

Course Catalogue
Master 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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Master of Science in Psychology (M.Sc. Psychology)

1 Preface

The M.Sc. Psychology programme is a one-year degree programme that prepares the student for a Ph.D. programme or a career in psychology. The student acquires the knowledge and skills necessary for research and a profession, and learns to apply these in a research or profession-oriented project culminating in a concise report.

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. All courses are given in a single block. 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 Master's programme. 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), the electronic learning environment of the University of Groningen.

2 Description of the Programme

The M.Sc. Psychology programme 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.

Half the study load is dedicated to courses and the other half to carrying out the Master's project and writing the Master's thesis. The courses are specialisation subjects (10 EC), skills training (5 EC), advanced methodology courses (5 EC), and electives (10 EC). Any courses in the Master's programme that are not followed to fulfil other requirements may be followed to fill the elective requirement, or students may, provided that they have obtained permission from the Examinations Committee, follow courses in other Master's programmes as electives.

Courses are offered throughout the year so that students can opt to carry out the Master's project and write the thesis concurrently with other coursework. It is also possible to complete all courses in one semester and the Master's thesis in the other semester.

Students who have enrolled in the Master's programme are required to submit a course plan for their Master's year to the programme coordinator. The programme coordinator will discuss the plan with the student, and, after approval, assist the student in scheduling the Master's project and thesis.

2.1 Admission to the Programme

Students with a Bachelor's degree in Psychology (or equivalent) obtained at a university can apply for admission. Whether students are admitted depends on the courses they followed in their Bachelor's degree programme, so it is vital that detailed information is provided when applying for admission. The admission procedure and application forms can be found at the website www.rug.nl/psych/MScpsychology.

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

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, which is listed elsewhere in this catalogue. 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 Master's Thesis

The Master'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 Master'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. In general, only one chance per year is given to pass a practicum. The dates and locations of exams are posted in rosters 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, 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. E.H. (Ernestine) Gordijn, 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 The Master Examination

The Master's diploma is awarded after completion of the 60-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 Master'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 Exemptions

Exemptions from one or more courses may be issued on the basis of a previous course of study. Requests for individual course exemptions should be submitted to the Examinations Committee using the form available at the Student Services Desk.

4.2 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.

4.3 Costs of Course Materials

The costs of books and materials for study are relatively low. In the Master's programme, €300 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 Services Centre.

4.4 Studying Abroad

Because the M.Sc. Psychology lasts just one year, opportunities for study abroad are limited. In most cases, study abroad consists of conducting the Master's thesis abroad. Contacts for research projects abroad are generally made via individual faculty members.

5 Administration and Services

5.1 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.

5.2 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.

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

5.3 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.

5.4 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

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.

5.5 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

5.6 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

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

5.7 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

6 Student Services

6.1 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

Telephone: 363 6323

e-mail: vip.gmw@rug.nl

6.2 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.

6.3 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

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

Overview of the Programme

Foundation courses (10 EC)

Skills practicum (5 EC)

Methods course (5 EC)

Electives (10 EC)

Master's thesis (30 EC)

Block 1a	Block 1b	Block 2a	Block 2b
Integration Brain and Behaviour (5)	Attitudes and Behaviour (5)	Environmental Psychology (5)	Skill Acquisition and Training (5)
Experimental Design and Analyses of Variance (5)	Social-Psychological Experimental Techniques (5)		Cognition, Motivation, Emotion (5)
	Repeated Measures (5)		Applying Theories (5)
			Causal Inference (5)

Foundation courses

Block	Code	Course	EC
Block 1a	PSMHB-1	Integration Brain and Behaviour	5
Block 1b	PSMSB-3	Attitudes and Behaviour	5
Block 2a	PSMSB-2	Environmental Psychology	5
Block 2b	PSMAB-4	Skill Acquisition and Training	5
Block 2b	PSMSB-4	Cognition, Motivation, Emotion	5

Skills practica

Block	Code	Course	EC
Block 1b	PSMSV-1	Social-Psychological Experimental Techniques	5
Block 2b	PSMSV-2	Applying Theories	5

Methods courses

Block	Code	Course	EC
Block 1a	PSMM-4	Experimental Design and Analyses of Variance	5
Block 1b	PSMM-2	Repeated Measures	5
Block 2b	PSMM-1	Causal Inference	5

Electives

Foundation and methods courses and skills practica that are not taken to meet other programme requirements may be taken as electives. Courses from other Master's programmes may be taken as electives following the approval of the Examinations Committee.

