office of the programme coordinator. She will pass on the proposal to the Board of Examiners.

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8 Master modules

8.1 Study methods

LECTURES Theoretical parts of the programmes usually are treated in lectures. Theory is explained and illustrated with applications.

TUTORIALS ('werkcolleges') In many cases lectures will be complemented with tutorials or exercise classes. Small groups of students make exercises or discuss difficulties under the direction of a lecturer.

PRACTICALS Practicals are an important part of the studies. The practicals are composed of experiments lasting one or more days or they are complete projects, depending on the phase of the studies.

RESEARCH PROJECT Research projects are a part of the study in which experimental and/or theoretical and/or descriptive scientific research is carried out at the university, a company or a government organization. Each research project should be concluded by a written report and an oral presentation for the research group.

A research project comprises at least 30 EC (including report, talk, discussion, etc.) and should be carried out under daily supervision of a permanent academic staff member of the school of life sciences or liaised institutes. Depending on the chosen variant, a second research project, can be part of the programme. The second research project should treat a different subject and should be guided by a different supervisor. Guidelines for research projects and the assessments are on Nestor.

INTERNSHIP An internship (traineeship) is an essential part of the Policy & Management variant. The goal of the traineeship is to learn the organization and methods of a company or public authority, where results of medical pharmaceutical oriented researches are put into practice. An assignment will be done in such an organization and is always accompanied by an external guide. However, the final responsibility lies by an academic staff member of the school of life sciences.

COLLOQUIUM AND THESIS The Master's degree programme is concluded with a colloquium and a master thesis (essay). A relative short time (3.5 weeks) is available to study a certain aspect of the scientific domain of the masters programme is treated thoroughly. The results of the literature research are written down in an essay (thesis) or presented in a talk (colloquium). It is important that the subjects do not have overlap with the research projects. Guidelines for colloquium and essay are on Nestor. For Top programmes there are different guidelines for assessment.

8.2 Master modules

Master modules are chosen in consultancy with a mentor. Master modules usually serve as preparation for the research projects. However, students can freely choose from the list presented here. Note, however, that not all these modules will be organized in the academic year 2008-2009. Up-to-date information about modules will be published on Nestor.

The following lists present optional modules. The column on the right gives study programmes for which the modules are available. B: Biology, BN: specialization

Behaviour and Neurosciences in the study programme Biology, EE: Ecology and Evolution, MB: Marine Biology, MBB: Molecular Biology and Biotechnology. w.t. = working title

General modules within the school of Life Sciences:

Module	ECTS	entry requirements	examination	practical	programme
Animal and human experimentation: Design, Practice and Ethics	5	-	laboratory skills, written report, oral presentation	x	B, BN, EE, MB, MBB
Orientation on international scientific profession	5	-	laboratory skills, written report, oral presentation	x	B, BN, EE, MB, MBB
Beta, Business and Policy	10, 20	-	assignments	x	B, BN, EE, MB, MBB

Modules organised by the research institute BCN:

Module	ECTS	entry requirements	examination	practical	programme
Advanced imaging techniques (w.t.)	5	-	Written exam, oral presentation	x	B, BN
Timing and health	5	-	Written exam, oral presentation	x	BN
Behavioural and Cognitive Neurosciences	5	-	Written exam, oral presentation	x	B, BN

Modules organised by the research institute CEES:

Module	ECTS	entry requirements	examination	practical	programme
Current themes seminar series	2	-	assignments	x	B, EE, MB
Programming in C++	4	-	assignments	x	B, BN, EE, MB, MBB

Modules organised by the research institute GBB:

Module	ECTS	entry requirements	examination	practical	programme
Advanced protein crystallography	5	-	Written exam, oral presentation	x	B, MBB
Multidimensional NMR 2	5	-	Written exam, oral presentation	x	B, MBB
Electron microscopy of biological macromolecules	5	-	Written exam, oral presentation	x	B, MBB
DNA microarray analysis	5	-	Written exam, oral presentation	x	B, MBB
GBB Introduction + Introduction to membrane proteins and Bioinformatics	2	*	Written exam, oral presentation	x	B, MBB
Advances in signal	5	*	Written exam, oral presentation	x	B, MBB
Genomics and proteomics transduction	5	*	Written exam, oral presentation	x	B, MBB
Organelle biogenesis and assembly of membrane protein complexes	5	*	Written exam, oral presentation	x	B, MBB
Modelling and molecular dynamics of membranes and proteins	5	*	Written exam, oral presentation	x	B, MBB
Catalysis and engineering of (membrane) proteins	5	*	Written exam, oral presentation	x	B, MBB
Advanced protein crystallography	5	*	Written exam, oral presentation	x	B, MBB

*For entry requirements see module description in Ocasys

Modules organised by Education and Communication*:

Module	ECTS	entry requirements	examination	practical	programme
Communiceren en presenteren (compres)	5	Com. Vaard.**	assignments	x	B, BN, EE, MB, MBB
Ontwerpen	10	compres	assignments	x	B, BN, EE, MB, MBB
Wetenschap media en publiek	10	compres	assignments	x	B, BN, EE, MB, MBB
Inleiding onderzoeksmethoden	5	compres	assignments	x	B, BN, EE, MB, MBB

* These modules are instructed in Dutch.

** Communicatie Vaardigheden is a bachelor module of the FWN

Modules organised by Energy and Environmental sciences:

Module	ECTS	entry requirements	examination	practical	programme
Introduction energy and environmental studies I (iees)	5	-	assignments	x	B, EE, MB
Resources and sustainable development	15	iees	assignments	x	B, EE, MB

For the current list of optional modules see Ocasys.

8.3 List of Mentors:

Each of the mentors on the list may be selected as mentor for the master programme Biology

Behaviour and Neurosciences

Prof. dr. D.G.M. Beersma	Chronobiology
Prof. dr. G. van Dijk	Neuroendocrinology
Prof. dr. A.G.G. Groothuis	Behavioural Biology
Prof. dr. J.M. Koolhaas	Behavioural Physiology
Prof. dr. P.G.M. Luiten	Molecular Neurobiology
Prof. dr. A.J.M. Scheurink	Neuroendocrinology
Prof. dr. E.A. van der Zee	Molecular Neurobiology

Ecology and Evolution

Prof. dr. J.P. Bakker	Community & Conservation ecology
Prof. dr. L.W. Beukeboom	Evolutionary Genetics
Prof. dr. R. Bijlsma	Evolutionary Genetics

8 Master modules

Prof. dr. ir. J.D. van Elsas	Microbial Ecology
Prof. dr. J.T.M. Elzenga	Plant Physiology
Dr. L.J. de Kok	Plant Physiology
Prof. dr. ir. J. Komdeur	Animal Ecology
Prof. dr. H. Oloff	Community & Conservation ecology
Prof. dr. T. Piersma	Animal Ecology
Prof. dr. J.M. Tinbergen	Animal Ecology
Prof. dr. F.J. Weissing	Theoretical Biology

Molecular biology & Biotechnology

Prof. dr. L. Dijkhuizen	Microbial Physiology
Prof. dr. A.J.M. Driessen	Molecular Microbiology
Dr. B.J.L. Eggen	Developmental Genetics
Prof. dr. ir. M.W. Fraaije	Biotechnology
Prof. dr. P.J.M. van Haastert	Cell Biology
Dr. ir. T.A. Hansen	Microbial Physiology
Prof. dr. J. Hille	Molecular Biologie of Plants
Prof. I.J. van der Klei	Molecular Cell Biology
Prof. dr. J. Kok	Molecular Genetics
Prof. dr. O.P. Kuipers	Molecular Genetics
Dr. M.H.K. Linskens	Cell Biology
Prof. dr. B. Poolman	Enzymology
Prof. dr. R.C. Jansen	Bioinformatics

Marine Biology

Prof. dr. ir. H.J.W. de Baar	Ocean Ecosystems
Prof. dr. J.L. Olsen	Marine Benthic Ecology and Evolution
Prof. dr. W.T. Stam	Marine Benthic Ecology and Evolution
Prof. dr. A.G.J. Buma	Ocean Ecosystems
Dr. E.J. Stamhuis	Ocean Ecosystems

8.4 list of permanent staff and member of the Board of Examiners

Behavioural and Cognitive Neurosciences (BCN)

Beersma, Prof. dr. D.G.M.	Chronobiology	D.G.M.Beersma@rug.nl
Daan, Prof. dr. S.	Chronobiology	S.Daan@rug.nl
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Merrow, Prof. dr. M.	Chronobiology	M.Merrow@rug.nl
Visser, Prof. dr. M.E. (NIOO)	Chronobiology	M.E.Visser@rug.nl
Dijkstra, Dr. C.	Behavioural Biology	C.Dijkstra@rug.nl
Groothuis, Prof. dr. A.G.G.	Behavioural Biology	A.G.G.Groothuis@rug.nl
Verhulst, Dr. S.	Behavioural Biology	S.Verhulst@rug.nl
Boer, Dr. S.F. de	Behavioural Physiology	S.F.de.Boer@rug.nl
Buwalda, Dr. B.	Behavioural Physiology	B.Buwalda@rug.nl
Koolhaas, Prof. dr. J.M.	Behavioural Physiology	J.M.Koolhaas@rug.nl
Ruiter, Dr. A.J.H. de	Behavioural Physiology	A.J.H.de.Ruiter@rug.nl
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Scheurink, Prof. dr. A.J.W.	Neuroendocrinology	A.J.W.Scheurink@rug.nl
Strubbe, Prof. dr. J.H.	Neuroendocrinology	J.H.Strubbe@rug.nl

Centre for Ecological and Evolutionary Studies (CEES)

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Tinbergen, Prof. dr. J.M.	Animal Ecology	J.M.Tinbergen@rug.nl
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Schilthuizen, Prof. dr. M. (Naturalis Leiden)	Evolutionary Genetics	M.Schilthuizen@rug.nl
Zande, Dr. L.P.W.G.M. van de	Evolutionary Genetics	Louis.van.de.Zande@rug.nl
Baar, Prof. dr. H.J.W. de	Ocean Ecosystems	H.J.W.de.Baar@rug.nl
Buma, Prof. dr. A.G.J.	Ocean Ecosystems	A.G.J.Buma@rug.nl
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Klaassen, Dr. W.	Ocean Ecosystems	W.Klaassen@rug.nl
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Stam, Prof. dr. W.T.	Marine Benthic Ecology & Evolution	W.T.Stam@rug.nl
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Kok, Dr. L.J. de	Plant Physiology	L.J.de.Kok@rug.nl
Hemelrijk, Prof. dr. C.K.	Theoretical Biology	C.K.Hemelrijk@rug.nl
Pen, Prof. dr. I.R.	Theoretical Biology	I.R.Pen@rug.nl
Weissing, Prof. dr. F.J.	Theoretical Biology	F.J.Weissing@rug.nl

Groningen Biomolecular Sciences and Biotechnology Institute (GBB)

