

**Course Catalogue**  
**Bachelor of Science in Psychology**  
**Faculty of Social and Behavioural Sciences**  
**University of Groningen**  
**2008-2009**

**Department of Psychology**  
**Heymans Building**  
**Grote Kruisstraat 2/1**  
**9712 TS Groningen**



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## **Bachelor of Science in Psychology (B.Sc. Psychology)**

### **1 Preface**

The B.Sc. Psychology is a three-year degree programme designed to give a thorough understanding of the theoretical underpinnings of psychology and of how this theorizing can be applied to problems of the everyday world. Also, it develops such academic skills as preparing reports and giving presentations and such practical skills as administering diagnostic tests and conducting interviews.

Each year of the programme has a study load of 60 European Credit Transfer System credits (EC). The year is divided into two semesters of 30 EC each, and each semester is divided into two blocks. Most courses are given in a single block, but a few span two blocks or even the entire year. Exams are held at the end of each block. Re-sits are held at the end of each semester:

Semester 1					Semester 2				
Block 1a		Block 1b			Block 2a		Block 2b		
7 weeks	2 weeks	7 weeks	2 weeks	3 weeks	7 weeks	2 weeks	7 weeks	2 weeks	3 weeks
Lectures	Exams	Lectures	Exams	Re-sits	Lectures	Exams	Lectures	Exams	Re-sits

This Course Catalogue gives an overview of information relevant to the Bachelor's programme, as well as a sketch of the options for subsequent Master's programmes. The section Rules and Guidelines is especially important for it lays out the rules of the game, as it were. Details of amendments, should they be made, and other information will also be sent to the student's university e-mail address, which should be checked regularly. Additional information is available on Nestor ([www.nestor.rug.nl](http://www.nestor.rug.nl)), the electronic learning environment of the University of Groningen.

### **2 Description of the Programme**

Psychology is a multifaceted discipline, but broadly speaking it concerns how biology and culture interact to shape the normal and abnormal ways in which people think, feel, and interact with one another across the course of the lifespan. It has strong theoretical foundations and relies on the scientific method to evaluate new theories. The programme is thus academically oriented and provides a basis for further study and independent research. However, the skills acquired in communication, critical thinking, research, group processes, and assessment can be directly applied in a wide range of settings.

The first year of the Bachelor's programme introduces the entire field, with particular emphasis on the history of psychology and applications to the real world. Much of the curriculum specifically fosters independent thinking and clear communication, a mastery of information search skills, and an understanding of the types of data psychologists use. The statistical techniques by which psychologists evaluate data are introduced; courses in social and cross-cultural psychology, developmental psychology, and personality and individual differences put the individual into a social and cultural context; a course in biopsychology explores the underlying role of biological processes in thought and behaviour; and a practicum provides a first chance to develop intervention and dialogue skills.

The second year builds upon the first, with many topics being revisited in detail. There are courses on organisational, clinical, cognitive, and social psychology, with an emphasis on applications of these disciplines in such spheres as the workplace, health settings, rehabilitation, and consumer behaviour. There are two more statistics courses, and test theory is introduced and applied in diagnostic skills and research practica. A course on the theory of science paints the big picture, and the year ends with a course on career paths and the competencies they call for. As part of this latter course the student develops a portfolio showcasing the skills acquired in the first two years and, with guidance, an individualized plan for the final year of the programme.

The third year is designed to both broaden and deepen the students' knowledge and understanding. The broadening is by way of a 30-EC minor undertaken in the first semester. It may be taken within the Psychology Department of the University of Groningen, from another of its departments, or from another university altogether. The deepening is by way of specialisation in the second semester. The students take four courses of their own choosing and also write a Bachelor's thesis. The thesis is based on original research, and it attests to the acquisition of the skills that entitle the student to receive the internationally recognized designation of Bachelor of Science in Psychology.

## **2.1 The Honour's Programme**

Students who have completed the first year of the programme on time and with good results are invited to submit a written application, including a letter of motivation, for participation in the Honour's Programme. This is offered in the second year, and consists of seminars, workshops, and hands-on experience conducting research under the supervision of a faculty member.

## **2.2 A Word of Advice**

Successful study takes time. At least forty hours a week is strongly recommended. Students with concerns about their abilities, their part-time job, or anything else that may affect their performance should consult the academic advisor. The academic advisor can also help in study planning and can offer confidential advice about any personal problems that may be impairing progress.

Academic advisor:

drs. Laura Ballato

e-mail: [l.ballato@rug.nl](mailto:l.ballato@rug.nl)

Room: TBA

Tel.: TBA

Office hours: Tuesday and Thursday 11:00 am - 12:00 pm

The office hour is for matters taking no more than 5-10 minutes. If more time is needed, an appointment may be requested.

## **2.3 Types of Courses**

### **2.3.1 Lecture courses**

Lectures introduce the relevant theory. They complement and extend the assigned literature for the course. To ensure that their content and ramifications are thoroughly understood, lectures may be complemented by practical exercises and/or assignments.

Lecture courses are tested with exams and/or papers. Attendance at lectures is not required, but their content will usually be tested for in the exam.

### **2.3.2 Practica**

Many courses, or parts thereof, take the form of practica in which lectures play little if any role. Rather, the emphasis is on developing and practicing skills. Attendance is required and assignments and exams may be given.

### **2.3.3 Bachelor's thesis**

The Bachelor's thesis is a written report documenting all phases of a completed empirical research project.

## **2.4 Registering for Courses**

It is necessary to register for each course, whether lecture, practicum, or Bachelor's thesis. Registration may be made in the block preceding the block in which the course is scheduled up until two weeks before it begins. For courses in the first block, registration starts on August 1. Registration is via the internet site ProgressWWW.

## **2.5 The Academic Calendar for 2008-2009**

Semester 1: 1 September 2008 – 6 February 2009

Block 1a:	01/09/08 – 17/10/08	lectures for Block 1a
	20/10/08 – 31/10/08	exams for Block 1a
Block 1b:	03/11/08 – 19/12/08	lectures for Block 1b
	05/01/09 – 16/01/09	exams for Block 1b
	19/01/09 – 06/02/09	re-sits for Block 1a & 1b

Semester 2: 9 February 2009 – 3 July 2009

Block 2a:	09/02/09 – 27/03/09	lectures for Block 2a
	30/03/09 – 10/04/09	exams for Block 2a
Block 2b:	14/04/09 – 29/05/09	lectures for Block 2b
	01/06/09 – 12/06/09	exams for Block 2b
	15/06/09 – 03/07/09	re-sits for Block 2a & 2b

In 2008-2009 no lectures or examinations will be held on the following dates:

22 December - 2 January	Winter break
Friday 10 April	Good Friday
Monday 13 April	Easter Monday
Thursday 30 April	Queen's Birthday
Tuesday 5 May	Liberation Day
Thursday 21 May	Ascension Day
Monday 1 June	Whitsun
7 July - 20 August	Summer break

## **3 Examinations**

Material taught in formal lectures is assessed by means of written examinations. These can take the form of essay questions, multiple choice questions, and/or written papers.

### **3.1 Scheduling of Exams**

Exams are given at the end of each course and re-sits are given at the end of each semester. It is possible to take the exams for the two courses required for admission to the second year (Introduction to Psychology and Statistics Ia) three times, once after the course and again at the end of each semester. Exams for all other courses are offered twice, once at the end of the course and again at the end of the same semester. In general, only one chance per year is given to pass a practicum. The dates and locations of exams are posted on the internet. All exams last two hours, unless stated otherwise.

### **3.2 Registering for Exams**

Admission to an exam is contingent upon proof of registration. Each exam requires prior registration. Exams taken without registration will not be graded. Registration is possible starting the third Monday of the block in which the course is scheduled up until one week before the exam. Registration for the first exam for a course will automatically trigger registration for the re-sit at the end of the same semester if the exam is attempted but failed. Students who do not attempt the first-chance exam must register for the re-sit. For the third-chance exam (offered only for Introduction to Psychology and Statistics 1a), separate registration is required. Registration is via ProgressWWW. Anyone who fails to register via ProgressWWW may report to the Student Services Desk (Onderwijsbalie), where a written certificate of late registration will be issued—providing there is still room. This certificate must be given to the staff member supervising the exam.

### **3.3 Exam Results**

All exams and papers are graded and the grades submitted to the registrar within ten working days. Grades are posted at ProgressWWW. A hard copy of one's grades can be requested at the Student Services Desk. Grades for oral exams are determined as soon as the exam is concluded. In the case of multiple-choice exams, the key for the exam is posted on Nestor within 1 working day of the exam whenever it is anticipated that grades will not be posted within 5 working days. However, questions may be re-scored or dropped and for this reason it is not possible to determine a grade on the basis of the exam key. The course instructor will arrange at least two opportunities to discuss written exams.

