Manual Graduation Procedure

To receive a diploma, students need to be enrolled for the graduation procedure via ProgRESS. Did you complete courses at another (Dutch/foreign) university? Start the procedure only when these courses are visible in ProgRESS.

Complete the following six steps:

**Step 1:** In progress, go to “enrolling”→“Faculty of Arts”→“Degree application”→“Graduation procedure from 2017”

**Step 2:** Apply for Bachelor/ Second Bachelor/Master/ Second Master

**Step 3:** Your graduation procedure has now been started. You can see this under the heading “Registered processes”(on the right side)

**Step 4:** Click on “Graduation Procedure” and choose the correct study

**Step 5:** Compile your list of courses by categorising the course units under the correct headings following the formal requirements of the degree programme or following individual agreements with the Exam Committee.

- Select one or more course(s) (left) and place these under the correct category on the right
- Courses you’ve completed in addition to the regular courses are placed under “Extra Modules”
- When a course mistakenly has been added to the wrong category, you can select it and remove it by clicking the “Remove from list of courses” button below the page or “Place in another cat”.
- Courses completed at another Dutch university of Abroad are placed in those categories respectively.

**Courses still missing?**
- Click the button “Search for course to add” (below the page, on the left) to add courses that are still missing. You can do this by entering the course code and adding the course to the correct category. Courses that you still have to complete need to be added to you list!

**Pay Attention:** The ‘new’ course you added will be shown without a result. When you complete this course, the result will automatically appear in your compiled list of courses in the Graduation Procedure.

The table below will show how a general list of courses is compiled for a Bachelor degree.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Ba-1</td>
<td>50 ECTS</td>
</tr>
<tr>
<td>Level Ba-2/3</td>
<td>70 ECTS</td>
</tr>
<tr>
<td>Minor</td>
<td>30 ECTS</td>
</tr>
<tr>
<td>Optional Modules</td>
<td>30 ECTS</td>
</tr>
<tr>
<td><strong>Totaal</strong></td>
<td><strong>180 ECTS</strong></td>
</tr>
</tbody>
</table>

**CHECK THE STUDY GUIDE OR OCASYS**

**Step 6:** When the total number of credits accurate you can click on the button “Present list for evaluation”.