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Linskens, Dr. M.H.K.	Molecular Cell Biology / Isotopen	M.H.K.Linskens@rug.nl
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Croce, Dr. R.	Electron Microscopy	R.Croce@rug.nl
Poolman, Prof. dr. B.	Enzymology	B.Poolman@rug.nl
Slotboom, Dr. D.J.	Enzymology	D.J.Slotboom@rug.nl
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Hansen, Dr. T.A.	Microbial Physiology	T.A.Hansen@rug.nl
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Klei, Prof. dr. I.J. van der	Molecular Cell Biology	I.J.van.der.Klei@rug.nl
Marrink, Prof. dr. S.J.	Molecular Dynamics	S.J.Marrink@rug.nl
Scheek, Dr. R.M.	Molecular Dynamics	R.M.Scheek@rug.nl
Kok, Prof. dr. J.	Molecular Genetics	Jan.Kok@rug.nl
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Lolkema, Dr. J.S.	Molecular Microbiology	J.S.Lolkema@rug.nl
Eggen, Dr. B.J.L.	Developmental Genetics	B.J.L.Eggen@rug.nl
Minnaard, Prof. dr. ir. A.J. (ONT)	Bio-organic Chemistry	A.J.Minnaard@rug.nl
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8 Master modules

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Maarel, Prof. dr. M.J.E.C. van der	Microbial Physiology	M.J.E.C.van.der.Maarel@rug.nl
Heisterkamp, Prof. dr. S.H.	Biotechnology	S.H.Heisterkamp@rug.nl
Bovenberg, Dr. R.A.L.	Molecular Cell Biology	R.A.L.Bovenberg@rug.nl
Huisman, Drs. L.A.	Molecular Microbiology	L.A.Huisman@rug.nl

M-variant

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Sharma, Dr. P.K.	Biomaterials	P.K.Sharma@med.umcg.nl
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Henning, Prof. dr. R.H.	Clinical Pharmacology	R.H.Henning@med.umcg.nl
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Faber, Dr. K.N.	Medical Biology	K.N.Faber@med.umcg.nl
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Heeringa, Dr. P.	Medical Biology	P.Heeringa@med.umcg.nl
Moshage, Prof. dr. A.J.	Medical Biology	A.J.Moshage@med.umcg.nl
Prop, Dr. J.	Medical Biology	Jochum.Prop@med.umcg.nl
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Muntinga, Dr. J.H.J.	Medical Physiology	J.H.J.Muntinga@path.med.umcg.nl
Hofstra, Prof. dr. R.M.W.	Medical Genetics	R.M.W.Hofstra@med.umcg.nl
Dijl, Prof. dr. J.M. van	Medical Microbiology	J.M.van.Dijl@med.umcg.nl
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Welling-Wester, Dr. S.	Medical Microbiology	S.Welling-Wester@med.umcg.nl
Maeckelberghe, Dr. E.L.M.	Metamedica	E.L.M.Maeckelberghe@med.umcg.nl
Jong, Dr. S. de	Pathology & Lab. Medicine	S.de.Jong@med.umcg.nl

9 Regulations

9.1 Introduction

Dutch university education is governed by national law and local rules and regulations. The most important of the local rules and regulations is the Teaching and Examinations Regulations [Onderwijs- en examenregeling, abbreviated OER].

The master programmes are recorded in the Official Registry CROHO (Centraal Register Opleidingen Hoger Onderwijs). The registration numbers are:.

Biology (Biologie)	66860
Ecology & Evolution (Ecologie & Evolutie):	60365
Marine Biology (Mariene Biologie):	60609
Molecular Biology & Biotechnology:	60612

The study load of the programmes is expressed using the European Credit Transfer System (ECTS), a way of measuring and comparing learning achievements used throughout the European Union.

9.2 Teaching and Examination Regulations 2008/2009

Teaching and Examination Regulations Master's degrees Biology, Ecology and Evolution, Marine Biology, Molecular Biology and Biotechnology, 2008 – 2009

Contents

1. General provisions
2. Structure of the degree programme
3. Examinations and final assessment in the degree programmes
4. Selection procedure
5. Tutoring
6. Final provisions

Section 1 General provisions

Article 1.1 Applicability

These Regulations apply to the modules and final assessment of the Master's degree programmes in Biology, Ecology and Evolution, Marine Biology, Molecular Biology and Biotechnology, either one hereinafter referred to as 'the degree programme'. The degree programmes are organised by the Faculty of Mathematics and Natural Sciences of the University of Groningen.

Article 1.2 Definitions

The following definitions apply to these Regulations:

- a. the Act: Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek (Higher Education and Research Act).
- b. student: a person enrolled at the university for the purpose of taking courses and/or examinations and the final assessment leading to the conferral of a university degree.
- c. module: a teaching unit or other part of the degree programme within the meaning of the Act.
- d. practical: a practical exercise, as referred to in Art. 7.13 of the Act, in one of the following forms:
 - a written report of a research project
 - a written paper or draft
 - research or assignments

- participation in a field trip or excursion
 - participation in a project
 - completion of an internship or traineeship
 - participation in another educational activity designed to teach certain skills.
- e. bridging programme: a Master's degree programme to which access is guaranteed on the basis of a specified Bachelor's degree programme.
- f. final assessment: the final assessment of the Master's degree programme.
- g. examiner: a person authorised to set and assess examinations and final assessments.
- h. Board of Examiners: the Board of Examiners for the Master's degree programmes in Biology, Ecology and Evolution, Marine Biology, Molecular Biology and Biotechnology.
- i. ECTS: European Credit Transfer and Accumulation System. This system of credit transfer is based on the general assumption that the global workload of an academic year of study is equal to 60 ECTS.
- j. semester: part of the academic year, either commencing on 1 September and ending on a date to be determined by the Executive Board on or around 31 January, or commencing on the aforementioned date determined by the Executive Board and ending on 31 August.
- k. school: school of Life Sciences of the Faculty of Mathematics and Natural Sciences.
- l. study guide: a document containing information about the teaching programme and all regulations applicable to students.
- m. colloquium: lecture about a discipline related subject based on scientific literature

The other definitions shall have the meaning that the Act ascribes to them.

Article 1.3 Aim of the degree programme

The degree programme aims to train the students in such a way that they acquire the insight, skills and knowledge that allows the recipient of the degree to establish a professional career in the field of Life Sciences, specifically in Biology/ Ecology and Evolution/ Marine Biology/ Molecular Biology and Biotechnology.

Article 1.4 Type of degree programme

The degree programme is full-time.

Article 1.5 Teaching language

The degree programme is taught in English.

Section 2 Structure of the degree programme

Article 2.1 Study load

The study programme has a study load of 120 ECTS, with one credit equalling 28 hours of study.

Article 2.2 Specializations and Top programmes

1. Within the degree programmes, the student chooses one of the following profiles:
 - a. degree profile P-variant, "PhD-variant", which provides training as a researcher
 - b. degree profile, M-variant, "Management and policy-variant " which prepares for professions that require the application of knowledge in the scientific domains of the degree programs in a societal, political and/or commercial context.
2. Within the degree programme Biology students can follow the specialization Behavioural and Neurosciences, which prepares for conducting research in this field of Biology.
Within the degree programme Ecology and Evolution qualified students can follow the

Top programme Evolutionary Biology, an intensified programme which prepares for conducting top quality research in this field of Ecology.

Within the degree programme Molecular Biology and Biotechnology qualified students can follow the Top programme Biomolecular Sciences, an intensified programme which prepares for conducting top quality research in this field of Molecular Biology and Biotechnology

Article 2.3 Content of the degree programme

1. The degree programme consists of the modules as set out in Appendix A.
2. Appendix A sets out the teaching methods of the (compulsory) parts of the degree programme and specializations in more detail. This includes the load of study, the level of knowledge needed to successfully undertake the module in question and the form of examinations.

Article 2.4 Optional modules

1. With the approval of the Board of Examiners, a student may choose one or more modules worth the study load of the programme minus the study load of the compulsory modules, depending on the programme
2. Optional modules are listed in the Appendix B. The Board of Examiners may permit the student to select one or more modules from the Master's degree programme of another master's degree programme or another university.
3. Appendix B sets out the teaching methods of the optional modules of the degree programme, specialization and Top programmes in more detail, including the load of study, the level of knowledge needed to successfully undertake the course in question and the form of examinations.

Section 3 Examinations and final assessment in the degree programme

Article 3.1. General

1. Examinations, both interim and final, provide the student with the information he needs to assess whether he has achieved or will achieve the required learning goals. This will help him with his further participation in the degree programme in question.
2. The results of an examination are given as integer or half integer figures between 1 and 10, or as pass (6 or higher) or fail (5 or below). The mark 5,5 is excluded.

Article 3.2 Compulsory order of examinations

The entry requirements and the compulsory order of examinations are listed in Appendix A and B.

Article 3.3 Form of Examinations

1. The form of the examinations for the modules listed in Article 2.3 and 2.4 are set out in Appendix A and B.
2. At the student's request, the Board of Examiners may allow an examination to be taken in a form different from that covered by Article 3.3.1.
3. Students with a functional disorder will be given the opportunity to take examinations in a form that will compensate as far as possible for their individual handicap. If necessary, the Board of Examiners will seek expert advice on this matter.

Article 3.4 Oral Examinations

1. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.
2. Oral examinations are public, unless the Board of Examiners or the examiner stipulates otherwise or the student objects to the public nature of the examination.

Article 3.5 Frequency and Examination Periods

1. There will be an opportunity to sit the examinations for the modules listed in Article 2.3 at least two times each year.
2. An exam for a certain module is given once/twice a year when a module was offered only in the previous year.
3. An exam for a practical is given once a year

Article 3.6 Assessing Research Projects / internship

The assessment of Research projects/ internships takes place within a general assessment framework. The supervisors (at least two) who have been appointed as examiners by the Board of Examiners will determine the mark together. If necessary, they will consult an external supervisor.

Article 3.7 Marking of Examinations and Publication of Grades

1. After an oral examination, the examiner will assess the examination immediately and provide the student with the relevant signed exam sheet.
2. Examination results must be made known to the student no later than 10 working days after the date on which the examination was taken.
3. If an examination is taken in a form other than oral or written, the Board of Examiners will determine in advance how and when the student will receive written confirmation of the result.
4. The examiner will mark a written examination and provide the Education and Examinations Office with the necessary details for registration in the student administration.
5. A printout of individual student results is a valid confirmation of these results if authorized by or on behalf of the Board of Examiners.

Article 3.8 Validity

1. Examinations that have been passed remain valid indefinitely.
2. Contrary to the provisions of Article 3.8.1, the Board of Examiners may decide to require a student to take a supplementary or substitute examination for a module taken more than six years previously before allowing that student to progress to the final assessment.

Article 3.9 Right of Inspection

1. On request, a student has the right to inspect his marked work during a period of at least six weeks after the results of a written examination have been made known. At the student's request a copy of his work is provided against cost price.
2. Within the time frame stipulated in Article 3.9.1, any person may request that he be allowed to peruse the examination paper and the assessment criteria.
3. The Board of Examiners can determine that this inspection or perusal will take place at a certain place and time. This inspection and perusal may be organized collectively. If the person concerned can show that he was prevented by force majeure from attending at the indicated place and time, he will be offered another opportunity.

Article 3.10 Exemptions

At the student's request, the Board of Examiners, having discussed the matter with the examiner in question, may grant exemption from an examination on condition that the student:

- a. has completed part of a university or higher vocational course that is equivalent in content and level

- b. can demonstrate by work and/or work experience that he has sufficient knowledge and skills in respect of the module in question.