### **3.4 The Examinations Committee**

Concerns or complaints about the way an exam has been given, graded, or discussed with the students may be registered with the Examinations Committee. Requests for a re-sit following a student's failure to show up for the exam must also be addressed to the Examinations Committee—not the course instructor. Note that such a request will be granted only if the failure to show was for a reason beyond the student's control.

To contact the Examinations Committee, a letter (not an e-mail) should be sent to the Chair of the Committee, Dr. A.H. (Annet) de Lange, via the secretary of the Committee, Ms. J.M. (Hanny) Baan. The Examinations Committee will issue a written response within 14 days of receiving the letter.



Address:  
Examinations Committee  
Ms. J.M. Baan  
Grote Kruisstraat 2/1  
9721 TS Groningen

The procedure for appealing a decision of the Examinations Committee is outlined in the Student Charter section of this catalogue.

### **3.5 Prerequisites**

The programme is designed to be followed in sequence. The first-year portion of the programme (the “propedeuse”) provides the foundation for the second-year courses, and these in turn provide the foundation for the third-year courses. The following rules are strictly adhered to:

- No second-year courses can be taken unless at least 45 EC of the first-year programme, including Introduction to Psychology (BE1-01) and Statistics Ia (BE1-08), have been successfully completed. All first-year courses must be successfully completed by the end of the second year of study in order to continue with second-year and third-year courses.
- Statistics II (BE2-07) and Statistics III (BE2-011) cannot be taken before Statistics Ib (BE1-09) has been successfully completed.
- The Bachelor’s thesis cannot be started before the successful completion of Test Theory (BE2-06), Statistics II (BE2-07), Research Methods (BE2-08), and the Research Practicum (BE2-09).
- The minor cannot be started before the successful completion of the first-year programme.

### **3.6 The Propedeutical and Bachelor’s Exams**

Upon successful completion of the first-year programme a “propedeutical” diploma will be issued. It must, however, be requested at the Student Services Desk at least three weeks before the anticipated completion of its requirements. The diploma ceremony for the propedeuse takes place four times per year. The Bachelor’s diploma is awarded after completion of the 180-EC degree programme, although the Examinations Committee has the right to conduct an additional examination of the candidate. The diploma must be requested at the Student Services Desk within four weeks after completing the Programme requirements and at least four weeks before the anticipated diploma ceremony. The diploma ceremony for the Bachelor’s degree takes place five times per year. More information on the procedure for requesting final exams and the dates of the diploma ceremonies can be found at the Nestor site of the Examinations Committee.

## **4 More Things Worth Knowing**

### **4.1 Mathematics Requirement**

The statistics courses require a basic but solid mathematics background, and a test to ensure such proficiency is given at the beginning the first year. If performance on this test is poor, a course in basic maths is recommended before the statistics courses are begun.

## **4.2 Exemptions**

Exemptions from one or more courses may be issued on the basis of a previous course of study. Completion of a first-year psychology programme elsewhere in The Netherlands warrants exemption from the first-year courses here.

Requests for individual course exemptions should be submitted to the Examinations Committee using the form available at the Student Services Desk.

## **4.3 Teaching Assistantships**

Students who have excelled in statistics or the Intervention and Dialogue or Communication and Diagnostic Skills practicum may be eligible for a teaching assistantship. More information can be obtained from the relevant instructor.

## **4.4 Costs of Course Materials**

The costs of books and materials for study are relatively low. In the propedeuse, € 650 is usually sufficient for compulsory books, lecture notes, manuals, etc. The RUG policy on study costs is to control them so that they do not exceed grant/loan budgets for Dutch students. The amount that students are required to spend on study materials should therefore not exceed the government grant. Each programme phase (propedeuse, post-propedeuse or Master) therefore has a cost 'ceiling' of € 650 x length of programme phase. Sometimes it is not possible to avoid going beyond the ceiling amount. In such cases it is possible to apply to the Faculty Board for reimbursement of half the extra expenditure on the basis of receipts submitted as proof. Another arrangement may be possible. Further information can be obtained from the academic advisor or from the University's Student Service Centre.

## **4.5 Studying Abroad**

For many students, Groningen is abroad! However, students may further broaden their experience with study at a different university. In most cases, studying abroad will consist of completing the minor requirement. The academic advisor or international study coordinator can provide information about the possibilities for funding.

International study coordinator:

Drs. G.E. Muda

Room: Munting 0036

Tel.: 363 6559

e-mail: g.e.muda@rug.nl

Office hours: Tuesday, Wednesday and Thursday, 12:00 pm – 2:00 pm

# **5 Master's Programmes**

## **5.1 Master of Science in Psychology**

Completion of the Bachelor's programme guarantees the option of further study and specialisation in the form of the Master of Science in Psychology programme. This is a scientific programme in which research in, and the application of, science is central. Therefore, an important component of this programme is an independent, academic research project reported in a Master's thesis. The Master's programme takes one year and consists of two specialisation courses, a skills practicum, a methodology course, and two electives in addition to the Master's thesis. It is possible to gain conditional

admission to the Master's programme after completion of at least 165 EC of the Bachelor's programme including the Bachelor's thesis. Note that admission, or conditional admission, to the Master's programme is required before any Master's courses can be taken.

## **5.2 Other Master's Programmes**

Many psychology students choose one of the three English-language, two-year Master's programmes which the Psychology Department offers in conjunction with other departments. These Master's programmes have prerequisites that can be met with the appropriate minor.

The programme Human Behaviour in Social Contexts is a selective Master's programme. Chances of admission may be enhanced by honing methodological skills in the minor semester.

Human-machine Communication is offered in conjunction with the Department of Artificial Intelligence. This programme requires a basic cognitive science background and some programming skills.

Behavioural and Cognitive Neurosciences is an interdisciplinary programme. A strong background in neurophysiology, cognitive neuroscience or computational modelling will help in gaining admission.

## **6 Administration and Services**

### **6.1 The Faculty**

Psychology is part of the Faculty of Behavioural and Social Sciences (BSS). The faculty is governed by the Faculty Board, which is chaired by the Dean and advised by the Faculty Council.

### **6.2 The Department**

The Programme Director, Prof. A. (Addie) Johnson, is responsible for the implementation of the programme. The Programme Director is advised by the four staff and four student members of the Education Committee. This committee advises on matters pertaining to the Teaching and Examination Regulations, the programme, quality control, and course evaluations. Students can contact the Education Committee via e-mail: [ocpsychologie@rug.nl](mailto:ocpsychologie@rug.nl).

General comments or complaints about the programme can be registered via the "Complaint Button" (klachtenknop) on Nestor.

### **6.3 The Student Services Desk (onderwijsbalie)**

The Student Services Desk is staffed by members of the Department of Student and Academic Affairs. They handle all aspects of registration and student administration including: late registration for exams, providing transcripts, making appointments with academic advisors, etc.

## **6.4 Library Services**

The library is on the first floor of the Heymans building. In addition to a wide range of specialist books and journals, it has reserve copies of all texts. Most journals are available electronically.

Contact information:  
e-mail: [Bibliotheek.gmw@rug.nl](mailto:Bibliotheek.gmw@rug.nl)  
Telephone: 363 6555

Hours: Monday – Thursday, 9:00 am – 21:30 pm, Friday, 9:00 am – 17:00 pm

Hours are restricted on University holidays.

## **6.5 Computers**

Computer labs are spread throughout the Heymans and Munting buildings. Help with computer-related problems is available at the ICT Service Desk.

ICT Service Desk  
Heymans building, Room 50 A (ground floor)  
Telephone: 363 3469  
Email: [Servicedesk.gmw@rug.nl](mailto:Servicedesk.gmw@rug.nl)

## **6.6 Statistical Consulting**

Research design and statistical advice is available at the “Methodologiewinkel”, located on the first floor (Room 125) of the Heymans building.

Methodologiewinkel  
Telephone: 363 6190  
e-mail: [methodologiewinkel@rug.nl](mailto:methodologiewinkel@rug.nl)

Hours: Monday – Friday, 1:00 pm – 5:00 pm

## **6.7 Readers and Copy Services**

If a course has a required reader, it can be purchased at the Copy Services Centre, Grote Rozenstraat 3.

Hours: Monday – Friday, 8:15 am – 12:30 pm , 1:15 pm - 4:30 pm

# **7 Student Services**

## **7.1 Student Organisation (VIP)**

Psychology has an active student organisation, the VIP. The VIP organises a range of activities throughout the year, including day trips to other institutions and career orientation activities. The VIP also matches “buddies” to international students. These buddies aid the international student in navigating Dutch systems and cultural vagaries.

An important advantage of membership is that course books can be ordered through the VIP at a discount.

