



university of
 groningen

faculty of behavioural
 and social sciences

faculty board

Faculty of Behavioural and Social Sciences
Teaching and Examination Regulations (OER)
Bachelor's Degree Programme
for the Academic Year 2018-2019

FGMW-18-F138 (final version July 2018)

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Appendix 1: Teaching and Examination Regulations of the Bachelor Programme

Appendix 2: Rules and Regulations Concerning Graduation Assignments in the Bachelor's - and Master's Programmes of BSS

The Teaching and Examination Regulations set out the specific rights and obligations that apply to each degree programme taught at the University of Groningen, for both students and the degree programme.

The University-wide section of the Student Charter sets out the rights and obligations that apply to all students.

These Regulations were decreed by the Board of the Faculty of Behavioural and Social Sciences on July 12th, 2018 and approved by the Faculty Council where required on June 19th, 2018.

SECTION 1 GENERAL PROVISIONS

Article 1.1 – Applicability

1. These Regulations for academic year 2018-2019 apply to the teaching, examinations and final assessment of the Bachelor's degree programme of the English-taught programme in Psychology (CROHO 56604), hereinafter referred to as **the degree programme**, and to all students enrolled in this degree programme.

The specific information regarding the programme and organization of the degree programme is described in the Appendix:

Appendix 1. Bachelor Programme Psychology, English-taught programme

Hereafter referred to as **the appendix**.

2. The degree programme is provided by the Faculty of Behavioural and Social Sciences of the University of Groningen, hereinafter referred to as **the Faculty**.
3. These Teaching and Examination Regulations also apply to students of other degree programmes, faculties or institutes of higher education, insofar as they follow course units in one of the degree programmes (including Minors) offered by the Faculty to which these Regulations apply.
4. Course units or Minors that students of the degree programme as referred to in Article 1.1.1 follow in other degree programmes or at other faculties or institutes of higher education are subject to the Teaching and Examination Regulations of that programme, faculty or institute.
5. These Regulations also apply to students enrolled in the degree programme for the purpose of following a Pre-Master's programme as referred to in Article 8.7.1.

Article 1.2 – Definitions

The following definitions apply to these Regulations:

- a. **The Act**: the Higher Education and Research Act (WHW; *Wet op het hoger onderwijs en wetenschappelijk onderzoek*)
- b. **Student**: a person registered at the University for the purpose of taking course units and/or examinations leading to the conferral of a university degree
- c. **Degree programme**: the Bachelor's degree programme referred to in Article 1.1 of these Regulations, comprising a coherent set of course units
- d. **Course unit**: a syllabus unit or other part of the degree programme within the meaning of Article 7.3 of the Act, included in OCASYS
- e. **OCASYS**: the University of Groningen's online course catalogue
- f. **ECTS credit point**: a credit point within the meaning of Article 7.4 of the Act. The student workload of each course unit is expressed in ECTS credit points, whereby 1 ECTS is equivalent to a student workload of 28 hours

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- g. Propaedeutic phase: the first 60 ECTS credit points of the formal Bachelor's degree programme as defined in Article 7.8 of the Act
 - h. Post-propaedeutic phase: the part of the Bachelor's degree programme following the propaedeutic phase
 - i. Study progress overview: a written overview of study results and their ECTS credit points, which is sent to students by e-mail
 - j. Preliminary study advice: a preliminary study advice accompanied by a written overview of study results, which is issued to students halfway through the academic year
 - k. Definitive study advice: a study advice that is issued only once and which may result in rejection of the student in question, in accordance with Article 7.8b.1 and 7.8.b.2 of the Act
 - l. Binding study advice: a negative study advice that is binding for the student in question and which means that the student may not continue with the degree programme, in accordance with Article 7.8b.3 of the Act
 - m. Major: all compulsory course units in the propaedeutic and post-propaedeutic phases
 - n. Minor slot: the space available for students to specialize within the degree programme
 - o. Minor: a coherent set of course units that can be followed in the Minor slot
 - p. University Minor: a broadening Minor that students can follow either at their own or a different Faculty
 - q. Personal Minor: a broadening or deepening Minor that students can compile themselves and follow either at their own or a different Faculty
 - r. Examination: a test of the knowledge, understanding and skills of students, including an assessment of the results
 - s. Final assessment: the final assessment for the Bachelor's degree which is considered to be passed once all the requirements of the Bachelor's degree programme have been satisfied
 - t. Academic year: the period of time that starts on 1 September and ends on 31 August of the following year
 - u. 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, or starting on a date determined by the Board of the University and ending on 31 August
 - v. Practical: a practical exercise, as referred to in Article 7.13 of the Act, in one of the following forms:
 - a thesis
 - a written assignment, paper or draft
 - a research assignment
 - participation in fieldwork or an excursion
 - completion of a traineeship
 - participation in another educational activity designed to teach certain skills
 - w. Board of Examiners: an independent body with the duties and powers as set out in Articles 7.11, 7.12, 7.12b and 7.12c of the Act, including assessing whether the requirements of the final assessment have been met
 - x. Admissions Board: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board
 - y. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results