Article 3.11 Final Assessment

1. Students who have passed all examinations for a degree programme, or have satisfied the requirements for all parts of the programme approved by the Board of Examiners, must apply for the certificate no later than four weeks after doing so. The examination date entered on the certificate by the Board of Examiners is the date on which the student is deemed by the Board to have satisfied the final examination requirements.
2. If the student applies for the certificate after the period specified in article 3.12.1, the examination date entered on the certificate shall be the date on which the student is deemed by the Board of Examiners to have satisfied all the examination requirements, even if the date on which the Board takes this decision is in a subsequent academic year and the student is required to register for that year.
3. The Board of Examiners shall determine the final assessment after the student has presented proof that he has passed all the examinations of the degree programme.
4. Before the final assessment can be determined, the Board of Examiners may itself decide to test the student's knowledge of one or more modules or aspects of the degree programme, if and in as much as the grades for these modules provide a reason for doing so.
5. Students are deemed to have passed the final assessment if they have obtained a sufficient grade (6 or higher) or 'pass' for each module (see Article 3.1.2.)

Article 3.12 Degree

1. A student who has satisfied all the requirements of the final assessment shall be awarded the degree of "Master of Science" in Biology/ Ecology and Evolution/ Marine Biology/ Molecular Biology and Biotechnology
2. The degree awarded shall be registered on the final certificate.
3. The variant (P or M), specialization or Top programme will be registered on the diploma supplement

Section 4 Selection procedure

Article 4.1 Previous education

1. Holders of bachelor degrees from the University that are considered to have sufficient knowledge and skills and will be admitted to the Master's degree programmes are set out in Appendix C.
2. Holders of a Dutch or foreign Bachelor's or Master's degree with equivalent learning outcomes as the Bachelor's degree programs set out in article 4.1.1 will also be admitted to the degree programme.
3. Students with Bachelor's degrees other than those set out in article 4.1.1 will be admitted at the discretion of the Admissions Board. Admission will be considered if:
 - a. the previous qualification is equivalent to the Bachelor's degree programme requested in 4.1 ;
 - b. the applicant has sufficient proficiency in the English language to participate in the programme (IELTS test score of 6.5, TOEFL-score of 580 (paper-based), 237 (computer-based) or 92 (internet -based) or equivalent).
4. The Board of Examiners can decide on an individual basis that one or more optional modules not in the curriculum of the applicant's Bachelor programme are mandatory modules of the Master's programme.
5. Admission within the meaning of article 4.1.1, 4.1.2 and 4.1.3 entitles students to register for the degree programme.
6. The applications procedure for a Top programme is set out in Appendix D.

Article 4.2 Admission of HBO applicants

1. HBO applicants of bachelor's degree programmes in relevant fields of study will be admitted to the degree programme after having passed a bridging programme of 30 ECTS.
2. Within the bridging programme a candidate is allowed to resit an exam only once, the one immediately after the first exam.

Article 4.3 Admissions Board

1. Admission to the degree programme and the various modules is assigned to the Admissions Board of the degree programme. This Board consists of:
 - a member, also the chairperson, selected from the professors who will teach the degree programme
 - one member selected from the other academic staff who will teach the degree programme.
2. The educational coordinator for the degree programme will be an advisory member and also secretary
3. The members of the Admission Board are appointed by the Board of Examiners.

Article 4.4 Applications procedure

1. Applications for admission to the degree programme and given modules must be submitted to the Admissions Board before 15 April (non EU/EEA students) or 1 June (EU/EEA students).
2. Only in exceptional cases will the Admissions Board consider an application submitted after the date stated in Article 4.4.1.
3. The Admissions Board will make a decision before 1 June or 1 July . The written admissions declaration will include information for the student about the possibility of an appeal to the Committee of Appeal for the Final Assessments.

Article 4.5 Conditional admission

1. At the request of a candidate who is preparing for the final examination for the Bachelor's degree programme listed in Article 4.1.1, the Admissions Board may admit him to the degree programme on condition that:
 - 1) he has passed the first year (propaedeutic examination)
 - 2) he needs to pass only those modules in the Bachelor's degree programme with a combined study load of no more than 15 ECTS (with the exception of practicals).
2. Conditional admission must be converted into admission as laid down in Article 4.1 within six months.

Section 5 Tutoring

Article 5.1 Study progress administration

1. The Faculty Board is responsible for the registration of the individual results of students.
2. The Faculty Board will provide each student with a certified overview of his results at least once a year.

Article 5.2 Tutoring

1. The student chooses a mentor - an assistant professor or professor from the list of each Master programme- to advise and discuss the contents of the individual degree programme before approval of the Board of Examiners
2. The Faculty Board is responsible for providing the student with a study guide and framework at the start of his degree programme.
3. The Faculty Board will ensure that the student has sufficient supervision during his degree programme, and will pay particular attention to possible changes deemed

necessary to ensure the chosen programme is compatible either with conducting academic research or exercising a profession outside the university.

Section 6 Final Provisions

Article 6.1 Amendments

1. Any amendments to these Regulations will, after discussions with the Faculty Council and departmental committee, be confirmed by the Faculty Board in a separate decree.
2. An amendment to these Regulations shall not apply to the current academic year, unless it may reasonably be assumed that the amendment will not harm the interests of students.
3. In addition, an amendment may not influence the following to the detriment of students:
 - an approval issued within the meaning of Article 2.3
 - any other decision taken within the meaning of these Regulations concerning a student.

Article 6.2 Publication

1. The Faculty Board shall duly publish these Regulations, any rules and guidelines formulated by the Board of Examiners, and any amendments to these documents.
2. Copies of the documents referred to in Article 6.2.1 are available from the Faculty office.

Article 6.3 Appeal procedure and unexpected events

1. Appeals against decisions made by an examiner or a Board of Examiners may be filed with the Board of Appeal for Examinations. Copies of the appeal procedure are available from the Student Service Desk.
2. In exceptional cases and in cases not covered by these regulations, the Board of Examiners shall have the final say.

Article 6.4 Date of Commencement

These Regulations shall take effect on 1 September 2008.
As decreed by the Faculty Board on 14 augustus 2008.

9.3 Regulations and guidelines

Rules and regulations (Regels en Richtlijnen) for the degree programmes in Life Sciences, with effect from 1 September 2008

Rules and Regulations as referred to in Article 7.12.4 of the Higher Education and Research Act (WHW) for the degree programmes:

ISIS Biologie and Life Science & Technology Board of Examiners

code

2070	BSc Biologie
2485	BSc Life Science & Technology
2075	MSc Biology
2120	MSc Ecology
2500	MSc Mariene Biologie
2535	MSc Moleculaire Biologie en Biotechnologie

Farmacie Board of Examiners

2190	BSc Farmaceutische Wetenschappen
2195	BSc Farmacie
2200	MSc Farmacie

Biomedical and Medical Pharmaceutical Sciences Board of Examiners

2515 MSc Medisch Farmaceutische wetenschappen
2520 MSc Medische biologie

Biomedical Engineering Board of Examiners

2080 MSc Biomedische technologie

Behavioural & Cognitive Neurosciences Board of Examiners

2055 RM Behavioural and Cognitive Neurosciences

The Boards of Examiners for the degree programmes, having regard to Article 7.12.4 of the WHW, have decided to set the following rules and regulations for the degree programmes:

Article 1 Definitions

The following definitions apply to these Rules and Regulations:

- OER: the Teaching and Examination Regulations for the degree programme listed in the introduction, most recently updated on 1 September 2008
- Examinee: a person taking an examination or final assessment
- Examination: an assessment of the knowledge and/or skill of the examinee concerning a certain module in the degree programme
- Student: a person who has registered for the degree programme
- Final assessment: the final assessment for the degree programme
- Mentor: a lecturer who has been allocated the task by the Board of Examiners. A mentor assists students with choosing an individual programme in the Master's degree phase.

Article 2 Administrative Duties of the Board of Examiners

- 2.1. The Board of Examiners will appoint from its members a board of at least three members, who will be charged with the administrative duties of the Board of Examiners.
- 2.2. The administrative duties include:
 - a. decisions concerning approval of teaching units as referred to in Article 7.3.c of the WHW
 - b. decisions concerning regulations that at the request of the student may deviate from the current provisions
 - c. decisions concerning exemptions
 - d. preparations to determine the results of final assessments
 - e. determining measures in the event of an infringement of the order during an examination within the meaning of Article 10 or in the event of fraud within the meaning of Article 17.
- 2.3. This committee is responsible to the Board of Examiners.

Article 3 Taking examinations

- 3.1. The Board of Examiners will appoint one or more examiners before any examination is taken.
- 3.2. Every examination will be a survey by the examiner of the knowledge, understanding and skills of the student, as well as an assessment of the results of that survey.
- 3.3. In the event that one and the same examination is held and assessed by more than one examiner, whether or not at the same time, the relevant Board of Examiners

will ensure that the examiners all use the same assessment criteria. To this end, the assessment criteria will be set out in writing by the relevant examiners in advance. If necessary, the Board of Examiners will appoint one of the examiners to be the main examiner.

- 3.4. The examiner will ascertain whether the conditions for taking the examination have been met.

Article 4 Number of examinees at an oral examination

With the permission of the examinees, an examiner may decide that a certain examination will be an oral examination.

Article 5 Language of the degree programme

- 5.1. The Bachelor's and Master's degree examinations in Pharmacy (written and oral) will be in Dutch. If requested in good time, the examiner and the examinees may decide together that the examination will be in English.
In this case, the examinee may choose whether to answer the questions in Dutch or in English.
- 5.2. In the Master's degree programmes, with the exception of Pharmacy, the examinations will be in English, unless the Board of Examiners or the examiner considers it to be necessary or desirable for them to be in a different language.
- 5.3. A request by an examinee to take the written examinations referred to in Article 5.1 in English must be sent to the lecturer at least five working days before the date of the examination.

Article 6 Examination Frequency and Times

- 6.1. Written examinations will be taken at times that shall be determined at least 1 month before the start of the relevant examination period, in consultation with the relevant examiners and bearing in mind the provisions of the OER.
- 6.2. When determining the times as referred to in Article 6.1, as far as possible no examinations will be planned concurrently.
- 6.3. Changes to the time referred to in Article 6.1 may only occur in the event of force majeure and with the approval of the examiner and all the students involved.
- 6.4. Oral examinations will be taken at a time determined by the examiner or examiners, if possible after discussion with the examinee.
- 6.5. The provisions of Article 6.4 will also apply as far as possible to examinations to be taken other than in written or oral form.
- 6.6. There will be a maximum of 3 resit opportunities for a module.
- 6.7. If the permitted number of resits in the Bachelor's phase still do not result in a pass, the Examination Regulations will come into force. The relevant module will be examined (orally or in written form) as part of the final assessment (in the presence of a second lecturer). If the module is still not passed, a further attempt may not be made for 3 months.

Article 7 Registration

- 7.1. Participation in a written examination may only take place after proper and timely registration via the web application ProGRESS.
- 7.2. Timely registration is a digital registration via ProGRESS at least 3 working days before the time when the examination in question will be held. In exceptional circumstances, the Board of Examiners may permit a late registration.
- 7.3. Participation in a module may only take place after proper and timely registration.
- 7.4. Timely registration is considered to be registration at least 1 month before the time when the relevant module will be given. In exceptional circumstances, the Board of

- Examiners may permit a late registration.
- 7.5. Registration for a module offered by the Life Sciences teaching institute obliges the registered person to appear for the first session of the module.
 - 7.6. A final assessment may only take place after proper registration in person with the student administration office at least 20 working days before the relevant session of the Board of Examiners. In exceptional circumstances, the Board of Examiners may permit a late registration.
 - 7.7. The Faculty Office or the administration office will ensure that the examinee will receive an invitation to the final assessment at least 1 week before the date on which it is set.