Contact information:  
Website: [www.vipsite.nl](http://www.vipsite.nl)  
Telephone: 363 6323  
e-mail: [vip.gmw@rug.nl](mailto:vip.gmw@rug.nl)

## **7.2 Student Charter**

The “rights and duties” of the student are described in the Student Charter, a short version of which is included in this Course Catalogue.

## **7.3 Working Conditions**

The University of Groningen is committed to providing a healthy workplace for faculty and students. Because so many spend so long at the keyboard, repetitive strain injury (RSI) is a particular risk at the University. There is a special “prevent RSI when working at a computer” webpage with information about the Screen Safety Trainer (BVT) and the rest break programme, TypeSAFE. This latter programme, which may be installed on personal computers, gives regular reminders to take a break. More information may be obtained at the internet site:

<http://www.rug.nl/bureau/expertisecentra/amd/producten/arbeidhygiene/rsi>.



## **The Programme**

In 2008-2009 only the Propedeuse will be offered. All courses in this year are compulsory.

Questions about individual courses should be addressed to the course coordinator. Questions about the programme in general should be addressed to the Programme Coordinator:

J.A. (Talib) Rothengatter  
Room: Munting 0210  
Tel.: 363 6778  
e-mail: J.A.Rothengatter@rug.nl

## **Propedeuse**

Block 1a	Block 1b	Block 2a	Block 2b
Introduction to Psychology (5)	Social and Cross-cultural Psychology (5)	Developmental Psychology (5)	Biopsychology (5)
History of Psychology (3)	Statistics 1a (5)	Statistics 1b (5)	Personality and Individual Differences (5)
Applied Psychology (2)			
The Conduct of Psychology (5)		Intervention and Dialogue (5)	
The Presentation of Psychology (5)			
The Nature of Psychology (5)			

<b>Block</b>	<b>Code</b>	<b>Course</b>	<b>EC</b>
Block 1a	PSBE1-01	Introduction to Psychology	5
Block 1a	PSBE1-06	History of Psychology	3
Block 1a	PSBE1-07	Applied Psychology	2
Block 1a and b	PSBE1-11	The Nature of Psychology	5
Block 1a and b	PSBE1-12	The Conduct of Psychology	5
Block 1a and b	PSBE1-13	The Presentation of Psychology	5
Block 1b	PSBE1-02	Social and Cross-cultural Psychology	5
Block 1b	PSBE1-08	Statistics 1a	5
Block 2a	PSBE1-03	Developmental Psychology	5
Block 2a	PSBE1-09	Statistics 1b	5
Block 2a and b	PSBE1-10	Intervention and Dialogue	5
Block 2a and b	PSBE1-11	The Nature of Psychology	5
Block 2a and b	PSBE1-13	The Presentation of Psychology	5
Block 2b	PSBE1-04	Biopsychology	5
Block 2b	PSBE1-05	Personality and Individual Differences	5

Second-year courses will first be offered in 2009-2010.

## Year 2

Block 1a	Block 1b	Block 2a	Block 2b
Psychology in the Workplace (5)	Clinical and Health Psychology (5)	Cognitive Psychology and Cognitive Neuropsychology (5)	Social Environment and Behaviour (5)
Test Theory (5)	Theory of Science (5)	Research Methods (5)	Career Perspectives (5)
Communication and Diagnostic Skills (5)		Research Practicum (5)	
Statistics II (5)		Statistics III (5)	

Block	Course	EC
Block 1a	Psychology in the Workplace	5
Block 1a	Test Theory	5
Block 1a and b	Communication and Diagnostic Skills	5
Block 1a and b	Statistics II	5
Block 1b	Clinical and Health Psychology	5
Block 1b	Theory of Science	5
Block 2a	Cognitive Psychology and Cognitive Neuropsychology	5
Block 2a	Research Methods	5
Block 2a and b	Research Practicum	5
Block 2a and b	Statistics III	5
Block 2b	Social Environment and Behaviour	5
Block 2b	Career Perspectives	5

Third-year courses will, in principle, first be offered in 2010-2011. However, many English-language courses are offered now and more will be started in 2009-2010.

## Year 3

Block 1a	Blok 1b	Blok 2a	Blok 2b
Minor 1 (5)	Minor 4 (5)	Specialisation 1 (5)	Specialisation 3 (5)
Minor 2 (5)	Minor 5 (5)	Specialisation 2 (5)	Specialisation 4 (5)
Minor 3 (5)	Minor 6 (5)	Bachelor's thesis (10)	



## Course Descriptions

### Introduction to Psychology

**PSBE1-01**

<i>Lecturers</i>	drs. F.J. Guzman-Muñoz , dr. J. Jolij, dr. C.C. Morey
<i>Coordinator</i>	dr. C.C. Morey
<i>Objective</i>	To give an overview of the important theories and topics in psychology and of how the topics in psychology relate.
<i>Content</i>	This course considers behaviour from perspectives ranging from its biological substrate to social interactions. It thus covers topics from everyday cognition to serious disorders of personality, and it emphasizes both the techniques that psychologists use and the meaning of the findings in the context of larger ideas.
<i>EC</i>	5
<i>Semester</i>	I a
<i>Format</i>	lecture, practical sessions
<i>Hours per week</i>	4 hours of lecture and 2 hours of practicum
<i>Assessment</i>	written exam (multiple choice)
<i>Remarks</i>	A computer-based practicum will accompany this course. Material handled in the practicum may also be tested in the exam. Interim tests will be given.
<i>Literature</i>	Gray, P. (2006). <i>Psychology (5th ed.)</i> New York: Worth. (including CD-ROM). (ISBN: 0716775213), € 56.00

### History of Psychology

**PSBE1-06**

<i>Lecturer</i>	dr. M. Derksen
<i>Coordinator</i>	dr. M. Derksen
<i>Objective</i>	To critically review past developments that have shaped the theory and practice of contemporary psychology.
<i>Content</i>	Key episodes from the history of psychology and related fields are used to illustrate the interplay of theory, methodology, and practice in the emergence of today's psychology and its place in contemporary society.
<i>EC:</i>	3
<i>Semester</i>	I a
<i>Format</i>	lecture
<i>Hours per week</i>	4
<i>Assessment</i>	assignments, written exam (multiple choice)
<i>Literature</i>	Fancher, R.E. (1996). <i>Pioneers of psychology (3rd ed.)</i> . (ISBN: 393969948), € 28.00

### Applied Psychology

**PSBE1-07**

<i>Lecturer</i>	prof. dr. J.A. Rothengatter
<i>Coordinator</i>	prof. dr. J.A. Rothengatter
<i>Objective</i>	To acquaint the student with the principal applications of psychology for the benefit of society.
<i>Content</i>	The perspectives outlined in the "Introduction to Psychology" course are extended to illustrate the application of psychology to societal needs. Some of the areas of application, such as child care and aberrant behaviour, are obvious; others, such as the everyday environment, complex environments, health care, safety, and mobility, are less so.

<i>EC</i>	2
<i>Semester</i>	I a
<i>Format</i>	lecture
<i>Hours per week</i>	2
<i>Assessment</i>	assignments, written exam (essay)
<i>Literature</i>	Available via Nestor

### **The Nature of Psychology**

**PSBE1-11**

<i>Lecturer</i>	TBA
<i>Coordinator</i>	dr. C.C. Morey
<i>Objective</i>	To introduce the nature of psychology as a scientific discipline.
<i>Content</i>	The scientific study of psychology is contrasted with pseudosciences that also deal with mind and behavior. Also examined are the ways in which psychology is portrayed in the media and conceived and misconceived by the general public. The importance of falsifiability and operationism in theory construction is stressed, and the relative strengths and weaknesses of the case study, correlational, and experimental approaches are weighed.
<i>EC</i>	5
<i>Semester</i>	I and II
<i>Format</i>	practical sessions
<i>Hours per week</i>	variable
<i>Assessment</i>	assignments
<i>Literature</i>	Stanovitch, K.E. (2006). <i>How to think straight about psychology (8th ed.)</i> . Boston: Allyn & Bacon. (ISBN: 205485130)

### **The Conduct of Psychology**

**PSBE1-12**

<i>Lecturer(s)</i>	TBA
<i>Coordinator</i>	dr. C.C. Morey
<i>Content</i>	After a consideration of some general measurement issues, including whether a measure is reliable and valid, this course provides a detailed analysis of the principal methods of psychological enquiry—namely, the case study, questionnaire, correlational study, and experiment.
<i>EC</i>	5
<i>Semester:</i>	I
<i>Format</i>	lecture, practical sessions
<i>Hours per week</i>	2 hours of lecture and 2 hours of practicum (practicum combined with PSBE1-11 and PSBE1-13)
<i>Assessment</i>	assignments
<i>Literature</i>	Pelham, B.W., & Blanton, H. (2006). <i>Conducting research in psychology (3rd ed.)</i> . Wadsworth. (ISBN: 534532949), € 66.00

### **The Presentation of Psychology**

**PSBE1-13**

<i>Lecturer(s)</i>	TBA
<i>Coordinator</i>	dr. C.C. Morey
<i>Objective</i>	To teach and provide practice in the arts of written, oral, and poster presentations.
<i>Content</i>	An essential component of psychology, as of any science, is the presentation of its findings, and it is important that this be done well.