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- z. VWO diploma: pre-university certificate in accordance with Article 13.1 of the Secondary Education Act or Article 7 of the Secondary Education Act BES
 - aa. Programme committee: the consultative and advisory body that fulfils the duties referred to in Article 9.18 and 9.38c of the Act.
 - bb. Regular student: a student who is not a part-time, Minor or non-degree exchange student
 - cc. Matching: matching activities and degree programme advice in accordance with Article 7.31a ff. of the Act, further elaborated in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees.

All other terms will have the meaning that the Act ascribes to them.

SECTION 2 QUALIFICATIONS AND ADMISSION

Article 2.1 Admission to the Programme

1. A VWO diploma (with any profile) grants admission to the degree programme.
2. In addition to the certificate that grant admission to the degree programma according to the Act, holders of an equivalent certificate as listed in the Appendix will also be granted admission to the degree programme

Article 2.2 Admission to the Programme Based on a HBO Propedeutic Certificate

Holders of a propaedeutic certificate from a HBO Bachelor's programme will be granted admission to the degree programme after having demonstrated sufficient knowledge at VWO final examination level of the subjects Mathematics and English, in accordance with the entry requirements for VWO graduates.

Article 2.3 Language Requirement for Foreign Certificates

Not applicable.

Article 2.4 Admission to the Degree Programme on the Basis of an Entrance Examination

1. Students who do not satisfy the admission requirements set out in Articles 2.1 and 2.2 may participate in an entrance examination in accordance with Article 7.29 of the Act. The Admissions Board is responsible for organizing this examination.
2. Students who wish to take the entrance examination must be aged 21 or over on the date on which the examination is held. An exception to the age requirement may be made if the student in question has gained a certificate abroad that would grant admission to a university degree programme in his/her home country, or if the student has the status of refugee and for this reason is unable to present a degree certificate.

3. The entrance examination refers to the following subjects at VWO level: Mathematics, English and Biology. The provisions of Article 2.3 apply.
4. A successfully completed entrance examination will grant admission to the University of Groningen degree programme for which it was taken for the duration of two academic years after the date the examination was taken.

Article 2.5 Admissions Board

1. The Admissions Board has the power to take decisions on behalf of the Faculty Board in matters concerning admission to the degree programme.
2. The Admissions Board consists of:
 - one member, also the chairperson, selected from the professors who teach the degree programme
 - at least two members selected from the other academic staff who teach the degree programme.
3. The study advisor for the degree programme (or an equivalent member of faculty staff) will be an advisory member.
4. The selection will be made by the Faculty Board, which will also set out the admissions procedure.

Article 2.6 – Intake Date and Application Dates

1. There is one intake date per academic year, namely 1 September of each year.
2. Article 2.6 also applies for students who reregister for the same degree programme.
3. In addition to this intake date, there are several application dates (1 November, 1 February, 1 April) on which registration may take place upon the approval of the Faculty Board.