Article 8 Withdrawal

- 8.1. If the examinee does not take the examination at the time for which he or she has registered, or withdraws less than 3 working days before that time, the examination opportunity will be deemed to have been taken.
- 8.2. If the examinee does not participate in modules at the time for which he or she has registered, or withdraws less than a month before that time, then he or she may be denied access to other modules.
- 8.3. In cases of force majeure, the Board of Examiners will decide.

Article 9 Request for exemption

- 9.1. Requests for exemption, stating reasons, must be submitted to the Board of Examiners in writing 2 months before the start of the module in question.
- 9.2. The Board of Examiners may decide to consult the relevant examiners before making a decision about the request.
- 9.3. The Board of Examiners will make its decision within a month of receipt of the request. The person making the request will be informed of the decision immediately.
- 9.4. Students who experience problems with their conscience in practicals during the propaedeutic phase where dissection/tests on animals are conducted may qualify for an alternative. The Board of Examiners, after consultation with the student, will suggest an alternative.

Article 10 Order during examinations

- 10.1. The Board of Examiners will ensure that invigilators are appointed to supervise written examinations; they will ensure that the examination proceeds in good order. The Board of Examiners may delegate this responsibility to the relevant examiner.
- 10.2. Examinees must identify themselves by means of their student card at the request or behest of the Board of Examiners.
- 10.3. Examinees must obey the directions of the Board of Examiners or the examiner which will be published before the start of the final assessment or the examination, as well as directions given during or immediately after the examination.
- 10.4. If an examinee ignores one or more of the directions referred to in Article 10.3, then he or she may be excluded from further participation in the examination in question by the Board of Examiners or the examiner. Exclusion means that no result will be given for that examination. Before the Board of Examiners or the examiner makes a decision to exclude a student, they will allow the examinee to put his or her case.
- 10.5. The duration of every examination is such that the examinee may reasonably have enough time to answer the questions.
- 10.6. The examinee may remove the examination questions after the examination, unless the Board of Examiners or someone on their behalf has stated otherwise, or if the nature of the examination questions makes this impossible.

Article 11 Questions and assignments

- 11.1. The scope of an examination paper shall not exceed the content of the sources upon which the paper is based. These sources as well as the amount of material will be made public in general terms before the start of the module that will prepare for the examination. The precise content of the examination subjects shall be published not later than one month before the examination.
- 11.2. Once the teaching for a particular examination starts, the examiner will publish the guidelines for the use of calculators, literature and other resources.
- 11.3. The questions and assignments that comprise the examination will be divided as evenly as possible over the sources.
- 11.4. The examination will be representative of the learning objectives with regard to content and form.
- 11.5. The questions and assignments in the examination will be clear and unambiguous and contain sufficient indications of the detail required in the answers.
- 11.6. In good time before the examination is sat, the Board of Examiners or the examiner will announce the type of examination in line with the provisions of Article 5.3 of the OER for the Bachelor's and Master's degree programmes.
- 11.7. In good time before the examination is sat, the Board of Examiners or the examiner will arrange a mock examination to familiarize the examinees with the type of examination.

Article 12 Assessment

- 12.1. Assessment is expressed in whole and half numbers greater than or equal to 1 or smaller than or equal to 10, or by the qualifications 'Pass' (V) or 'Fail' (O). The mark 5.5 is not awarded.
- 12.2. A teaching unit or module is passed when a mark higher or equal to 5.5 is achieved or when the qualification 'Pass' (V) is awarded.
- 12.3. The final assessment of the propaedeutic/ Bachelor's/ Master's phase is deemed to have been passed when all the relevant module examinations have been passed.
- 12.4. Exemption from an examination or a practical is considered to be the equivalent of a Pass (V) and will be indicated by VR.
- 12.5. As far as possible, the assessment of written examinations will occur in line with criteria set in advance, and adapted if necessary as a result of matters that may arise during the correction process.
- 12.6. The means of assessment shall be such that the examinee can check how the results of his or her examination have been arrived at.
- 12.7. The Board of Examiners will announce in advance those cases in which it will conduct an enquiry as referred to in Article 5.10.5 (Bachelor's OER) or Article 3.11a.2 (Master's OER).

Article 13 Post mortem

- 13.1. As soon as possible after publication of the results of an oral examination, there will be a discussion of the results between the examiner and the examinee, either on request or at the initiative of the examiner. The results will then be explained.
- 13.2. An examinee can request a post mortem with the relevant examiner concerning the results of an examination other than an oral examination within six weeks of the day of the publication of the results. The post mortem will take place at a time and a place determined by the examiner.
- 13.3. If the Board of Examiners arranges a collective post mortem for an examination, then an examinee may submit a request as defined in Article 19.2 if he or she attended the collective post mortem and motivates the request, or if he or she is unable to attend the collective post mortem due to force majeure.

- 13.4. The provisions in Article 13.3 also apply if the Board of Examiners or the examiner enable the examinee to compare his or her solutions with model answers.
- 13.5. The Board of Examiners or the examiner may permit exceptions to the provisions of Article 13.2 and 13.3.

Article 14 Standards

The Board of Examiners or the examiners when making their decisions must adhere to the following standards:

- a. the preservation of the quality and selection criteria of each examination
- b. effectiveness criteria, concentrating on:
 - the limiting of time lost by students who are progressing well with their studies
 - timely termination of the degree programme by students who are unlikely to pass the exams
- c. protect students who want to do too much from themselves
- d. be understanding towards students who, through no fault of their own, have suffered study delay.

Article 15 Determining the result of the final assessment

- 15.1. Subject to the provisions of Article 12 (Master's OER), the Board of Examiners will determine the result of the final assessment by a simple majority of votes.
- 15.2. If there is not a majority, then the examinee will be failed.

Article 16 Judicium (grade descriptor)

- 16.1 The result of a final assessment can be qualified by the judicium Cum Laude (with distinction). When determining the judicium, the Board of Examiners is mainly guided by the total of the marks earned (G) on the individual examinations. The total result G is determined by averaging the marks of all the parts of the final assessment, bearing in mind the study load of each examination part. The total result G is not rounded off.
Cum Laude (with distinction) is awarded when $G > 8$ and no mark is less than 7.0. If the relevant Board of Examiners has appointed mentors, the judicium Cum Laude will only be awarded to the final assessment of a Master's degree on the advice of the mentor.
- 16.2 The Board of Examiners will decide by a simple majority of votes.
- 16.3 The Board of Examiners may decide to award a judicium outside these criteria. In cases it considers to be borderline, the Board of Examiners may deviate from the provisions of Article 16.1 by taking not only the G average but also other matters into consideration, for example:
 - a. the originality of the thesis
 - b. the number of resits for examinations
 - c. the study pace
 - d. the results for examinations that were assessed by means other than a mark
 - e. the possibility of compensating for a mark lower than 7 by other positive factors
 - f. the results achieved for modules that do not form part of the student's examination programme as listed in Articles 7, 9 or 10 of the Teaching and Examination Regulations (OER).
- 16.4. At least three members of the Board of Examiners must participate in the decision-making process.
- 16.5. If the result of the judicium is Cum Laude, this will be stated on the Degree Certificate.

Article 17 Fraud

- 17.1. Fraud is an act or omission by the examinee designed to partly or wholly hinder the forming of a correct assessment of his or her knowledge, understanding and skills. Examples of fraud include:
- cheating during examinations, including digitally
 - plagiarism (this includes the use of internet files without stating the source)
 - freewheeling with fellow students during group assignments and practicals
 - copying the reports or practical reports of fellow students
 - falsifying the results of experiments.
- 17.2. In the event of fraud during an examination, the Board of Examiners can ban the examinee from further participation in the relevant exam for a period of up to a year.
- 17.3. The decision to ban will be taken on the basis of the written report of the invigilator concerning the fraud discovered or suspected by him or her.
- 17.4. In cases requiring swift action, the Board of Examiners may decide to impose a provisional ban based on a verbal report by the invigilator. He or she will ensure that this report is committed to writing immediately after the examination and a copy provided to the examinee.
- 17.5. The examinee can request that the Board of Examiners annul the ban. He or she must include a copy of the report referred to in Article 17.4 with the request and, if desired, a written commentary thereon.
- 17.6. Before the Board of Examiners decides on the request as defined in Article 17.5, it will give the examinee the opportunity to put his or her case.
- 17.7. A ban means that no result will be recorded for the examination referred to in Article 17.2.

Article 19 Approval procedure

- 19.1 A request for approval of an individual study programme choice or one that deviates from the standard programme must be submitted by the examinee to the Board of Examiners at least one month before registering for the relevant module or modules.
- 19.2. A decision to deny approval by the Board of Examiners will be supported by reasons.
The Board of Examiners will make its decision within 1 month of receipt of the request.

Article 20 Right of appeal

It is possible to appeal against decisions made by the Board or Examiners or the examiners to the Board of Appeal for the Examinations within the meaning of Article 7.60 of the WHW.

Article 21 Amendments to the Rules and Regulations

No amendments shall be made that have an effect on the current academic year, unless the interests of students would otherwise be harmed.

Article 22 Implementation

These Rules and Regulations replace all previous Rules and Regulations.

9.4 University-wide regulations for Academic year 2008/2009

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DEFINITIONS

Here are a number of definitions:

A **student** is a person who has paid all the statutory fees required by the University of Groningen and is enrolled in an officially recognized degree programme (full-time, part-time or dual). A student has the right to follow modules and to take exams relating to the programme he or she is enrolled in.

Students who follow a dual or part-time programme are not entitled to a grant.

Statutory fees are set by the Higher Education and Research Act (WHW). Statutory fees must be paid by all students who are under the age of 30 at the start of the academic year, and:

- are nationals of a country within the European Economic Area (EEA), or
- receive an IBG student grant, or
- are recognized by the UAF as student refugees, or
- have Surinam nationality, or
- are non-EEA students who are married to or have a registered partnership with an EU citizen.

Statutory fees for academic year 2008-2009 have been set at **€ 1565**.

University fees are set by the Board of the University. All students who do not fall into any of the above-mentioned categories must pay university fees.

University fees for academic year 2008-2009 have been set at the following amounts:

Full-time students: **€ 2058**

Part-time students: **€ 1170**

Dual programme students (combining study and work experience): **€ 1170**

Differentiated fees apply to students who are not nationals of a country that is signatory to the Agreement on the European Economic Area (EEA) and are not married to or do not have a registered partnership with an EU citizen, who wish to enrol in a Bachelor's or Master's degree programme. Please contact the Student Service Desk or go to our website for more information.

An **extraneus** is a person who has paid all the **exam fees** required by the University of Groningen and is enrolled as an external student in an officially recognized programme.

An extraneus only has the right to sit exams relating to the programme he or she is enrolled in. Exam fees for academic year 2008-2009 have been set at **€ 1170**. An extraneus is not eligible for a student grant.

The **extraneus** can request to be deregistered after finishing the programme, but examination fees **will not be reimbursed**.