This course offers instruction and practice in accurate, clear, and graceful writing. The same three criteria are also applied to oral and poster presentations. The content of the written and oral exercises will sometimes draw upon the material covered in The Nature of Psychology and The Conduct of Psychology courses.

<i>EC</i>	5
<i>Semester</i>	I and II
<i>Format</i>	practical sessions
<i>Hours per week</i>	variable
<i>Assessment</i>	assignments
<i>Literature</i>	Dunn, D.S. (2008). <i>A short guide to writing about psychology</i> (2nd ed.). New York: Pearson Longman. (ISBN: 205521562), € 21.00

### **Social and Cross-cultural Psychology**

**PSBE1-02**

<i>Lecturer</i>	drs. K. Stroebe
<i>Coordinator</i>	drs. K. Stroebe
<i>Objective</i>	To introduce the ways in which our thoughts and behaviours are influenced by others and to illustrate how these influences vary among cultures.
<i>Content</i>	This course concerns the many ways in which we are influenced, whether consciously or otherwise, by others, whether present or absent, and with the way these influences depend upon culture. Topics include attitudes and social observation, social cognition, relationships between and within groups, intimate relationships, aggression, helping behaviour, particular cultural influences, and the self. Implications for arena such as the courtroom, the business organization, policy making, and health care are considered.
<i>EC</i>	5
<i>Semester</i>	I b
<i>Format</i>	lecture
<i>Hours per week</i>	4
<i>Assessment</i>	assignments, written exam (multiple choice)
<i>Remarks</i>	Interim tests will be given.
<i>Literature</i>	Baron, R.A., Branscombe N.R., & Byrne, D. <i>Social psychology</i> (12th ed.) (ISBN: 205619215), € 69.00

### **Statistics Ia**

**PSBE1-08**

<i>Lecturers</i>	drs. F.J. Guzman-Muñoz , dr. R.D. Morey
<i>Coordinator</i>	dr. R.D. Morey
<i>Objective</i>	To establish a grasp of basic statistical concepts and techniques and an ability to interpret statistical analyses.
<i>Content</i>	After an overview of the primary methods for collecting, representing, and describing data, the concepts of random sampling and distributions are considered.
<i>EC</i>	5
<i>Semester</i>	I b
<i>Format</i>	lecture, practical sessions
<i>Hours per week</i>	4 hours lecture and 2 hours practicum

<i>Assessment</i>	assignments, written exam (multiple choice)
<i>Literature</i>	Moore, D.S., & McCabe, G.P. <i>Introduction to the practice of statistics</i> (5th ed.). (ISBN: 0716762829), € 68.00 Reader, TBA.

**Developmental Psychology****PSBE1-03**

<i>Lecturer</i>	TBA
<i>Coordinator</i>	TBA
<i>Objective</i>	To review psychological development over the lifespan.
<i>Content</i>	Developmental psychology covers the entire range of psychological questions and problems from a perspective of change across the lifespan, from infancy to old age. This course reviews the key movements within the field and theories of both normal and abnormal development.
<i>EC</i>	5
<i>Semester</i>	II a
<i>Format</i>	lecture
<i>Hours per week</i>	4
<i>Assessment</i>	assignments, written exam (essay)
<i>Remarks</i>	Interim tests will be given.
<i>Literature</i>	Papalia, D.E., Olds, S.W., & Feldman, R.D.(2007). <i>Human development</i> (10th ed.). (ISBN: 0711714-3), € 62.00

**Statistics Ib****PSBE1-09**

<i>Lecturers</i>	drs. F.J. Guzman-Muñoz , dr. R.D. Morey
<i>Coordinator</i>	dr. R.D. Morey
<i>Objective</i>	To establish a knowledge of the principles and applications of inferential statistics, particularly those based on the average and proportion.
<i>Content</i>	Topics include sample distributions, confidence intervals, significance testing, comparisons of averages and proportions, and meta-analysis.
<i>EC</i>	5
<i>Semester</i>	semester II a
<i>Format</i>	lecture, practical sessions
<i>Hours per week</i>	4 hours lecture and 2 hours practicum
<i>Assessment</i>	essay, assignments, written exam (multiple choice)
<i>Literature</i>	Moore, D.S., & McCabe, G.P. <i>Introduction to the practice of statistics</i> (5th ed.). (ISBN: 0716762829), € 68.00 Reader, TBA.

**Intervention and Dialogue****PSBE1-10**

<i>Instructor(s)</i>	TBA
<i>Coordinator</i>	TBA
<i>Objective</i>	To introduce and provide instruction in interventions for facilitating group dynamics.
<i>Content</i>	Such dialogue techniques as paraphrasing, summarizing, and reflection are taught and practiced, with an emphasis on observation and feedback, group decision making, and leadership skills.
<i>EC</i>	5
<i>Semester</i>	II

<i>Format</i>	practical sessions
<i>Hours per week</i>	3
<i>Assessment:</i>	assignments
<i>Literature:</i>	TBA

**Biopsychology****PSBE1-04**

<i>Lecturers</i>	dr. J. Jolij, dr. M.R. Nieuwenstein
<i>Coordinator</i>	dr. M.R. Nieuwenstein
<i>Objective</i>	To outline the main concepts and methods of neuroscience and thereby provide an understanding of the physical processes underlying behaviour.
<i>Content</i>	Lectures, augmented by video clips, provide a cognitive neuroscience perspective on: the anatomy and physiology of the nervous system, the processing of information, the regulation of internal processes (homeostasis) and behaviour (the motor system), rhythmic processes (including sleep), emotion and motivation, lateralization of the brain, language, and psychopathology.
<i>EC</i>	5
<i>Semester</i>	II b
<i>Format</i>	lecture
<i>Assessment</i>	written exam (multiple choice)
<i>Remarks</i>	Interim tests will be given.
<i>Literature</i>	Kalat, J.W. <i>Biological psychology (9th ed.)</i> . (ISBN: 49509079-4), € 66.00

**Personality and Individual Differences****PSBE1-05**

<i>Lecturer</i>	drs. K. Stroebe
<i>Coordinator</i>	drs. K. Stroebe
<i>Objective</i>	To review the biological, motivational, dispositional, cognitive and social, and abnormal perspectives on personality.
<i>Content</i>	Personality is discussed from the perspectives of uniqueness, disposition, the “Big Five” factors, social roles, and intelligence. The biological and intra- and interpersonal processes that shape personality are considered, as are personality disorders.
<i>EC</i>	5
<i>Semester</i>	II b
<i>Format</i>	lecture
<i>Hours per week:</i>	4
<i>Assessment</i>	assignments, written exam (multiple choice)
<i>Remarks</i>	Interim tests will be given.
<i>Literature</i>	Larsen, R. J., & Buss, D.M. (2008). <i>Personality psychology: Domains of knowledge about human nature (3rd ed.)</i> . Boston: McGraw-Hill. (ISBN: 071101684), € 56.00



**Teaching and Examination Regulations (OER)**

**Bachelor of Science in Psychology**

**Faculty of Behavioural and Social Sciences**

**2008-2009**

**Paragraph 1      General provisions**

**Article 1.1 Applicability**

These regulations apply to the coursework and exams of the bachelor degree programme in psychology, hereafter referred to as: the programme.

The programme is given within the Faculty of Behavioural and Social Sciences of the University of Groningen, hereafter referred to as: the faculty.

**Article 1.2 Definitions**

The following definitions apply to these regulations:

- a. the Act: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek;
- b. student: a person enrolled at the university for the purpose of following courses and/or sitting examinations leading to the conferral of a university degree;
- c. propedeuse: the initial phase of the bachelor degree programme as referred to in article 7.8 of the Act;
- d. postpropedeuse: the part of the bachelor degree programme that follows the propedeutical phase;
- e. course: a part of the teaching programme in accordance with the Act
- f. practicum: practical exercise as referred to in article 7.13 of the Act in one of the following forms:
  - a thesis;
  - a written paper or draft;
  - research assignment;
  - participation in a field trip or excursion;
  - completion of an internship; or
  - participation in another educational activity designed to train certain skills.
- g. exam: the propedeutical or bachelor's degree exam;
- h. semester: part of the academic year, either starting on 1 September and ending on a date to be determined by the Board of the University on or around 31 January, or starting on the aforementioned date determined by the Board of the University and ending on 31 August.