Course Descriptions

Integration Brain and Behaviour

PSMHB-1

<i>Lecturers</i>	prof. dr. R. de Jong
<i>Coordinator</i>	prof. dr. R. de Jong
<i>Objective</i>	Provide insight into the possibilities and problems presented by new developments in the rapidly developing interdisciplinary fields of cognitive neurosciences and cognitive neuropsychology.
<i>Content</i>	This courses discusses a number of modern perspectives and issues in the integration of brain and behaviour. Examples of issues that are to be discussed are “a corporate mind in its environment”, the intrinsic interdependence of perception, cognition, action and motivation, the importance of a developmental and individual perspective, and the function of theories and models.
<i>EC</i>	5
<i>Semester</i>	1 a
<i>Format</i>	lecture
<i>Hours per week</i>	2
<i>Assessment</i>	written exam + assignment
<i>Literature</i>	<i>Reader</i>

Experimental Design and Analyses of Variance

PSMM-4

<i>Lecturers</i>	dr. J.M.E. Huisman
<i>Coordinator</i>	dr. J.M.E. Huisman
<i>Objective</i>	Provide insight in the statistical analysis of some widely used experimental designs and train students to apply the statistical techniques to analyse empirical experimental data and interpret the results.
<i>Content</i>	This course introduces the statistical analysis of several general and specific experimental designs, such as factorial designs, latin-square designs and incomplete designs. In these analyses, analysis of variance (both univariate and multivariate), discriminant analysis and covariance analysis are used. The principles and practice of these techniques, assumptions, analysis of differences between conditions and test power will be discussed. The focus is on application and, in particular, the interpretation of the results.
<i>EC</i>	5
<i>Semester</i>	1 a
<i>Format</i>	lecture
<i>Hours per week</i>	4
<i>Assessment</i>	written examination, assignments and papers
<i>Literature</i>	<i>Reader</i> To be announced

Attitudes and Behaviour

PSMSB-3

<i>Lecturers</i>	dr. N. Hansen
<i>Coordinator</i>	dr. N. Hansen
<i>Objective</i>	Introduce social psychological theories and models over the formation and influence of attitudes.

<i>Content</i>	What are attitudes, how do we form an attitude, how do attitudes change and how do attitudes influence behaviour? In this course, students will be introduced to social psychological theories and models concerning the forming and influencing of attitudes. Attention will also be paid to the relationship between attitude and behaviour and to the possibilities and limitations of attitude models as instruments for adjusting behaviour. Both experimental research and applications will be discussed.
<i>EC</i>	5
<i>Semester</i>	1 b
<i>Format</i>	lecture
<i>Hours per week</i>	2
<i>Assessment</i>	multiple choice exam
<i>Literature</i>	Bohner, G. & Wanke, M. (2002) <i>Attitudes and attitude change</i> , Psychology Press <i>Reader of selected papers</i>

Social Psychological Experimental Techniques

PSMSV-1

<i>Lecturers</i>	prof. dr. E.H. Gordijn
<i>Coordinator</i>	prof. dr. E.H. Gordijn
<i>Objective</i>	Introduce research methods that are often used in experimental social psychological research.
<i>Content</i>	The goal of this course is to introduce students to several research methods that are often used in experimental social psychological research. Methods that are commonly used in theoretical research areas such as intergroup relations, emotions, prejudice and stereotyping, automatic behavior, social comparison, and attitude change, will be discussed. Techniques will include priming, use of minimal groups, use of persuasive messages, and several implicit and explicit measures of affect, cognition and behavior. Students will practice in developing experimental designs for different theoretical questions by means of weekly assignments. Moreover, every student is expected to write a final paper in which two different research paradigms are described that could be used to test a specific research question. The course will also introduce programs such as Authorware and E-prime that are commonly used to create psychology experiments.
<i>EC</i>	5
<i>Semester</i>	1 b
<i>Format</i>	practicum
<i>Hours per week</i>	variable
<i>Assessment</i>	weekly assignments and presentations, and final paper
<i>Literature</i>	<i>E-Reader</i>