ECTS: European Credit Transfer and Accumulation System

A Europe-wide system used to express the required workload for a programme of study in credits. This system makes international evaluation of programmes easier. The nominal study load is 60 ECTS credits per year.

OER: Teaching and Examination Regulations

Every programme has its own specific OER containing the entry requirements and the content of the programme.

An **exam** is a test of the knowledge, understanding and skills of examinees, as well as an assessment of the results of any research.

INTRODUCTION

General

The Student Charter provides an overview of the rights and obligations of both students and the university. It is based on national legislation, particularly the Higher Education and Research Act (WHW), supplemented by regulations that are specific to the University of Groningen. The Charter has been divided into two sections. The main section describes the rights and obligations that apply to the university as a whole. The rest describes the rights and obligations that apply to specific programmes and which differ from one programme to another, as well as from one faculty to another.

Validity

The Student Charter applies to academic year 2008-2009 and is based on the Higher Education and Research Act (WHW).

The importance of the Student Charter

You are expected to be familiar with the contents of the Student Charter.

Some of these regulations may not be as hard and fast as they sound. Rules and regulations are by definition general in character, and this Student Charter is no exception.

This means that the applicability of these regulations in concrete situations and individual instances is not always a predictable and straightforward matter. It should also be realized that any governing body implements its own policies to a certain extent. Moreover, rules and regulations are never static but always subject to revision. Students who have registered for the first time this year may find that the regulations that apply to them are different to those for students who have reregistered.

Make sure you are provided with the right information by your faculty and/or the Student Service Centre and read the Student Charter carefully! Not complying with the rules in the Charter may affect your rights, for example the right to financial support from the Graduation Fund.

Don't take things for granted!

Is there anything you want to know? Do you think a mistake has been made? Is there something you want to complain about? Do you want to challenge a decision? Don't take what others say for granted; you may well find that the Student Charter contradicts their claims. Make sure you know what is in the Charter and consult the sources of information mentioned below. They will also tell you where to lodge a complaint, a notice of objection or a letter of appeal.

More information and keeping up-to-date

All students will be notified when the definitive Charter becomes available. You can obtain a free copy from the Student Service Desk (CSB) or access it via the RUG website:

www.rug.nl/studenten.

All regulations that apply to the University of Groningen, as well as any changes made during the year, will be published in the UK (Universiteitskrant) or on the University website (central rules that apply to the university as a whole), or through your faculty (rules that apply to your programme or faculty in particular). You are expected to take note of all rules and regulations that apply to the University, your programme or your faculty.

Information relating to the university as a whole

Each of the sources of information mentioned below has its own website.

www.rug.nl/studenten/

The UK (Universiteitskrant): supplements and university notices

The Board of the University publishes details of its new regulations and official guidelines in the UK's 'Extra' section and in the notices section of the paper. Consult these also for information on new statutory fees and changes to the Graduation Regulations (Afstudeerregeling).

The Student Service Centre

The Student Service Centre of the University of Groningen is the umbrella organization for a number of departments that are responsible for registration, support and service provision for students. These departments are described below.

Student Service Desk

You will receive a student card after you have registered and paid your fees. Contact the Student Service Desk (CSB) immediately if you do not receive your student card.

If your studies are not going as well as you would like, you can discuss your problems with your study advisor. In addition, the CSB can provide information about **registration and deregistration, graduation, payment of tuition fees, study delay** and the associated financial and other matters, and **alternative study options**. The CSB also has information about possibilities for students with a performance disability. The CSB can help you if you

wish to follow modules or do particular subjects abroad or elsewhere in the Netherlands. You can also make an appointment with one of the student counsellors at the CSB.

Student counsellors

You can go to a student counsellor with all your questions concerning studying that do not directly concern your degree programme. This includes matters that you would prefer not to discuss within your programme. The student counsellors can inform, advise and/or guide you if you have questions about, for example, study choices, your legal position, money and wellbeing. If necessary, they can write a letter of reference for you if you want to apply for an adapted degree programme. The student counsellors are not connected to a single degree programme; their office hour is open to all University of Groningen students. Every problem will be treated as confidential.

Please note that you must first report a delay in your studies to your study advisor, the so-called 'first report,' to ensure you qualify for financial assistance from the Graduation Fund.

The study advisor will direct you to a student counsellor if your delay is or will be more than 15 ECTS credits. You will have to make an appointment with a student counsellor for a follow-up report yourself.

If during the academic year the delay becomes more than 15 ECTS after the first report to the study advisor, you must contact a student counsellor immediately, even if you have not been told to by the study advisor.

You must follow the advice of and the agreements made with the study advisor and the student counsellor or you will not be eligible for financial support from the Graduation Fund.

International Service Desk (ISD)

The International Service Desk (ISD) is part of the Office for International Relations (Bureau Internationale Samenwerking, BIS). The ISD can help foreign students, staff and guests of the University with all matters related to visas, residence permits and work permits. In addition, the ISD can provide information about health-care insurance, accommodation, facilities and official organizations in the city, as well as general information about studying in Groningen. Furthermore, the ISD also organizes and coordinates a number of introductory and social activities.

Information relating to the faculties

Sources in general

The annual study guide is a good source of information. Noticeboards, the UK, the internet and so on should be regularly consulted.

Teaching and Examination Regulations (OER)

Every programme has regulations concerning the programme and its examinations: the OER. Your faculty's Education Office will have a copy of the regulations that you can consult, but they are also in your study guide and/or on a CD-ROM.

The faculty Education Offices

Apart from the OER, your faculty Education Office can provide information relating to exam enrolment, registering of exam results and credits, requirements relating to procedural order, timetables and student records.

The Directors of Undergraduate and Postgraduate Studies and Degree Programme Managers

Every faculty has at least one Director of Undergraduate and Postgraduate Studies. He or she is responsible for ensuring that the Teaching and Examination Regulations are adhered

to. Some programmes and faculties also have a Degree Programme Manager or a Degree Programme Coordinator. He or she is another person you can approach if you have any queries relating to your programme.

Study Advisor

The study advisor's job is to provide information, advice and counselling concerning planning your study programme, your subjects and so on. He or she is in contact with other central and faculty offices, and if necessary will be able to refer you on.

If your studies are delayed due to special circumstances, and if the delay is expected to amount to more than 4 weeks (more than 5 ECTS credits), you must report this to your study advisor immediately if you want to be eligible for financial assistance from the Graduation Fund (chapter 8). The study advisor will direct you to a student counsellor if your delay is or will be more than 15 ECTS credits. You will have to make an appointment with a student counsellor for a follow-up report yourself.

If during the academic year the delay becomes more than 15 ECTS after the first report to the study advisor, you must contact a student counsellor immediately, even if you have not been told to by the study advisor.

Board of Examiners

Issues relating to examinations and final assessments should be addressed to the Board of Examiners. This board has the task of organizing and coordinating examinations at faculty or programme level. Consult your study guide for further information.

Degree Programme Advisory Committee

Issues relating to your programme should be addressed to the Degree Programme Advisory Committee. This committee has an important role in designing and evaluating the programmes. Half of the committee is made up of students and half of staff members.

Lodging an appeal or complaint

You have the right to appeal against decisions made on the basis of the regulations. The following are the appropriate official channels:

- the Board of the University (CVB): for matters relating to that part of the Student Charter that deals with regulations applicable to the university as a whole
- Higher Education Appeals Tribunal (CBHO): for matters that have already been the subject of an appeal that the Board of the University has ruled on, against whose decision you wish to appeal
- Board of Appeal for Examinations (CBE): for decisions 'concerning assessment of the knowledge and understanding of a candidate who has been examined in the field concerned or has been examined in any other manner'.

An overview of procedures related to lodging an appeal is available from the CSB (for example the brochure *Bezwaar en Beroep*). Please contact the CSB for general questions concerning this matter; for specific questions please contact the Legal Affairs department (ABJZ). The student portal and the ABJZ web pages also contain a lot of information.

Complaints

Situations can sometimes occur where a formal complaint or appeal procedure would not be the appropriate course of action, but which are very unsatisfactory. In these cases you can lodge a complaint with the following bodies:

At the faculty level

If you have a complaint relating to your own situation, your first port of call should be the study advisor. If necessary, you will then be referred on, possibly to someone who is

specialized in dealing with that type of complaint. The faculties and various programmes have complaints procedures of their own.

Student counsellors

If your complaint is such that it is not appropriate to use the faculty or degree programme complaint facilities, the student counsellors should be approached. As confidential advisors, they also fulfil the role of ombudsmen.

The University's Confidential Advisor

Complaints about sexual harassment and aggressive, violent or discriminatory behaviour should be addressed to the committee that has been set up to deal with such complaints. Before you do so, however, you can discuss the matter with the University's Confidential Advisor. The contact address is listed below under Central Administration.

Health, Safety and Environment Service

Complaints about health, safety and the working environment should initially be addressed to the health and safety coordinator of your faculty, or to the main health and safety office.

The RUG has two *main regulations for complaints*:

- General Regulations concerning complaints (Algemene Klachtenregeling)
- Regulations concerning complaints about harassment, sexual harassment and aggressive, violent or discriminatory behaviour (Klachtenregeling SIAGD).

Abbreviations used in the regulations

ABJZ	<i>Algemeen Bestuurlijke en Juridische Zaken</i> : Department of Legal Affairs
BaMa	Bachelor's and Master's degree structure
CBE	Board of Appeal for Examinations
CBHO	<i>College van Beroep voor het Hoger Onderwijs</i> : Higher Education Appeals Tribunal
CSB	<i>Centrale Studenten Balie</i> : Student Service Desk
CvB	<i>College van Bestuur</i> : Board of the University
ECTS	European Credit Transfer and Accumulation System
GSb	<i>Groninger Studentenbond</i> : a student union at the University of Groningen
HBO*	<i>Hoger Beroeps Onderwijs</i> : Higher Professional Education
IBG	<i>Informatie Beheer Groep</i> : the national student records office
ISD	International Service Desk
OER	<i>Onderwijs- en Examenregeling</i> : Teaching and Examination Regulations
ROB	<i>Regeling financiële ondersteuning studenten in bèta-opleidingen</i> : regulations concerning financial assistance for students of the sciences
RUG	<i>Rijksuniversiteit Groningen</i> : University of Groningen
SIAGD	<i>(Seksuele) intimidatie, agressie, geweld en discriminatie</i> : harassment, sexual harassment and aggressive, violent or discriminatory behaviour
SO	<i>Studie Ondersteuning</i> : Centre for Study Support and Academic Skills
SOG	<i>Studenten Organisatie Groningen</i> : a student union at the University of Groningen
SSC	Student Service Centre
UAF	<i>Stichting voor Vluchteling-Studenten UAF</i> : University Assistance Fund for refugee students
UFC	<i>Universitaire Fondsen Commissie</i> : a committee which assesses applications for financial assistance
UOCG	<i>Universitair Onderwijs Centrum Groningen</i> : University Centre for Learning and Teaching
UK	the university newspaper

U-raad *Universiteitsraad*: University Council
VWO* *Voorbereidend Wetenschappelijk Onderwijs*: pre-university education
WBP *Wet bescherming persoonsgegevens*: Personal Data Protection Act
WHW *Wet op het hoger onderwijs en wetenschappelijk onderzoek*: Higher Education and Research Act
WO *Wetenschappelijk Onderwijs*: university education
WSF *Wet studiefinanciering 2000*: Student Finance Act 2000

Important central bodies

Central administration

The university departments mentioned below each have their own website. You can access them via the University of Groningen homepage at <http://www.rug.nl/studenten>.