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

**Article 1.3 Aim of the programme**

The aim of the program is to realize the following learning outcomes:

- Knowledge, skills and understanding of psychology
- Academic training

- Preparation for the qualifications required for the admission to the master degree programme in psychology at the University of Groningen

### **Article 1.4 Programme form**

1. The programme is offered as a full-time and as a part-time programme.
2. The Examinations Committee determines the conditions of the part-time programme

### **Article 1.5 Language**

The programme courses and exams are in the English language.

## **Paragraph 2 Structure of the programme**

### **Article 2.1 Structure of the programme and exams**

1. The following exams can be taken:
  - a. The propedeutical exam;
  - b. The final assessment or bachelor's degree exam.
2. The programme is divided into a propedeutical and a postpropedeutical phase.

### **Article 2.2 Study load**

1. The programme has a study load of 180 ECTS credits (EC) according to the European Credit Transfer System (ECTS) whereby one EC is equivalent to 28 hours of study.
2. The propedeutical phase has a study load of 60 EC.
3. The postpropedeutical phase has a study load of 120 EC.
4. Study load is expressed in whole EC.

### **Article 2.3 Academic training**

The programme must, as judged by the Examinations Committee, have sufficient elements concerning the academic training of the student, particularly with regard to:

- Independent academic thinking and conduct;
- Communication on an academic level in English;
- Applying disciplinary expertise in a wider and/or philosophical and societal context.

## **Paragraph 3 The propedeutical phase of the programme**

### **Article 3.1 Structure of the propedeuse**

The propedeuse contains the following courses with a study load as mentioned:

BE1-01 Introduction to psychology	5 EC
BE1-02 Social and cross-cultural psychology	5 EC
BE1-03 Developmental psychology	5 EC
BE1-04 Biopsychology	5 EC
BE1-05 Personality and individual differences	5 EC
BE1-06 History of psychology	3 EC
BE1-07 Applied psychology	2 EC
BE1-08 Statistics Ia	5 EC
BE1-09 Statistics Ib	5 EC



BE1-10 Intervention and dialogue	5 EC
BE1-11 The Nature of Psychology	5 EC
BE1-12 The Conduct of Psychology	5 EC
BE1-13 The Presentation of Psychology	5 EC

### **Article 3.2 Propedeutical practica**

The following propedeutical courses contain, besides teaching in the form of lectures, a practicum in the form and size as indicated

BE1-01 exercises and assignments	10 hours
BE1-08 exercises and assignments	20 hours
BE1-09 exercises and assignments	20 hours
BE1-10 exercises, assignments and papers	140 hours
BE1-11 exercises, assignments and papers	140 hours
BE1-12 exercises, assignments and papers	140 hours
BE1-13 exercises, assignments and papers	140 hours

The examination of a course mentioned in this Article cannot be taken before the practicum is successfully completed in the same year as or the year preceding the examination.

For the following courses the successful completion of the practical is considered equivalent to passing the examination: BE1-10, BE1-11, BE1-12, BE1-13.

## **Paragraph 4 The postpropedeutical phase of the programme**

### **Article 4.1 Structure of the programme**

1. The postpropedeutical phase contains:
  - a. a Major with a study load of 90 EC;
  - b. a Minor with a study load of 30 EC.
2. The Major contains the following components with a study load as indicated:
  - a. a general compulsory component of 60 EC;
  - b. a differentiation component of 20 EC;
  - c. a bachelor thesis of 10 EC.
3. The Minor can consist of:
  - a. A Specialization Minor, consisting of a coherent set of courses offered within the degree programme;
  - b. A “Broadening” Minor, selected from the Minors offered at the University of Groningen. The Minors offered by the degree programme are excluded from this selection;
  - c. A Free Choice Minor, consisting of a selection of courses offered within the degree programme or another degree programme, with approval of the Examinations Committee. Courses offered by university bachelor programmes at other universities in the Netherlands or abroad can also be selected.

### Article 4.2 General compulsory component of the postpropedeutical phase

The general compulsory component of the postpropedeutical phase contains the following courses with the study load as indicated:

BE2-01 Cognitive psychology and cognitive neuropsychology	5 EC
BE2-02 Clinical and health psychology	5 EC
BE2-03 Psychology in the workplace	5 EC
BE2-04 Social environment and behaviour	5 EC
BE2-05 Theory of Science	5 EC
BE2-06 Test theory	5 EC
BE2-07 Statistics II	5 EC
BE2-08 Research methods	5 EC
BE2-09 Research practicum	5 EC
BE2-10 Communication and diagnostic skills	5 EC
BE2-11 Statistics III	5 EC
BE2-12 Career perspectives	5 EC

The following courses mentioned in Article 4.2.1 contain, besides teaching in the form of lectures, a practicum in the form and size as indicated:

BE2-07 exercises, assignments	24 hours
BE2-09 exercises, assignments and papers	140 hours
BE2-10 exercises, assignments and papers	140 hours
BE2-11 exercises, assignments	12 hours

The examination of a course mentioned in this Article cannot be taken before the practicum is successfully completed in the same year as or the year preceding the examination.

For the following courses the successful completion of the practicum is considered equivalent to passing the examination: BE2-09 and BE2-10.

Courses mentioned in Article 4.2.1 will not be offered in 2008-2009.

### Article 4.3 Differentiation component of the postpropedeutical phase

The differentiation component of the Major contains courses in four areas (Groups A-D). At least two courses must be taken from one area. The other two courses may be taken from any area. The following courses with a study load as indicated are offered in the major:

Group A: Industrial and organisational psychology

BE3-01 Personnel psychology	5 EC
BE3-02 Human factors	5 EC
BE3-03 Intervention methods	5 EC

Group B: Cognitive psychology and clinical neuropsychology

BE3-02 Human factors	5 EC
BE3-04 Clinical neuropsychology	5 EC
BE3-05 Information processing and task performance	5 EC
BE3-07 Cognitive neurosciences	5 EC

Group C: Clinical psychology

BE3-08 Theories of psychopathology	5 EC
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BE3-09 Psychopathology	5 EC
BE3-10 Directive and client-centred interventions	5 EC
Group D: Social psychology	
BE3-11 Intergroup processes	5 EC

The Minor contains the following courses with a study load as mentioned:

BE3-13 Group dynamic skills	5 EC
BE3-14 Diversity in organizations	5 EC
BE3-15 Work motivation	5 EC
BE3-17 Gerontology	5 EC
BE3-18 Theories of development	5 EC
BE3-19 Diagnostic skills in counselling	5 EC
BE3-20 Development and psychotherapy: the role of interpersonal processes	5 EC
BE3-21 Intragroup processes	5 EC
BE3-22 Interpersonal processes	5 EC
BE3-23 Social influence	5 EC
BE3-24 Literature study	5 EC
BE3-25 Human error	5 EC
BE3-26 Topics in diversity	5 EC
BE3-27 Controversies in psychology	5 EC

The following courses mentioned in Article 4.3.1 and Article 4.3.2 contain, besides teaching in the form of lectures, a practicum in the form and size as indicated:

BE3-13 exercises, assignments and papers	140 hours
BE3-14 exercises, assignments	12 hours
BE3-19 exercises, assignments and papers	140 hours

The examination of a course mentioned in this Article cannot be taken before the practical is successfully completed in the same year as or the year preceding the examination.

For the following courses, the successful completion of the practicum is considered equivalent to passing the examination: BE3-13 and BE3-19.

Courses mentioned in Article 4.3.1 and Article 4.3.2 will not be offered in 2008-2009.

#### **Article 4.4 The bachelor thesis**

1. The bachelor thesis is a practicum in the form and size as indicated below: exercises, assignment and paper, 280 hours
2. The examination of a course mentioned in this Article cannot be taken before the practicum is successfully completed in the same year as or the year preceding the examination.
3. For the following courses the successful completion of the practicum is considered equivalent as passing the examination: bachelor thesis.

### Article 4.5 The Honours programme

1. An Honours programme for talented students is offered in the first year of the postpropedeutical phase. The Honours programme consists of the following courses with a study load as indicated:

BE2-HO1	Honours research seminar	2 EC
BE2-HO2	Honours theoretical seminar	2 EC
BE2-HO3	Honours thematic meetings	4 EC
BE2-HO4	Honours research internship	7 EC

The course load expressed in EC is in addition to the regular programme.