Repeated Measures

PSMM-2

<i>Lecturers</i>	dr. J.M.E. Huisman
<i>Coordinator</i>	dr. J.M.E. Huisman
<i>Objective</i>	Introduce several models for repeated measures designs, and give practical experience with the application of the most common techniques (as implemented in SPSS), including how to choose the most

<i>Content</i>	appropriate model and interpret the results. In a repeated measures design subjects are measured multiple times on one or more variables. In these so-called within-subjects designs effects are often easier to demonstrate than in between-subjects designs. Repeated measures data are analysed with special – extended – ANOVA models. Two approaches are available: multivariate techniques, using MANOVA (multivariate analysis of variance) and random effects or mixed model univariate techniques (with so-called epsilon corrections). Both approaches and their pros and cons will be discussed in detail. Attending will also be paid to problems of missing data, n=1 designs, and permutation tests.
<i>EC</i>	5
<i>Semester</i>	1 b
<i>Format</i>	lecture
<i>Hours per week</i>	4
<i>Assessment</i>	written examination and assignments
<i>Literature</i>	<i>Reader</i> See Nestor

Environmental Psychology

PSMSB-2

<i>Lecturers</i>	dr. E.M. Steg
<i>Coordinator</i>	dr. E.M. Steg
<i>Objective</i>	Provide an overview of environmental psychology and insight into the relation between humans and the natural and built environments.
<i>Content</i>	Environmental psychology studies the relation between humans and their natural and built environment. In the first part of the course, the effects of environmental characteristics on behaviour and human well-being are discussed. Amongst others, the effects of environmental stress caused by factors such as noise and pollution and environmental risks (nuclear energy, flooding) are discussed. In the second part of the course, the psychological factors that determine whether and to what degree people experience stress and nuisance from environmental influences are discussed.
<i>EC</i>	5
<i>Semester</i>	2 a
<i>Format</i>	lecture
<i>Hours per week</i>	2
<i>Assessment</i>	Written examination
<i>Literature</i>	Gardner, G.T., & Stern, P.C., <i>Environmental problems, human behavior</i> (ISBN: 0-536-68633-5). <i>Reader with selected chapters and articles</i>

Skill Acquisition and Training

PSMHB-4

PSMAB-4

<i>Lecturers</i>	drs. H.H. Baving, prof. dr. A. Johnson
<i>Coordinator</i>	prof. dr. A. Johnson
<i>Objective</i>	Present underlying principles of training and how research can be applied to practical problems by researchers, designers and managers to develop and assess selection criteria and training programs.

<i>Content</i>	The purpose of this course is to introduce the underlying principles of skill acquisition and training and how research can be applied to practical problems by researchers, designers, and managers to develop and assess selection criteria and training programs. The processes of perception, cognition and action that underlie basic skills go into the development and performance of more specialized and complex skills such as electronic troubleshooting and playing tennis. “Soft” skills, like teamwork, ability to learn, and communicative skills, are skills and qualifications that exceed the technical, or “hard” skills of a job. In addition to reviewing research in the hard and soft skills domains, we will consider individual differences in basic cognitive abilities and motivational orientation, as well as the influence of situational factors on learning and performance. Throughout the course, models of skilled performance and skill acquisition and real-life examples will be used to frame research findings.
<i>EC</i>	5
<i>Semester</i>	2 b
<i>Format</i>	lecture
<i>Hours per week</i>	3
<i>Assessment</i>	paper and presentation
<i>Literature</i>	<i>Reader</i>