Student Service Desk (CSB)

Visiting address: Uurwerkersgang 10
Correspondence address: P.O. Box 72, 9700 AB Groningen
Telephone: 050 363 8004
E-mail: CSB@rug.nl

Opening hours: Monday to Friday 10 a.m. – 4 p.m.

The CSB provides information and advice to students and prospective students relating to registration and deregistration, choice of programme, study progress, study and internship opportunities both within the Netherlands and abroad, and the Graduation Fund. The CSB also provides information about financial regulations. Appointments with student counsellors are made through the CSB.

Student Psychologists

Visiting address: Oude Kijk in 't Jatstraat 41/41A
Correspondence address: P.O. Box 72, 9700 AB Groningen
Telephone: 050 363 5544
E-mail: studenten.psychologen@rug.nl

Opening hours: Mon/Tues/Thurs/Fri 9 a.m. – 12.30 p.m. and 1.30 – 4.45 p.m., Wed 10.45 a.m. – 12.30 p.m. and 1.30 – 4.45 p.m.

The student psychologists offer counselling for study-related matters (if, for example, you are having difficulty concentrating, cannot cope with exam nerves, or are not sure you have made the right choices) or have personal problems (relationships with parents, difficulty establishing contacts with others, and so on). You can either obtain individual help, or attend sessions with others (for example assertiveness training or group therapy). All services are free.

Centre for Study Support and Academic Careers (SO)

Visiting address: Broerstraat 5 Academiegebouw Tower (2nd floor)
Correspondence address: P.O. Box 72, 9700 AB Groningen
Telephone: 050 363 5548
E-mail: y.m.robert@rug.nl

Opening hours: Monday to Friday 8.30 a.m. – 5 p.m.

This office organizes training programmes in the fields of study skills (studying effectively, accelerated learning skills and writing your thesis), general skills (giving a lecture/talk or discussion techniques) and to help specific groups of students who, for example, suffer from fear of failure, tend to procrastinate or have a performance disability.

Talent and Career Center

Correspondence address: P.O. Box 7117, 9701 JC Groningen, the Netherlands
Telephone: 050 3111589
E-mail: info@talentcareercenter.nl
www.talentcareercenter.nl

The Talent and Career Center can answer all questions students may have about the job market. Associated to the University, this centre offers various courses, including job application training courses and theme workshops for students who are about to graduate. It can also help you with an individual careers advice discussion or a Talent & Career Test. In addition, there is a documentation centre containing a wealth of information, for example about job market sectors, self-analysis and job application techniques. The Talent and Career Center has close links with the business world and with the government as a major employer.

International Service Desk (ISD)

Visiting address: Broerstraat 5
Correspondence address: P.O. Box 72, 9700 AB Groningen
Telephone: 050 363 8181
E-mail: isd@rug.nl

Opening hours: Monday to Friday 10 a.m. – 4 p.m. (check for alternative opening hours during vacation periods)

This service desk provides information to all foreign guests of the University of Groningen (in particular students, researchers and guest lecturers) and those responsible for their wellbeing about matters such as residence permits, accommodation, insurance and banking facilities as well as general information relating to studying at the University of Groningen. The ISD also organizes regular introductory and social activities for foreign guests.

Confidential Advisor

Visiting address: Visserstraat 47
Correspondence address: Visserstraat 47, 9712 CT Groningen
Telephone: 050 363 5435
E-mail: j.m.dam@rug.nl

Opening hours: Monday to Friday 9 a.m. – 5 p.m.

If you are being harassed or experiencing aggressive, violent or intimidating behaviour, consult the Confidential Advisor.

Health and Safety Office (AMD)

Visiting address: Visserstraat 49
Correspondence address: Visserstraat 49, 9712 CT Groningen
Telephone: 050 363 5551
E-mail: amd@rug.nl

Opening hours: Monday to Friday 8.30 a.m. – 5 p.m.

The Health and Safety Office gives advice and coordinates activities in the area of health, safety and the environment. The AMD has been authorized by the Board of the University to monitor health and safety and to fulfil specific functions with regard to working conditions.

Legal Affairs Office (ABJZ)

Correspondence address: P.O. Box 72, 9700 AB Groningen
Telephone: 050 363 5440
E-mail: abjz@rug.nl
Opening hours: Monday to Friday 9 a.m. – 5 p.m.

ABJZ provides information relating to appeals that have been lodged with the Board of the University or the Board of Appeal for the Examinations (CBE). They can also inform you about the various rules that apply within the university.

University Funds Committee (UFC)

Correspondence address: P.O. Box 72, 9700 AB Groningen

E-mail: ufc@rug.nl

The UFC advises the Board of the University concerning applications for financial assistance under the Graduation Fund regulations. Documentary evidence to go with your (digital) request for financial support should also be submitted to this office.

Complaints Committee for harassment, sexual harassment and aggressive, violent or discriminatory behaviour

Correspondence address: Antwoordnummer 172, 9700 VB Groningen

You can submit complaints based on the Complaints Regulation concerning harassment, sexual harassment and aggressive, violent or discriminatory behaviour (Klachtenregeling SIAGD) to this committee.

Other facilities

- University Sports Centre, Blauwborgje 4, tel. 050 363 8063;
- ACLO Student Sport Foundation, Blauwborgje 4, tel. 050 363 4641, www.aclosport.nl
- USVA Student Cultural Centre, Munnekeholm 10, tel. 050 363 4670, www.usva.nl
- GSP *Groninger Studentenplatform* (student platform), Kraneweg 33, tel. 050 3129926, www.gspweb.nl
- KEI *Kommissie Eerstejaars Introductie* (arranges social activities during the introductory week for first-year students), St. Walburgstraat 22, tel. 050 363 8090, www.keiweek.nl
- GSb Student Support, St. Walburgstraat 22, tel. 050 3187898, www.groningerstudentenbond.nl; e-mail: steunpunt@ Groningerstudentenbond.nl;
- SOG Student Advice Office, St. Walburgstraat 22, tel. 050 363 4679, e-mail: vraag@sogadviesbureau.nl.

Further information about these and other central facilities for students can be found on the internet: <http://www.rug.nl>.

Student representatives

Student interests are represented by the following student factions in the University Council:

- GSb (*Groninger Studentenbond*: Groningen student union), tel. 050 363 4675, www.groningerstudentenbond.nl
- SOG (*Studenten Organisatie Groningen*: student organization), tel. 050 363 4679, www.studentenorganisatie.nl;
- Lijst Calimero, e-mail: contact@lijstcalimero.nl, www.lijstcalimero.nl.

Visiting address and postal address for all these organizations: St. Walburgstraat 22, 9712 HX Groningen.

Board of the University (CvB)

Correspondence address: P.O. Box 72, 9700 AB Groningen

Telephone: 050 363 5285

The Board of the University is the main governing body of the University of Groningen. It also handles appeals relating to that part of the Student Charter that deals with matters affecting the university as a whole.

University Council (U-raad)

Correspondence address: P.O. Box 72, 9700 AB Groningen
Visiting address: Oude Boteringestraat 44, 9712 GL Groningen
Telephone: 050 363 8535 of 050 363 5292
www.rug.nl/uraad
E-mail: b.h.pier@rug.nl

The University Council is the University of Groningen's central representative body. Its members are elected from among the staff and students.

STUDENT CHARTER: SUMMARY

1. General

University-wide regulations and programme-related regulations

The main points of the **university-wide regulations** in the Student Charter are listed below. They deal with general matters concerning the university as a whole, such as admissions, registration and protection of rights. The Student Charter also deals with **matters relating to degree programmes**, and covers subjects such as exams and credits. You can consult the programme-related section at the faculty Education Offices and in the faculty Study Guides.

Validity

The Student Charter is based on the Higher Education and Research Act (WHW). It applies to academic year 2008-2009.

Publication

A CD-ROM containing the Student Charter will be sent to the home addresses of students who register for a degree programme at the University of Groningen for the first time. All other students will receive a letter informing them where they can consult the Student Charter. It is also available on the internet.

2. The Bachelor/Master structure

General

All programmes are divided into a Bachelor's phase and Master's phase. The Bachelor's phase (including a propaedeutic phase) and the Master's phase are regarded as separate degree programmes. A number of Bachelor's degree programmes include both Major and Minor components. A Major comprises 150 ECTS and a Minor 30 ECTS. Please consult the relevant OER for descriptions of such Majors and Minors.

Senior students and the Bachelor/Master structure

If you were already enrolled in an 'old' full-time or part-time *doctoraal*, medical or dentist's degree programme at the University of Groningen before academic year 2002-2003, you may still take the final examination 'old style'. A definitive finishing date has been determined for this.

Please contact your study advisor as soon as possible to discuss the possibility – or necessity – of transferring to a Bachelor's or Master's degree programme if you do not expect to be able to complete your 'old style' degree programme before this date. Please consult the relevant OER for more information about this issue and about the right to education.

The propaedeutic and post-propaedeutic phases of the Bachelor's degree programme (three years)

The propaedeutic phase (the first year) of a Bachelor's degree programme is intended for orientation, referral and selection. The year will conclude with the propaedeutic exam. The Bachelor's degree programme will introduce you to academic research and indicate possible Master's degrees or other programmes. In all study areas, the Bachelor's programmes last for three years and end with the conferral of a Bachelor's degree that will grant access to at least one Master's degree programme. The entry requirements for the second and third years, the Bachelor's Minor component and the Master's degree programme are described in the relevant OER.

The Master's degree (one, two or three years)

A Bachelor's degree will qualify you for a Master's degree programme at the University of Groningen or another institution within the Netherlands or abroad. It is also a qualification that you can use to enter the job market – you can always decide to take a Master's degree at a later stage. A Master's degree takes at least one year to complete, up to a maximum of three years.

Semesters

Academic years at the University of Groningen are divided into semesters. The first semester ends in February. This semester system matches how the academic year is divided up in the rest of Europe.

Information

Information relating specifically to the Bachelor/Master structure is contained in the OER, which is included in the study guides. You can also obtain further information from the study advisors and the faculties.

Any new information will appear on the University website and in the UK (*Universiteitskrant*).

3. Eligibility and admission requirements

Educational requirements for Bachelor's degree programmes

An applicant for a university Bachelor's degree programme must have one of the following:

- a VWO diploma with the relevant profile, a HBO diploma, or proof that the HBO propaedeutic phase has been successfully completed
- a foreign certificate that is considered to be equivalent (by the Minister or the Board of the University) to a VWO diploma
- a *colloquium doctum* (a declaration that the applicant meets the entrance standard though has no certificate).

VWO diploma: subject profile

Some study programmes require a certain background knowledge in terms of subjects; others do not. If some areas of your knowledge are inadequate, you may be allowed to follow the programme as long as you can demonstrate that you will have caught up by the time you enrol or else during the propaedeutic phase. You will find further information in the relevant OER.

Additional entry requirements apply if you have an 'old-style' VWO diploma without a profile. Consult the relevant OER and the website of the Informatie Beheer Groep (IBG).

Knowledge of the Dutch language

If you have a foreign certificate, you may have to demonstrate that you have sufficient knowledge of Dutch to follow the programme. This applies particularly to admission to examinations, but sometimes to university education in general. You will find further information in the relevant OER. The Admissions Office or the Board of Examiners will decide upon this.