2. The following courses mentioned in Article 4.5.1 contain, besides teaching in the form of lectures, a practicum in the form and size as indicated:

BE2-HO1 exercises, assignments and papers	40 hours
BE2-HO2 exercises, assignments and papers	40 hours
BE2-HO3 exercises, assignments and papers	80 hours
BE2-HO4 exercises, assignments and papers	196 hours

3. The examination of a course mentioned in this Article cannot be taken before the practicum is successfully completed in the same year or the year preceding the examination.
4. For the following courses, the successful completion of the practical is considered equivalent as passing the examination: BE2-HO1, BE2-HO2, BE2-HO3, BE2-HO4.
5. Admissible to the Honours programme are those students who have passed the propedeutical exam in their first year of study with an average grade belonging to the top 20% of the students who passed the propedeutical exam in their first year of study. Admissible students are invited to apply for participation in the Honours programme in August of the propedeutical year. The selection is made on the basis of a letter of motivation.
6. Honours students follow, in principle, all courses of the Honours programme mentioned in Article 4.5.1. Each of the courses that is completed successfully is listed on the degree supplement. If all courses are completed successfully, a certificate will be issued.

### Paragraph 5 Examination and exams in the degree programme

#### Article 5.1 Assessment

An examination is considered to be passed if a grade of 6 or higher is achieved; in case of a grade of 5 or lower the examination is considered to be failed.

#### Article 5.2 Compulsory order of examinations

1. Students cannot take part in the examinations of the courses stated below before they have passed the examinations of the courses indicated:

- a. Any course of the postpropedeutical phase before passing the propedeutical exam;
  - b. Course BE2-07 before passing course BE1-09;
  - c. The bachelor thesis before passing the courses BE2-06, BE2-07, BE2-08 and BE2-09.
2. Upon request a student can be admitted to examinations of the postpropedeutical phase before passing the propedeutical exam if the following conditions are fulfilled:
  - a. examinations of the courses mentioned in Article 3.1 with a total study load of at least 45 EC have been passed;
  - b. the examinations of the courses BE1-01 and BE1-08 have been passed.
3. Admission to the postpropedeutical phase of the programme on the basis of Article 5.2.2 applies for a period of one year following the first year of study.
4. Admission on the basis of Article 5.2.2. is restricted to the examination of the courses mentioned in Article 4.2.1.
5. The Examinations Committee can decide to deviate from the provisions stipulated in this article on the basis of a motivated request of a student, if the student believes he cannot or has not been able to fulfil the provisions stipulated due to unforeseen circumstances or circumstances beyond his control, with, as consequence, that he risks a considerable delay in his study progress.

### **Article 5.3 Scheduling of examinations**

The examinations of the courses mentioned in Article 3.1, Article 4.2 and Article 4.3 will take place twice a year in the semester in which the course is offered. The practicum of these courses will take place at least once a year.

Contrary to what is stipulated in Article 5.3.1, the examinations of the courses BE1-01 and BE1-08 will take place three times a year.

Contrary to what is stipulated in Article 5.3.1, the examinations of courses that are not offered in a specific year will take place only once in that specific year.

### **Article 5.4 Form of examination**

1. The examinations of the courses mentioned in Article 3.1, Article 4.2 and Article 4.3 are written examinations with the exception of the following examinations which are taken as indicated: none.
2. At the request of a student the Examinations Committee can decide that an examination is taken in another form than determined above.
3. Students with functional disabilities are given the possibility to take examinations that are as much as possible adapted to their individual disability. The Examinations Committee may obtain expert advice before making a decision on the measures to be taken.

### **Article 5.5 Oral examinations**

1. Oral examinations may only be taken by one student at a time unless the Examinations Committee stipulates otherwise.
2. Oral examinations are public unless the Examinations Committee stipulates otherwise.

**Article 5.6 Assessment and publication of examination results**

1. Directly after an oral examination, the examiner will assess the results of the examination and present the student an appropriately signed examination form.
2. The examiner will determine the result of a written examination within 10 working days after the day the examination was taken, and he will provide the administration of the Faculty the necessary information for issuing a written statement to the student.
3. If the examination is in another form than written or oral, the Examinations Committee determines beforehand in which way and within which time period the student will receive a written statement of the result of the examination.
4. Every written statement concerning an examination outcome shall mention the right to inspection as mentioned in Article 5.8.1 and the possibility to appeal to the Committee of Appeals for Examinations
5. If the examination has the form of a multiple-choice examination the examination key will be published at the latest one working day after the examination has taken place. No rights can be obtained on the basis of this key with regard to the examination result. The requirement to make the exam answers available within one working day will lapse if the examiner guarantees that the results will be announced within 5 working days.
6. The exam results will be regarded as definitive 30 working days after their announcement.

**Article 5.7 Period of validity**

1. The period of validity of the passed examinations is unlimited.
2. Contrary to what is stipulated in this Article, the Examinations Committee may decide to require an additional or replacement examination for a course which examination was passed more than six years ago, before the student is allowed to take the relevant final exam.

**Article 5.8 Right to inspection**

1. During six weeks following the publication of the results of a written examination the student can at his request inspect his marked work. In addition, he will be provided with a copy of that work at his cost.
2. During the time period mentioned in the first paragraph, the questions and tasks of the examination concerned can be inspected, as well as, in as much as possible, the norms on the basis of which the assessment was made.
3. The Examinations Committee may determine that a student can at his request and at his cost obtain a copy of one or more of the questions or tasks.
4. The Examinations Committee may determine that the inspection or perusal will take place at a certain location and at a certain time. If a person concerned can prove to the Examinations Committee that circumstances beyond his control prevented him from attending the inspection at the indicated location and place, he will be given another opportunity to inspect his work within the period of time specified in the first clause.

**Article 5.9 Exemptions**

At the request of a student the Examinations Committee, after consultation with the examiner in question, may grant exemption from an examination if the student

1. has either completed an in level and size comparable course of an other university degree programme; or
2. can prove to possess sufficient knowledge and skills regarding the course as a result of work or professional experience.

#### **Article 5.10 Degree examinations**

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.
2. 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.
3. If the student applies for the certificate after the period specified in the previous article, 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.
4. Before determining the outcome of the exam, the Examinations Committee may decide to examine the student's knowledge with respect to any of the courses or aspects of the degree programme if and as much as the results of the examinations give reason to do so.

#### **Article 5.11 Degree**

1. Those who have passed the exam successfully will be granted the degree "Bachelor of Science"
2. The degree awarded is noted on the exam certificate.

### **Paragraph 6 Preparatory education**

#### **Article 6.1 Compensatory requirements for deficiencies**

1. Deficiencies in the preparatory education in the subjects mentioned hereafter can be compensated by passing an examination to the satisfaction of the Examinations Committee at the level of preparatory scientific education degree: mathematics.
2. In specific cases the Examinations Committee may appoint a university lecturer in the subject for the assessment of one or more examinations.

#### **Article 6.2 Language**

1. Students must show that they have sufficient knowledge of the English language. The following are accepted as sufficient proof of mastery:
  - a. A TOEFL test outcome of greater than or equal to 213 (computer based) or greater than or equal to 550 (paper based) or greater than or equal to 80 (internet based);
  - b. an IELTS test outcome greater than or equal to 6.5;
  - c. a Dutch preparatory scientific education degree;
  - d. a German abitur;
  - e. English as a first language or at least two years of study at an English-language institute of secondary or higher education.

**Article 6.3 Enrolment**

Enrolment is not possible other than after having fulfilled the requirements stipulated in Article 6.1 and 6.2.

**Article 6.4 Colloquium doctum**

The admission examination as specified in Art. 7.29 of the Act concerns the following subjects and level mentioned: English, French or German or Biology, Mathematics at the level of a preparatory scientific education degree.

**Paragraph 7 Academic advising****Article 7.1 Progress monitoring**

1. The Faculty registers the individual study results of the students.
2. The Faculty provides every student a digital overview of the study results obtained in the programme after the completion of each year of study.
3. At the request of the student the Faculty provides a written certified overview of the study results obtained.

**Article 7.2 Academic advising**

The Faculty is responsible for the introduction and academic advising of students enrolled in the programme, amongst other for an orientation regarding possible study routes within or outside the programme.

**Article 7.3 Student counselling**

1. In the year of first enrolment the student will at the end of the first and subsequently at the end of the second semester receive written advice about the continuation of his study.
2. At his request the Faculty will give the student oral advice about the continuation of his study within or outside the Faculty and about possible other degree possibilities.
3. Every year of study the student is invited to consult with an academic advisor if the study results give reason to do so.

**Paragraph 8 Transitions and final provisions****Article 8.1 Changes**

1. Changes in these regulations are established as separate decisions by the Faculty Board after having been informed by the Degree Programme Committee and having consulted the Faculty Council.
2. A change in these regulations cannot apply to the current year of study unless reasonably the interests of the students are not harmed.
3. Moreover, a change cannot have effect on a decision of the Examinations Committee taken on the basis of these regulations concerning an individual student.



**Article 8.2 Publication**

1. The Faculty Board is responsible for suitable publication of these regulations and the Rules and Regulations stipulated by the Examinations Committee as well as any changes in these.
2. Every person interested can obtain a copy of the documents mentioned in the previous paragraph from the Faculty administration.