Cognition, Motivation and Emotion

PSMSB-4

<i>Lecturers</i>	dr. N. Hansen
<i>Coordinator</i>	dr. N. Hansen
<i>Objective</i>	Provide insight in how thinking is affected by emotion and when cognitions influence emotions and behaviour on the basis of theories, models and empirical research.
<i>Content</i>	This course deals with so-called “hot cognitions”. Hot cognitions are those mental processes that are driven by our wishes and feelings. For a long time it was customary in social psychology to describe and explain so-called “hot” effects in terms of “cold” data processing; slowly however, it has been recognised that affect and motivation can indeed provoke unique processes and effects. In this course, the central focus is therefore on those phenomena that could well prove that our goals and motivations, emotions and feelings influence our behaviour.
<i>EC</i>	5
<i>Semester</i>	2 b
<i>Format</i>	practicum
<i>Hours per week</i>	2
<i>Assessment</i>	written exam (multiple choice) and papers
<i>Literature</i>	<i>Reader</i>

Applying Theories

PSMSV-2

<i>Lecturers</i>	dr. A. Dijkstra, prof. dr. J.A. Rothengatter
<i>Coordinator</i>	dr. A. Dijkstra
<i>Objective</i>	Train students to apply structured methods to translate vague descriptions of practical problems into theoretically founded and effective solutions.

<i>Content</i>	This course teaches a structured method that will ultimately lead from a vague problem formulation to effective, theoretically well-founded solutions to all kinds of practical problems. This course is intended to teach skills of (1) analysing practical problems and developing them into a social psychological definition of a problem, (2) generating statements and developing these statements into causal models based on social psychological theories, (3) formulating solutions to problems and giving advice for intervention based on those solutions, and (4) designing and formulating a policy with regard to the problem.
<i>EC</i>	5
<i>Semester</i>	2 b
<i>Format</i>	practicum
<i>Hours per week</i>	variable
<i>Assessment</i>	Written examination and papers
<i>Literature</i>	Buunk, A.P., & Vugt, M. (2008), <i>Applying Social Psychology: From Problem to Solution</i> . London: Sage Reader

Causal Inference

PSMM-1

<i>Lecturers</i>	dr. A. Boomsma
<i>Coordinator</i>	dr. A. Boomsma
<i>Objective</i>	Present the principles of causal inference and provide an overview of statistical methods that can be used to estimate causal effects in experimental settings and observational studies.
<i>Content</i>	Causal explanations play a dominant role in sciences. However, serious problems may occur when trying to arrive at casual explanation, especially if experimental studies are impossible or, for practical or ethical reasons, not feasible. Basic elements of causal inference and the consequences for experimental and non-experimental designs are discussed. Causal inference in observational studies and modern statistical methods will receive specific attention.
<i>EC</i>	5
<i>Semester</i>	2 b
<i>Format</i>	lecture
<i>Hours per week</i>	2
<i>Assessment</i>	written exam and weekly assignments
<i>Literature</i>	Reader, also please refer to www.ppsw.rug.nl/~boomsma/causal.htm

Teaching and Examination Regulations (OER)

Master's Degree Programme in Psychology

Faculty of Behavioural and Social Sciences

2008-2009

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. course: a part of the teaching programme in accordance with the Act
- d. practicum: Practicum 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 assignments;
 - participation in a field trip or excursion;
 - completion of an internship; or
 - participation in another educational activity designed to teach certain skills.
- e. exam: the master's degree exam
- f. 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 degree programme

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

- Specialised knowledge, skills and understanding of psychology;
- Preparation for a career as professional, academically trained psychologist;
- Preparation for a subsequent Ph.D. programme in the area of psychology.

Article 1.4 Types of the degree programme

The degree programme is offered as full time programme.

Article 1.5 Language

The programme courses and exams are in the English language.

Paragraph 2 Structure of the degree programme**Article 2.1 Study load**

1. The study programme has a study load of 60 European Credit Transfer System (ECTS) credits (EC) according to which one EC is equivalent to 28 hours of study.
2. Study load is expressed in whole EC.

Article 2.2 Structure of the study programme

1. The programme contains the following compulsory modules with a study load as indicated
 - a. Foundation courses 10 EC
 - b. Skill training modules 5 EC
 - c. Methodology modules 5 EC
2. The programme contains a research project and/or a research internship with a study load of 30 EC.
3. The form and content of the modules is described in Appendix 1.