Quotas

Entry to programmes in medicine and dentistry is subject to quotas (a ballot system). You will only be admitted if you can show proof of having been allotted a place by the Informatie Beheer Groep (IBG). The International Relations and International Organizations (IB/IO) degree programme will again be subject to a quota for academic year 2008-2009. Please consult the IBG website for further information about quotas and ballot procedures.

Educational requirements for Master's degree programmes

Entrance to a University Master's degree is granted automatically if you have gained a Bachelor's degree at the University of Groningen that is linked to the so-called 'follow-on Master's programme'. In all other cases a written proof of admission by the Faculty Board is required.

Teacher Training

Modules providing training to teach at all levels of secondary school (the grade one teaching qualification) are provided by UOCG (University Centre for Learning and Teaching), Landleven 1, 9747 AD Groningen, tel. 050 363 2000.

4. Registration and deregistration

In order to follow a degree programme, you must be registered with the university. This means that the request for registration must be submitted and the tuition fees must be paid.

The student card issued by CSB serves as your proof of enrolment. You will need to show this card to access the various facilities the university provides. You cannot take modules or sit exams without a student card.

Your registration must be completed before 1 September of the current academic year.

If you are not sent a student card, please contact the CSB: there may be a problem with your enrolment!

Registration may only be terminated in one of the following situations:

- when you graduate
- if you stop your studies during the first year of registration in the propaedeutic phase of your degree programme
- during waiting periods for practical exercises
- in the event of special circumstances that justify terminating registration.

Registration at the University of Groningen not only gives you certain rights, but also confers a number of obligations.

Rights

As a student enrolled at the University of Groningen, you have the right to:

- acquire academic knowledge and skills via good teaching and supervision by suitably qualified lecturers
- demonstrate your progress via examinations and final assessments

- show that you have reached the required standard of education
- use educational facilities such as libraries, laboratories and computer facilities
- access student facilities, such as assistance if you are experiencing difficulties in your studies, guidance from the student advisors, and sports facilities
- have a say in matters that affect you as student via your right to vote or be elected to the University Council and the faculty councils and the O&O Council (UMCG).

Obligations

As a student you not only have rights but also the obligation to:

- maintain a workable, safe and pleasant study environment for yourself and for others by complying with safety regulations and house and behaviour rules
- take the initiative to familiarize yourself with matters that may affect your programme, such as the Student Charter
- follow modules when these have been made compulsory by the faculty (consult your study guide), such as practicals
- ensure that you register for the exams in time.

Extraneous

As an *extraneous* student, you only have the right to sit exams and to use the educational facilities. You are not allowed to follow modules. Like part-time students, *extraneous* students are not entitled to student grants under the 2000 Student Finance Act (WSF). *Extraneous* students are not entitled to reimbursement of examination fees.

Statutory fees and examination fees

An ordinary student pays statutory fees while an *extraneous* student only pays examination fees. The amount of fees payable, the rules for payment and instalments and the conditions for refunds or reduction of fees are set by the University of Groningen Implementation Regulations.

These Implementation Regulations are available for perusal at each faculty's Education Office and the CSB. They are also on the University website. Since 1 September 2007 you can apply for a loan with the IBG to pay your tuition fees, the so-called 'tuition fees loan', if you are entitled to a study grant.

Anyone who follows a study programme without paying fees may be liable for payment of damages to the University. All exam results will be annulled and the court may impose a fine. Needless to say, you are not eligible for a student grant if you are not registered.

5. Programmes

Full-time, part-time and dual programmes

University programmes are either full-time, part-time or dual. Consult the OER for further information.

Students have the following rights specifically related to education at the University of Groningen.

The right to quality education

As a student, you have the right to make a written evaluation of your study programme. Independent inspectors (the so-called *visitatiecommissies*) also assess the quality of the programmes. These assessments are open to public scrutiny. The faculty may alter its policies if the assessments warrant this.

All programmes are accredited by the NVAO and this will be stated on your degree certificate.

The right to a balanced study load

Your study programme must be such that you can reasonably be expected to make the required progress. The Programme Committee ensures this. If making the required progress in your programme appears not to be feasible, you may be eligible for financial support from the Graduation Fund on condition that you report the delay immediately to your Study Advisor (see Chapter 8). The study programme is evaluated annually by the Programme Committee, which includes students.

The right to a programme of study that meets objective standards

The annual amount of time that it takes to follow a programme of study is expressed by the European Credit Transfer and Accumulation System (ECTS) as 60 ECTS credits. One ECTS credit is equivalent to 28 hours of study. Within the Bachelor/Master system, a Bachelor's degree programme will require you to earn 180 ECTS credits, including the propaedeutic phase. Most Master's degree programmes comprise a maximum of 60 ECTS, but 90, 120 or 180 ECTS Master's degrees are also possible.

The right to affordable education

National legislation restricts the fees payable to the University of Groningen to statutory fees (*collegegeld*) or examination fees for *extraneus* students. The Board of the University imposes other fees, such as university expenses and expenses for study trips, under separate legislation (*Regeling Prijsbeleid Studiekosten*). This regulation aims to ensure that the annual study expenses will not exceed the amount reserved within the grant that the student receives. The study guide indicates what these other fees are for each new academic year. The website will also provide information. A brochure entitled 'Studeren, wat kost het?' is available from the CSB (in Dutch).

Each faculty board is required to ensure timely notification of costs and contributions towards them. If the costs of study exceed the ceiling amount stated in the policy on study costs (*Regeling Prijsbeleid Studiekosten*), you can request reimbursement of half of the extra expenditure from the Faculty Board on the basis of receipts submitted as proof.

The right to assistance while you are studying

Students have a right to help (from a student advisor or student counsellor, for example) if they are experiencing difficulties. Students experiencing problems associated with, for example, a disability that restricts their functioning, a chronic illness or dyslexia are entitled to additional assistance if required. Students from other countries are also entitled to specific assistance. Please contact your Study Advisor for more information.

The right to adapted education

Students with a functional disability, a chronic illness, dyslexia or other physical or mental performance disability have the right to receive education in a form which compensates for this. Please ask your study advisor or the CSB for more information about adapted exams. The study guide and the website www.rug.nl/hoehetanderskan also contain information about this topic.

The right to have your complaints taken seriously

Depending on their nature, complaints may be handled by any one of several contact persons.

- At the faculty level: by a faculty or study advisor
- At a more general level: by the confidential advisor, the student counsellor or the Health and Safety Office (depending on the nature of the complaints)

Study progress and grants

Student grants are initially allocated as loans, which will be converted into grants if students graduate within 10 years; otherwise they will remain loans. The CSB and IBG can provide more information about this matter.

6. Examinations

Examination

Every module (subject) is examined separately. The Board of Examiners regulations apply to all of these exams.

Final assessment

You are considered to have successfully completed the programme or part of a programme if you have passed the required exams. The Board of Examiners sets the rules for the exams. These rules can be found in the relevant OER. The Board of Examiners makes passing the final assessment dependent on further conditions being fulfilled.

Documentary evidence

For each examination that you pass the examiners will issue a note to this effect. If you have two or more of these notes, you can request the Board of Examiners to issue a statement listing your exam passes. A certificate is issued for every final assessment you pass. A Diploma Supplement, which contains an overview of the programme content, modules followed and the results achieved, is added to your degree certificate.

Propaedeutic phase

The propaedeutic exam is an integral part of both the Bachelor's degree (180 ECTS credits) and the old system (a minimum of 168 credits). A propaedeutic certificate is issued after a student has successfully completed all propaedeutic modules.

Fixed study programmes

The OER sets out what exams have to be passed to finish your study programme. However, you can design your own study programme as long as it is approved by the Board of Examiners. The OER is included in the study guide.

Recognition of foreign qualifications by the University of Groningen

If you have attended secondary school abroad, you will be required to demonstrate that you have sufficient command of the Dutch language to follow a university degree here. The conditions are in the OER.

A right to adapted exams

Students with a functional disability, a chronic illness, dyslexia or other physical or mental performance disability have the right to take exams in a form which compensates for this. Please ask your study advisor or the CSB for more information about adapted exams. The study guide and the website www.rug.nl/hoehetanderskan also contain information about this topic.

Requesting a degree ceremony upon graduating with a Bachelor's or Master's degree

You must request your own degree ceremony at your faculty's Student Administration Office. Please submit your request **within four weeks** of receiving your last examination result. If you finish your degree in August, you must submit your degree ceremony request **before 15 September**.

The assessment of the last examination component must thus be completed before this date.

If you do not request your degree ceremony within four weeks of completing the last examination component, the Board of Examiners will officially declare whether and when you graduate. This graduation date will appear on the degree certificate. If this causes your graduation date to fall in the next academic year, you may have to reregister and pay tuition fees.

Requesting the propaedeutic certificate

The propaedeutic certificate must also be requested immediately after completing the propaedeutic examination. If you do not submit this request, you may not be permitted to continue with your Bachelor's degree.

7. Teaching and examination regulations (OER)

The OER

Every study programme has its own OER, drawn up by the Faculty Board and incorporating recommendations from the faculty Programme Committees. The Programme Committees also assess the regulations and how they are implemented.

Matters covered by the OER

Matters covered by the OER are defined by the Higher Education and Research Act (WHW). They include the design of the programmes and entry requirements.

8. Financial support in the event of extraordinary circumstances

If circumstances beyond your control affect your progress during your degree, you may be eligible for financial assistance from the Graduation Fund.

The following conditions apply:

1. student grant and registration
2. reporting in good time
3. force majeure
4. meeting the procedural requirements

1: student grant and registration

The first condition is that you must be registered as a full-time student of the University of Groningen and be entitled to a student grant. Bachelor's students will be covered by the regulation during the first four years of registration in Higher Education. Master's students are eligible for financial support for the duration of their degree programme plus one year.

2: reporting in good time

You must report your extraordinary circumstance in good time in order to be eligible for financial support. You must report to the Study Advisor as soon as the extraordinary circumstance has lasted a month or more (a study delay of more than 5 ECTS). The Study Advisor will direct you to a Student Counsellor if the expected study delay will be more than 15 ECTS. After the initial report to the Study Advisor, you must also contact the Student Counsellor immediately if the study delay increases during the academic year (a study delay of more than 15 ECTS). Note that the Graduation Fund operates in academic years. If your study delay continues in the next academic year, you will have to report your extraordinary circumstance in good time again in the next academic year.

3: force majeure

Extraordinary circumstances (force majeure), include:

- illness
- pregnancy

- physical, sensory, or other functional disorders
- family circumstances
- lack of a programme of study that meets objective standards
- loss of accreditation for the programme you are enrolled in
- exceptions on the basis of the hardship clause: any other circumstances, if rejection of a request for financial support would lead to unfairness of overriding nature

4: procedural requirements

- The Study Advisor and the Student Counsellor will digitally record your report of extraordinary circumstances. You must confirm that you have read the report. If you are not able to have your study delay registered yourself, you must appoint someone to do this for you, for example a friend or relative.
- You must comply with the advice and agreements stated in the report.
- You must submit a digital request for financial support between 1 September and 1 February of the academic year following the year in which the delay occurred
- and subsequently submit your documentary evidence (proof of the extraordinary circumstance, printout of credits, IBG notifications).
- The Board of the University will then send you its decision within 8 weeks.