**Article 8.3 Date of commencement**

These regulations apply as of September 1st, 2008.

As decreed by the Faculty Board on March 28, 2008, and the Faculty Council on March 18, 2008.



**Rules and Regulations  
of the Examinations Committee of the Bachelor of Science in Psychology  
for the academic year 2008-2009**

**(15 January 2008)**

**Article 1 – Applicability**

These Rules and Regulations apply to the examinations for the Bachelor of Science in Psychology degree programme, hereinafter called ‘the programme’.

**Article 2 – Definitions**

The following definitions apply to these Rules and Regulations:

1. Examination regulations: the Teaching and Examination Regulations for the programme, most recently updated on april 17, 2008;
2. Board of Examiners: the Examinations Committee for the programme;
3. Examinee: a person taking an examination or final assessment;
4. Final assessment: the final assessment for the Bachelor’s degree.

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

**Article 3 – Day-to-day affairs of the Examinations Committee**

1. The chairperson and the secretary of the Examinations Committee are responsible for the day-to-day affairs of the Board of Examiners. They can be supported by an administrative secretary and advised by the programme’s academic advisor(s).
2. The decisions of the Examinations Committee or the examiner, respectively, are subject to an appeals procedure.

**Article 4 – Decision to set an oral examination**

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

**Article 5 – Determining the results of the final assessment**

1. If the Examinations Committee decides to instigate an investigation within the meaning of Article 5.9.2 of the Examination Regulations, the Examinations Committee will determine the result by a simple majority of votes.
2. If there is not a majority, then the examinee will be failed.
3. At least three members of the Board of Examiners, including the chairman or the secretary, must be involved in the determination of the result.

**Article 6 – Cum laude**

1. The result of the final assessment may be awarded the predicate ‘cum laude’ if the following minimum conditions have been satisfied:
  - a. the weighted average mark for the courses passed for the programme is 8 or higher, with no rounding off;
  - b. the mark awarded for the Bachelor’s thesis course is 8 or higher, with no rounding off;
  - c. none of the courses in the programme has been assessed with a mark less than 7.

2. The 'cum laude' predicate will not be awarded to the propaedeutic certificate if fewer than 50 EC have been earned within the propaedeutic phase of the programme.
3. The 'cum laude' predicate will not be awarded to the final assessment if fewer than 95 EC have been earned within the postpropaedeutic phase of the degree programme.
4. Candidates for the final assessment who have been subject to measures for fraud within the framework of Article 13 of these Rules and Regulations, or for misbehaviour, will be excluded from gaining the predicate 'cum laude'.

*Note: when determining the predicate 'cum laude', only those courses which form part of the examination programme will be considered. Students who have followed more courses than needed for the programme must when requesting a final assessment indicate clearly which courses are for the programme. These courses will be listed as defining the programme on the diploma supplement. The other successfully concluded courses will be listed under the heading 'Additional courses'.*

### **Article 7 – Times**

1. Written examinations must be taken at the times set by the Examinations Committee in consultation with the relevant examiners. These times will be published before the start of the semester in question.
2. When determining the times as referred to in Article 7.1, as far as possible no examinations will be planned concurrently.
3. Changes to a time as referred to in Article 7.1 may only take place as a result of force majeure, for example the nonavailability of the required examination hall.
4. Oral examinations will be taken at a time to be agreed between the examiner or examiners in question and the examinee.

### **Article 8 – Registration**

1. Students must register for a course and to take an examination.
2. Students who have registered for an examination are automatically also registered for the related resit. If they pass the exam, the registration for the resit will be automatically annulled. This regulation does not affect the fact that students can register for a resit even if they have not taken the examination.
3. Students who have not registered for a course or for an examination may not take that course or examination. No mark will be awarded for such an examination.
4.
  - a. Registration is carried out by means of the ProgressWWW system at least five working days before the time when the relevant course begins or the relevant exam will be held.
  - b. The registration period for practica closes 10 working days before the practicum begins.
5.
  - a. If the term listed in Article 8.4 is exceeded, registration for an examination or a course can still be done in writing at the relevant Education Office, until the end of the working day before the day on which the relevant examination will be taken, bearing in mind the opening times of the Education Office.
  - b. Registration by the method described in Article 8.5.a is not possible for practica.
6. Registration for an oral examination is not via the ProgressWWW system but by means of a personal appointment with the examiner.

7. In exceptional circumstances, the Examinations Committee may depart from the provisions of Article 8.1 with regard to the place and time of registration.
8. Registration for the propaedeutic examination and for the final assessment is at the Student Administration Office of the degree programme. The registration period for the propaedeutic examination ends 15 working days before the date of the examination. The registration period for the final assessment ends 20 working days before the date of the examination.
9. The examinee will receive an invitation to attend at least five working days before the date of the final assessment.

### **Article 9 – Nullifying declarations**

An examination that is taken or a practical that is followed in the wrong order (see the order of courses set out in the Examination Regulations for the degree programme) will be considered not to have been taken or followed. No mark will be awarded for that course.

### **Article 10 – Request for exemption**

1. A request for exemption from an examination or a practicum must be submitted in writing to the Board of Examiners, using the form and following the guidelines available from the Education Office.
2. The Examinations Committee will make its decision within a month of receipt of the request. The person making the request will be informed of the decision in writing.
3. It is not possible to be exempted from the Bachelor's thesis. This must be conducted within the programme and under the supervision of an examiner of the programme in accordance with the usual procedure as published in the Bachelor's thesis guide of the academic year in question.
4. If a student considers that prior qualifications qualify him/her for exemption from a General Studies course (AVV), this exemption must be applied for to the Examinations Committee of the Groningen degree programme of which the AVV course in question forms a part. If the exemption is granted, the Examinations Committee of the degree programme will adopt that exemption and apply it to that AVV course.

### **Article 11 – Order during examinations**

1. An examiner or his proxy will be present at all exams.
2. The Examinations Committee will ensure that proctors are appointed to supervise written examinations; on behalf of the examiner, they will ensure that the examination proceeds in good order. The Examinations Committee may delegate this responsibility to the relevant examiner.
3. Examinees must identify themselves by means of their student card at the request or behest of the Board of Examiners. Examinees may not participate in an examination if they are unable to identify themselves.
4. An examinee who arrives late for an examination may be banned from participation by the examiner.
5. Examinees are obliged to follow all the directions published by the Examinations Committee or the examiner before the start of the final assessment or examination as well as those given by or on behalf of the examiner during the final assessment or examination or immediately afterwards.

6. During an examination, only those documents provided or approved by or on behalf of the examiner are permitted.
7. Examinees may only leave the room where the examination is taking place with the permission of the examiner or proctor.
8. Examinees who have not registered for the examination may not participate in the examination. The examiner, or his or her representative, may ban that person from the examination hall.
9. If an examinee ignores one or more of the directions referred to in Article 11.4, or acts without permission as referred to in Articles 11.5 and 11.6, may be banned from further participation in the relevant examination by the Examinations Committee or the examiner.
10. The duration of an examination is such that the examinee may reasonably have enough time to answer the questions. All written examinations within the programme will last for two hours.
11. Exclusion as referred to in Articles 11.2, 11.3, 11.7 or 11.8 means that no result will be provided for that examination.

### **Article 12 – Fraud**

1. Fraud is defined as the actions or omissions of a student whereby an inaccurate assessment of his or her or someone else's knowledge, understanding and skills may be formed and used to acquire credits.

*Note: Plagiarism in particular is a very serious type of fraud. Plagiarism is the adoption of the formulations of others without using quotation marks or stating the source, as well as the adoption of the ideas of others without stating the source.*

2. In the event of cheating or plagiarism during or related to an examination or the final assessment, the Examinations Committee may deprive the student(s) involved of the right to take one or more examinations or the final assessment at the institution for a period of no more than a year after the fraud is discovered, or decide to apply a different, suitable measure.
3. The decision to ban will be taken on the basis of the written report of the examiner concerning the cheating or plagiarism discovered or suspected by him or her.
4. In cases requiring swift action, the examiner may decide to impose a provisional ban based on a verbal report by the proctor or lecturer.
5. The Examinations Committee will inform the student in writing of the fact that a notification of fraud has been made that involves him or her.
6. The Examinations Committee will give the student and the examiner the opportunity to put their cases.
7. The Examinations Committee will then decide whether or not to apply an exclusion within the meaning of Article 13.2; they will inform the student and the examiner of their decision in writing.
8. A ban means that no result will be recorded for the examination or final assessment referred to in Article 13.2.

### **Article 13 – Scope of the examination**

1. The scope of an examination shall not exceed the content of the sources upon which the examination is based. These sources will be made public in general terms before the start of the course that will prepare for the examination. The

precise content of the examination subjects shall be published not later than six weeks before the examination.