Article 2.3 Electives

1. The student selects one or more courses with a total study load that is equal to the difference between the study load of the programme and the study load of the courses described in Article 2.2.
2. Electives may be chosen from the courses mentioned in Appendix 1 as well as from courses offered by other university master programmes. Courses offered by other university master programmes require approval by the Examinations Committee.

Article 2.4 Practica

1. The following modules mentioned in Article 2.1 contain, besides teaching in the form of lectures, a Practicum in the form and size indicated:
 - Skill training modules: exercises, assignment and papers, 140 hours;
 - Research project/Internship: exercises, assignment and thesis, 840 hours.
2. The examination of a module mentioned in this Article cannot be taken before the Practicum is successfully completed in the same year or the year preceding the examination.
3. For the following modules the successful completion of the Practicum is considered equivalent to passing the examination: Research assignment/Internship; Skill training modules.

Paragraph 3 Examination and exams in the degree programme**Article 3.1 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 3.2 Assessment of research assignment and/or research internship

The assessment of a research assignment and/or research internship is done by a supervisor who is appointed by the Examinations Committee and who for the purpose of the assessment is advised by a second assessor or an external supervisor.

Article 3.3 Scheduling of examinations

1. The examinations of the courses mentioned in Appendix 1 will take place twice a year in the semester in which the course is offered. Practica as described in Article 2.2 may be followed at least once per year.
2. Contrary to what is stipulated in Article 3.3.1, the examinations of courses that are not offered in a specific year will take place only once in that specific year.

Article 3.4 Form of examination

1. The examinations of the courses mentioned in Appendix 1 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 3.5 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 3.6 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 3.8.1 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 3.7 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 3.8 Right of 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.
5. 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 3.9 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:

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

Article 3.10 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. The examination date entered on the certificate by the Board of Examiners is the date on which the student is deemed by the Board to have satisfied the final examination requirements.

2. If the student applies for the certificate after the period specified in 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.
3. 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 3.11 Degree

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

Paragraph 4 Admission

Article 4.1 Admission criteria

1. Admissible to the master degree programme are students who have obtained a bachelor's degree at university level and who can demonstrate possession of the following competencies:
 - a. Knowledge of the scientific discipline of psychology as well as the most important theoretical sub-disciplines and professional applications;
 - b. Skills necessary to design and perform scientific psychological research and to report that research in accordance with scientific and ethical standards;
 - c. Knowledge of the most important techniques and methods of data collection and the skills to apply these methods and techniques;
 - d. Sufficiently developed analytic skills and critical attitude on the basis of which the assessment of the impact and validity of information can be carried out at an academic level;
 - e. The motivation to obtain knowledge, skills, and understanding of psychology at an academic master degree level.
2.
 - a. Students who have passed a bachelor degree exam in psychology at the University of Groningen are considered to possess the competencies specified in Article 4.1.1 and are admitted on that basis.
 - b. Students who have passed a bachelor degree exam in psychology at a research university in the Netherlands other than that mentioned in Article 4.1.2 are for the purpose of admission treated as equivalent to those referred to in Article 4.1.2.
3. Admission as implied in Article 4.1.1 and 4.1.2 gives the student the right to enroll in the programme.

Article 4.2 Admissions board

1. The admission to the degree programme is assigned to the Admissions Board of the programme. This Board consists of:
 - a. A member, also chairman, appointed from one of the full professors charged with teaching duties in the programme;

- b. Five members appointed from other staff charged with teaching duties in the programme.
2. As advisory member is appointed the study advisor for the degree programme.
3. The appointments are made by the Examinations Committee.

Article 4.3 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 higher education.

Article 4.4 Admission assessment

1. For the purpose of admission as described in Article 4.1.1 the Admissions Board examines the knowledge and skills of the candidate. In addition to the written evidence concerning the education of the candidate, the Admissions Board may consider having certain knowledge or skills tested by experts within the university or elsewhere.
2. The Admissions Board considers in its assessment the language level, and the motivation and ambitions of the candidate.