For more information, confirming reports and submitting digital requests see:

www.rug.nl/studievertraging. This web page also contains information about how to limit study delay.

Financial support in the event of other extraordinary circumstances

The University offers students who work hard for the university community or who participate in top sport the opportunity to apply for financial support.

Other extraordinary circumstances include:

- membership of a Degree Programme Advisory Committee
- membership of a consultative body
- committee membership if included in the Graduation Fund Regulations
- sporting activities at a top level

The conditions and procedure can be found on www.rug.nl/afstudeerfonds. Please contact the CSB if you have any questions.

Fund for the financial support of foreign students

A special fund exists for foreign students who have incurred study delay due to extraordinary circumstances. Dutch and English versions of this regulation are available from CSB and on the website. The request procedure is similar to the procedure for Graduation Fund requests. Contact CSB or your Study Advisor for information.

Emergency Fund

Students who are faced with exceptional circumstances which result in distress can appeal to the Emergency Fund for financial assistance in the form of a loan and/or a gift. This concerns unforeseen costs that they cannot afford and cannot be expected to be insured against. Read more about this topic on the University website (in Dutch). The Emergency Fund application form can also be found on the website: www.rug.nl/studenten.

Regeling financiële Ondersteuning studenten Bèta-opleidingen (ROB)

(Regulations concerning financial assistance for science students)

Students of Biology, Chemistry, Physics, Computing Science, Astronomy, Statistics and Pharmaceutical Engineering who started their studies in academic years 1996-1998 may be eligible for a maximum of one additional year of study finance. Contact your study advisor for more information.

Requesting financial support from the IBG

Application forms for financial assistance and conditions for financial support from IBG are also available from CSB. The University has to determine whether it can agree with the application; to this end, you must visit a student counsellor. After the University and the doctor who is treating you have signed statements confirming the exceptional circumstances, you can lodge your application with IBG.

9. Participation in decision-making

On the basis of the Higher Education and Research Act (WHW) and the University of Groningen Electoral Regulations (see the appendix to the Student Charter), all students and staff of the University of Groningen are eligible for election and have the right to vote.

Universiteitsraad: University Council

The University Council is the University of Groningen's representative body and the Board of the University's consultative partner. It has 24 members representing staff and students, elected from amongst their ranks: 12 from the student ranks by students, and 12 from the staff ranks by staff.

Students members are elected for one year, staff for two.

RIGHT TO CONSENT

The University Council has the right to give its assent when the following are established or changed:

- university policies
- a system of quality control
- the Student Charter
- the governance and management regulations
- health and safety regulations
- choice of decision-making systems
- regulations relating to financial aid for students

Faculty Council

Each faculty has its own Faculty Council which functions as its representative body and the Faculty Board's consultative partner. Half of the Faculty Council consists of student members elected by students and half of staff elected by staff. While the number of council members varies per faculty, a maximum of 24 has been set. Student members are elected for one year, staff members for two.

RIGHT TO CONSENT

The Faculty Council has the right to give its assent when the following are established or changed:

- the faculty regulations
- the Teaching and Examination Regulations (OER)

The Medical faculty is part of the UMCG (University Medical Center Groningen).

Medical students are therefore elected to the O&O (Teaching and Research) Council of the UMCG.

Programme committees

Each programme has its own Programme Committee. It offers advice relating to the Teaching and Examination Regulations, and assesses them. Half of its members are students. The committee members are appointed by the Faculty Board.

Facilities for students in representative bodies

If you are a student member of the University Council, a Faculty Council or a Programme Committee, you may not be able to attend some exams or compulsory modules of your programme because they coincide with meetings of the relevant Council or Programme Committee. Your faculty will try to enable you as far as possible to take the exam and to attend the modules at a suitable time or arrange a substitute assignment.

10. House rules and sanctions

House rules and sanctions

Disregarding the rules relating to the use of university premises may lead to denial of access to university buildings and grounds for a maximum of one year.

Using the university computer systems

Using the university computer systems, including hardware, software and network facilities, is only permitted in accordance with the account assigned to you. All users must comply with the regulations stated in the User Regulations for University Computer Systems. These regulations have been included as an appendix to the Student Charter.

Privacy

You have the right to view your personal and academic records held by the university's administrative office and to request that they be altered. Your records may otherwise only be accessed by University personnel entitled to do so. Information may be edited to the extent that this is consistent with the aim for which the information was collected (for example to provide student information per e-mail). Other parties may only view the information if you agree to this or if the Personal Data Protection Act (*Wet bescherming persoonsgegevens* (Wbp)) permits it. The University of Groningen has its own privacy regulation based on the Wbp: *de Regeling bescherming persoonsgegevens studenten en personeel van de RUG* (Regulation concerning the protection of personal data of students and personnel of the University of Groningen). This regulation is available on the University website.

Harassment, sexual harassment, aggression, violence and discrimination

The Board of the University has set rules governing how it shall deal with harassment, sexual harassment, aggression, violence and discrimination in the so-called *SIAGD Code of behaviour* (*Gedragcode SIAGD*).

Health and safety rules

The Board of the University has set rules to ensure the safety, health and well-being of both ordinary and extraneous students at the university.

11. Legal rights

If you disagree with a decision, you have the right to lodge an appeal or complaint. The procedures for academic matters differ to those relating to enrolments and financial regulations. The former are dealt with by the Board of Appeal for Examinations, and the latter by the Board of the University.

An appeal to the CBE

If you disagree with a decision taken by an examiner or Board of Examiners, you have the right to appeal to the Board of Appeal for Examinations (CBE), but only if the decision relates to matters of the types dealt with in Sections 3, 5 and 6 of this Student Charter. They include the following:

- establishing the number of ECTS credits earned
- admission to exams

- fairness of exams
- admission to programmes (individual cases)

PROCEDURE

1. Students must lodge a written appeal with the Board of Appeal for Examinations (CBE) within four weeks. The address is: PO Box 72, 9700 AB Groningen, tel. 050-363 54 39. In urgent cases, students may request that temporary provisions be made.
2. The CBE will pass on the appeal to the chair of the Board of Examiners, who will first try to see whether the parties will agree on a compromise. If this is not successful, the CBE will rule on the appeal.
3. The Board will give one of the following judgements within ten weeks of submission of the appeal:
 - there are no grounds for appeal, and the appeal is dismissed
 - the appeal is not allowed and no judgement will be given since there has been a breach of procedure (for example, the appeal was not lodged in time)
 - there are grounds for appeal and the decision is annulled. The examiner or Board of Examiners will have to revise their decision.
4. In some cases, the CBE's decision may be contested in a court of law. Such an appeal must be lodged within 6 weeks of the date of the CBE's decision.

Submission of objections to the Board of the University

If you disagree with a decision made by the Board of the University, you can lodge an appeal with the same board if the decision relates to matters of the types dealt with in Sections 3, 4, 8 and 10 of this Student Charter. They include the following:

- enrolment (ordinary or extraneous)
- cancellation of enrolment because of illness, family circumstances or educational circumstances beyond your control
- financial assistance
- denial of access to the University premises and grounds

PROCEDURE

1. Students must lodge a written appeal with the Board of the University within six weeks of the decision. The address is: P.O. Box 72, 9700 AB Groningen.
2. During the hearing, both the Board of the University and the student will be heard by the Advisory Committee for Appeals (ACB).
3. The Advisory Committee for Appeals will pass on its recommendations to the Board of the University, which will then make its decision.
4. The student can lodge an appeal with the CBHO (Higher Education Appeals Board) within six weeks of this decision. The address is: Paleis van Justitie, P.O. Box 20302, 2500 EH The Hague, or a court of law, depending on the nature of the decision.

COSTS

The costs of appealing to the Higher Education Appeals Board or an (administrative) court of law are as follows:

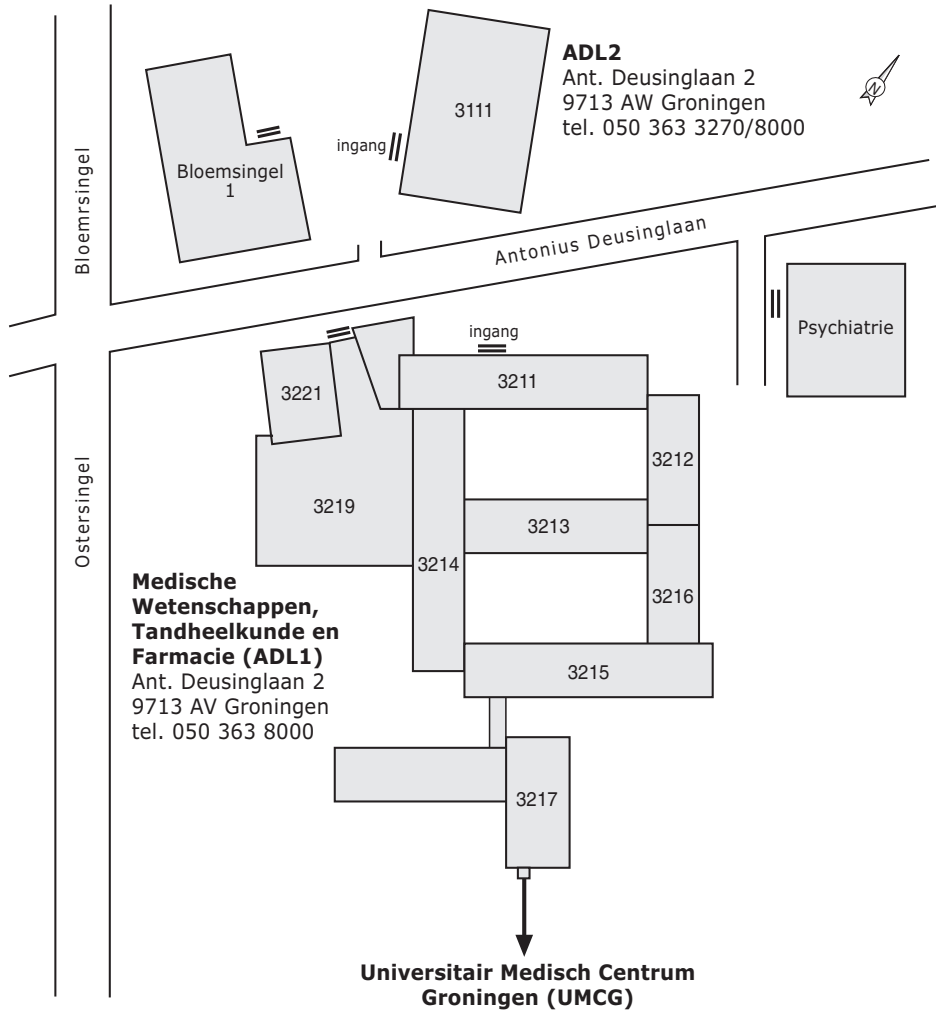
- regardless of outcome, court registration charges of EUR 39 (CBHO) and EUR 145 (Court)
- court costs if the decision is not in your favour and costs are awarded against you.

Information

The University of Groningen's Office of Legal Affairs (ABJZ) can provide information about legal rights and other legal matters. The address is: ABJZ, PO Box 72, 9700 AB Groningen, tel. 050-363 54 40. Information can also be found in a brochure published by the CSB entitled 'Bezwaar en Beroep' (in Dutch).

10 Maps

Deusinglaan complex



Biological center