2. The questions and assignments that comprise the examination will be divided as evenly as possible over the sources.
3. The examination will be representative of the learning objectives with regard to content and form.
4. The questions and assignments in the examination will be clear and contain sufficient indications of the detail required in the answers.
5. The form of examination listed in the course catalogue is the guiding principle. An examiner may only depart from this with the approval of the Examinations Committee, and must announce the change to a different type of examination at least six weeks in advance.

#### **Article 14 – Assessment**

1. The assessment of written examinations is conducted in line with assessment criteria set out in advance in writing.
2. The assessment of practica can be conducted partly on the basis of a written progress test and a written final report.
3. The assessment of a course as referred to in Article 4.5 of the Examination Regulations is conducted in line with the agreements set out in the supervision contract between the examinee and the examiner.
4. The means of assessment is such that the examinee can check how the results of his or her examination have been arrived at.
5. A course within the programme is considered to have been passed if the final result is a 'pass'. This is equivalent to a knowledge percentage of at least 56%.
6. The assessment will be expressed as a full number from the series 1 to 10. A 6 or above is considered to be a 'pass', a 5 or lower as a 'fail'.
7. A course which consists only of a practical, within the meaning of the description in the Examination Regulations, will be given either a 'pass' or a 'fail' grade. The courses Ba2-09 'Research methodologies: practical' and Ba3-01 'Bachelor's thesis' are exceptions – they will be assessed with a mark. The assessment of the Ba3-01 'Bachelor's thesis' may also be expressed as a decimal (x.5) on condition that the assessment does not fall outside the range 1 to 10.

#### **Article 15 – Quality Assurance for Examinations**

1. To ensure quality assurance for examinations, the Examinations Committee will appoint an Assessment Committee .
2. The Assessment Committee will comprise at least two experts in the field of test construction and evaluation. They will be appointed by the Examinations Committee from the examiners for the degree programme. At least one member of the Assessment Committee will be a member of the Board of Examiners. The Teaching Quality Officer of the Department of Student and Academic Affairs of the programme will function as the official secretary of the Assessment Committee .
3. The Assessment Committee will meet at least once a semester and report on the quality of the examinations to the Examinations Committee and to the Programme Councils.

**Article 16 – Allocation of marks**

1. No marks will be awarded for courses for which a mark has already been awarded.
2. If an examination for a course is taken several times, the result from the latest examination will apply.

**Article 17 – Announcement of the results**

1. Once an examination or equivalent has been taken, the examiner will issue a statement to the Student Administration Office announcing the results. This statement will be signed by the examiner.
2. The statement referred to in Article 18.1 may also contain a collective list of results, on condition that it is signed by the examiner and by a representative of the Department of Student and Academic Affairs for the degree programme.
3. At the end of oral examinations, the examiner will complete a grade sheet and fill in the exam mark and his/her signature in the relevant places; duplicates will be immediately supplied to the student and to the Department of Student and Academic Affairs of the programme.

**Article 18 – Post Mortem**

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.
2. The post mortem as referred to in Article 5.7 of the Examination Regulations will take place at a time and place to be determined by the examiner.
3. If the Examinations Committee arranges a collective post mortem for an examination, then an examinee may submit a request as defined in Article 5.7.1 of the Examination Regulations 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.
4. The provisions in Article 19.3 also apply if the Examinations Committee or the examiner enable the examinee to compare his or her solutions with model answers.
5. The Examinations Committee or the examiner may permit exceptions to the provisions of Article 19.2 and 19.3.

**Article 19 – Standards**

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:
  - minimizing time lost by students who are progressing well with their studies;
  - timely termination of the programme by students who are unlikely to pass the examination;
- c. Protect students from excessive courseloads;
- d. Be understanding towards students who, through force majeure, have suffered a delay to their study.



**Article 20 – 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 21 – Date of Commencement**

These Rules and Regulations will take effect on 1 September 2008.

As decreed by the Examinations Committee of the Bachelor's degree programme in Psychology on 15 January 2008.



**Student Charter**

**University of Groningen  
University-wide regulations for Academic year 2008-2009**

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<http://www.rug.nl/studenten/>

## 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 **EUR 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: **EUR 2058**

Part-time students: **EUR 1170**

Dual programme students (combining study and work experience): EUR 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 **EUR 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](http://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.  
<http://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 academic 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 academic advisor, the so-called 'first report,' to ensure you qualify for financial assistance from the Graduation Fund (see chapter 8).

The academic 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 academic advisor, you must contact a student counsellor immediately, even if you have not been told to by the academic advisor.

You must follow the advice of and the agreements made with the academic 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 course catalogue 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 course catalogue 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.

### ***Academic Advisor***

The academic 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 academic advisor immediately if you want to be eligible for financial assistance from the Graduation Fund (chapter 8). The academic 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 academic advisor, you must contact a student counsellor immediately, even if you have not been told to by the academic 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 course catalogue 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 academic 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	<i>Universiteitsraad</i> : University Council
VWO*	<i>Voorbereidend Wetenschappelijk Onderwijs</i> : pre-university education
WBP	<i>Wet bescherming persoonsgegevens</i> : Personal Data Protection Act
WHW	<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> : Higher Education and Research Act
WO	<i>Wetenschappelijk Onderwijs</i> : university education
WSF	<i>Wet studiefinanciering 2000</i> : Student Finance Act 2000

## 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 80 04  
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 55 44  
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 55 48  
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

P.O. Box 7117, 9701 JC Groningen, the Netherlands  
Tel.: 3111589  
E-mail: [info@talentcareercenter.nl](mailto:info@talentcareercenter.nl)  
[www.talentcareercenter.nl](http://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 81 81  
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 54 35  
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 54 40  
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 80 63;
- ACLO Student Sport Foundation, Blauwborgje 4, tel. (050) 363 4641, [www.aclosport.nl](http://www.aclosport.nl)
- USVA Student Cultural Centre, Munnekeholm 10, tel. (050) 363 4670, [www.usva.nl](http://www.usva.nl)
- GSP Groninger Studentenplatform (student platform), Kraneweg 33, tel. (050) 312 9926, [www.gspweb.nl](http://www.gspweb.nl)
- KEI Kommissie Eerstejaars Introductie (arranges social activities during the introductory week for first-year students), St. Walburgstraat 22, tel. (050) 3638090, [www.keiweek.nl](http://www.keiweek.nl)
- GSb Student Support, St. Walburgstraat 22, tel. (050) 3187898, [www.groningerstudentenbond.nl](http://www.groningerstudentenbond.nl); e-mail: [steunpunt@ GroningerStudentenbond.nl](mailto:steunpunt@ GroningerStudentenbond.nl);
- SOG Student Advice Office, St. Walburgstraat 22, tel. (050) 363 46 79, e-mail [vraag@sogadviesbureau.nl](mailto: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 46 75, [www.groningerstudentenbond.nl](http://www.groningerstudentenbond.nl)
- SOG (*Studenten Organisatie Groningen*: student organization), tel. (050)363 46 79, [www.studentenorganisatie.nl](http://www.studentenorganisatie.nl);
- Lijst Calimero, e-mail: [contact@lijstcalimero.nl](mailto:contact@lijstcalimero.nl), [www.lijstcalimero.nl](http://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 52 85

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 85 35 of (050) 363 52 92  
[www.rug.nl/uraad](http://www.rug.nl/uraad)

E-mail: [b.h.pier@rug.nl](mailto: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.

## **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 Course catalogues.

### **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 academic 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 course catalogues. You can also obtain further information from the academic 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 course catalogue), such as practicals

- ensure that you register for the exams in time.

### **Extraneus**

As an extraneus 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, extraneus students are not entitled to student grants under the 2000 Student Finance Act (WSF).

Extraneus students are not entitled to reimbursement of examination fees.

### **Statutory fees and examination fees**

An ordinary student pays statutory fees while an extraneus 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 Academic 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 extraneous 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 course catalogue 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 Academic 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 academic advisor or the CSB for more information about adapted exams. The course catalogue and the website [www. Rug.nl/hoehetanderskan](http://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 academic 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 course catalogue.

### **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 academic advisor or the CSB for more information about adapted exams. The course catalogue and the website [www.rug.nl/hoehetanderskan](http://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 Academic Advisor as soon as the extraordinary circumstance has lasted a month or more (a study delay of more than 5 ECTS). The Academic 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 Academic 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 Academic 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](http://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](http://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 Academic 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](http://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 academic 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

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 **extraneus** 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:

1. establishing the number of ECTS credits earned
2. admission to exams
3. fairness of exams
4. 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:

1. enrolment (ordinary or extraneous)
2. cancellation of enrolment because of illness, family circumstances or educational circumstances beyond your control
3. financial assistance
4. 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).