Article 4.5 Admission dates

1. Assessment of applications takes place twice per year, once before the First semester and once before the second semester.
2. Request for admission to the programme must be made before March 1 or September 15, for admission to the First or second semester, respectively.
3. In special cases the admissions committee may decide to consider an application for admission after the deadlines named in article 4.4.2.
4. The admissions committee will decide whether to admit by May 1 or November 15, respectively. Admission is granted on the condition that the requirements for admission as mentioned in article 4.3 are met, as evidenced by diplomas. On the written reaction to the request for admission the possibility of appeal to the Board of Appeals will be mentioned.
5. As an exception to the above it is possible for candidates described in article 4.1.2 to apply for admission when they meet the requirements in article 4.5.1. In this case the admissions committee reaches a decision within one month after the application has been received.

Article 4.6 Temporary admission

1. At the request of the candidate who is preparing for the exam of the bachelor degree programme mentioned in Article 4.1.2, the Admissions Board can temporarily admit the candidate provided that no more than 15 EC must be completed to fulfil the exam requirements and provided that the Bachelor's thesis has been completed.
2. Admission as described in clause 1 is valid for a maximum period of six months during which time the candidate should complete the bachelor's programme in order to gain admission.

Paragraph 5 Academic advising**Article 5.1 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 5.2 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.

Paragraph 6 Transitions and final provisions**Article 6.1 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 6.2 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 6.3 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.

Appendix 1

The Appendix to this OER contains the courses that are listed in the Dutch language master programme as being taught and examined in English.

Foundation courses:

MAB-4	Skill acquisition and training	5 EC
MHB-1	Brain and behaviour	5 EC
MSB-2	Environment	5 EC
MSB-3	Attitudes and behaviour	5 EC
MSB-4	Emotion, motivation and cognition	5 EC

Foundation courses equalling 10 EC are compulsory.

Skills courses:

MSV-1 Testing theories	5 EC
MSV-2 Applying theories	5 EC

One skills course equalling 5 EC is compulsory.

Methodology courses:

MM-1 Causal modelling	5 EC
MM-2 Repeated measures	5 EC
MM-4 Experimental designs	5 EC

One methodology course equalling 5 EC is compulsory.

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

(9 January 2008)

Article 1 – Applicability

These Rules and Regulations apply to the examinations for the Master's degree programme in Psychology, hereinafter called 'the programme'.

Article 2 – Definitions

The following definitions apply to these Rules and Regulations:

- Examination regulations: the Teaching and Examination Regulations for the programme, most recently updated on January 9, 2008
- Examinations Committee: the Examinations Committee for the programme;
- Examinee: a person taking an examination or final assessment;
- Final assessment: the final assessment of the programme.

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 Board of Examiners

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 study 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 examinees, 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 3.11.2 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 conditions at least have been satisfied:
 - a) the weighted average mark for the courses passed for the degree programme is 8 or higher, with no rounding off.
 - b) the mark awarded for the Master's thesis course is 8 or higher.
 - 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 if fewer than 50 ECTS credits have been earned within the degree programme.
3. 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 receiving the predicate 'cum laude'.

Note: when determining the predicate 'cum laude', only those courses which form part of the degree programme will be considered. Students who have followed more courses than needed for the degree programme must when requesting a final assessment indicate clearly which courses qualify for the degree programme. The other courses that are successfully concluded 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 unavailability 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 programme 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. Registration occurs 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.
5. If the term listed in Article 8.4 is exceeded, registration for an examination 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.
6. Registration for an oral examination is not done 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 final assessment must occur via the relevant Student Administration Office, at least 20 working days before the day of the final assessment.
9. The examinee will receive an invitation to attend the day of the final assessment 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 from a practical must be submitted in writing to the Board of Examiners, in line with the relevant specifications which are 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 requirements of the Master's thesis. This must be written within the framework of the programme and under the supervision of an examiner of the programme in accordance with the usual procedure as published in the Master's thesis guide of the academic year in question.

Article 11 – Optional courses

1. Requests for approval of optional courses as defined in Article 2.4.2 of the Examination Regulations must be submitted in writing to the Board of Examiners, in accordance with the relevant specifications which are available from the Education Office.
2. Approval within the meaning of Article 11.1 must be obtained before the relevant course can be followed.
3. 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.

Article 12 – 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 invigilator.
8. Examinees who have not registered for the examination or final assessment may not participate in the examination. The examiner, or his or her representative, may banish 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 degree 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 13 – 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 during or in connection with an examination or final assessment, the Examinations Committee is authorised to ban the examinee from further participation in the examination in question or from one or more parts of it for a period of no more than one year after the discovery of the cheating, or until a different, suitable measure is decided upon.
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 invigilator or lecturer.
5. The Examinations Committee will inform the examinee in writing of its decision to ban.
6. The examinee can request that the Examinations Committee annul the ban. He or she must include a copy of the report referred to in Article 12.4 with the request and, if desired, a written commentary thereon.
7. Before the Examinations Committee decides on the request referred to in Article 12.5, it will give the examiner and the examinee the opportunity to put their cases.
8. A ban means that no result will be recorded for the examination or final assessment referred to in Article 13.2.

Article 14 – 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. In good time before the examination is sat, the examiner will announce the type of examination in line with the provisions of the Teaching and Examination Regulations.

Article 15 – Assessment

1. The assessment of written examinations is conducted in line with assessment criteria set out in advance in writing.
2. The assessment of practicals 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 2.3.2 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 degree 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'.

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 course referred to in Article 2.3.2 of the Examination Regulations will be assessed with a mark that may be expressed as a decimal (x.5), on condition that the mark does not fall outside the range of 1 to 10.

Article 16 – 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 Education Office of the degree 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 Degree Programme Advisory Committee.

Article 17 – 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 18 – 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 Student Administration Office 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 Student Administration Office of the degree programme.

Article 19 – 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. An examinee can request a post mortem with the relevant examiner concerning the results of an examination other than an oral examination within four weeks of the day of the publication of the results. The post mortem will take place at a time and a place determined by the examiner.
3. If the Examinations Committee arranges a collective post mortem for an examination, then an examinee may submit a request as defined in Article 19.2 if he or she attended the collective post mortem and motivates the request, or if he or she is unable to attend the collective post mortem due to force majeure.
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 20 – 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:
 - the limiting of time lost by students who are progressing well with their studies
 - timely termination of the degree programme by students who are unlikely to pass the exams;
- c. Protect students from excessive course loads;
- d. Be understanding towards students who, through reasons beyond their control, have suffered study delay.

Article 21 – Amendments to the Rules and Regulations

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

Article 22 – Date of Commencement

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

As decreed by the Examinations Committee of the Master's degree programme in Psychology on 9 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.

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
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
- USVA Student Cultural Centre, Munnekeholm 10, tel. (050) 363 4670, www.usva.nl
- GSP Groninger Studentenplatform (student platform), Kraneweg 33, tel. (050) 312 9926, 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
- GSb Student Support, St. Walburgstraat 22, tel. (050) 3187898, www.groningerstudentenbond.nl; e-mail: steunpunt@ GroningerStudentenbond.nl;
- SOG Student Advice Office, St. Walburgstraat 22, tel. (050) 363 46 79, e-mail vraag@sogadviesbureau.nl.

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

Student representatives

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

- GSb (*Groninger Studentenbond*: Groningen student union), tel. (050)363 46 75, www.groningerstudentenbond.nl
- SOG (*Studenten Organisatie Groningen*: student organization), tel. (050)363 46 79, www.studentenorganisatie.nl;
- Lijst Calimero, e-mail: contact@lijstcalimero.nl, www.lijstcalimero.nl.

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

Board of the University (CvB)

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

Telephone: (050) 363 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

E-mail: b.h.pier@rug.nl

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

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 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. This web page also contains information about how to limit study delay.

Financial support in the event of other extraordinary circumstances

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

Other extraordinary circumstances include:

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

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

Fund for the financial support of foreign students

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

***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).