Article 2.7 Matching

1. A prospective student must participate in the matching activities such as required by the specific programme for all Bachelor programmes mentioned in Article 1.1, section 1 before registering for the programme. Based on participation in the matching, the prospective student will receive a programme choice advice.
2. Chapter 3 of the Regulation Registration and Tuition of the University of Groningen and the faculty matching procedure as regards this subject apply.
3. University of Groningen students who would like to register for the propaedeutic phase during the academic year and who meet the demands for qualification will be admitted after completing the mid-year matching activities. The content of the matching activities is described in Appendix 1.

SECTION 3 CONTENT AND STRUCTURE OF THE DEGREE PROGRAMME

Article 3.1 Aims and Learning Outcomes of the Degree Programme

The aims and learning outcomes of the degree programme are set out in Appendix 1.

Article 3.2 Type of Degree Programme

The degree programme is a full time programme.

Article 3.3 Language of Instruction

The language of instruction and examination in the degree programme is English.

Article 3.4 Student Workload

1. The degree programme has a student workload of 180 ECTS credit points.
2. The propaedeutic phase has a student workload of 60 ECTS credit points.
3. The student workload is expressed in whole ECTS credit points.

Article 3.5 Conditions for Awarding a University of Groningen Degree

Students can only be awarded a Bachelor's degree for the degree programme if at least half of the programme was followed at the University of Groningen during the student's period of registration as a student at the University of Groningen.

Article 3.6 Contact Hours

1. The propaedeutic phase of the degree programme comprises a minimum of 480 contact hours a year.
2. The post-propaedeutic phase of the degree programme comprises a minimum of 280 contact hours a year
3. The structure of the contact hours is set out in OCASYS.

Article 3.7 Organization and Examinations of the Degree Programme

1. The final assessment of the degree programme is the Bachelor's assessment
2. The degree programme is divided into a propaedeutic phase and a post-propaedeutic phase.

Article 3.8 Participation in Course Units

1. Students may participate in course units of the degree programme if they register in good time before the start of the period in which the course unit takes place via ProgRESS WWW (ProgressWWW.nl/Rug).
2. During the first five weeks of the period in which the course unit takes place students may still register for the course at the Student Desk. Registration for practicals after the start of the course unit is only possible with the instructor's consent.
3. The maximum number of students for each course unit is listed in OCASYS.
4. Admission to course units with limited capacity is arranged according to the order of registration. Students who are registered for the degree programme will be given priority for the course units in their Major (or Minor).
5. Students may register for at maximum four course units per period
6. Students have the opportunity to register for more than four course units if they have a written approval of the study advisor

SECTION 4 THE PROPAEDEUTIC PHASE OF THE DEGREE PROGRAMME

Article 4.1 Structure of the Propaedeutic Phase

1. The course units in the propaedeutic phase, the related student workload and, if applicable, the related practicals are set out in the Appendix.
2. All course units are included in the digital university education study catalogue, OCASYS, including the description of the form of teaching

Article 4.2 Exemptions

1. At a student's request, the Board of Examiners, having discussed the matter with the examiner in question, may grant exemption from an examination (or part thereof) on the basis of results earned previously (possibly elsewhere) on condition that the student:
 - a. has completed part of a university or higher vocational degree in the Netherlands or abroad that is equivalent in content and level
 - b. can demonstrate by work experience that he/she has sufficient knowledge and skills with respect to the course unit in question.
2. The stipulations of Article 3.5 apply to exemptions.
3. The validity period of exemptions granted for course units or parts thereof is identical to that for examination results.

SECTION 5 STUDY ADVICE

Article 5.1 Preliminary Study Advice

1. Halfway through the first semester of the first year of registration in the propaedeutic phase of the degree programme, students will receive a study progress overview specifying the student workload realized thus far.
2. Students will receive a written preliminary study advice as soon as possible **after the first semester**, and in any case before 1 March.
3. The preliminary study advice should be considered as a warning if there is a question of insufficient study progress, giving students the chance to improve their performance.
4. If the study progress is insufficient to such an extent that the student cannot reasonably be expected to satisfy the conditions for receiving a positive study advice as listed in Articles 5.2.2 a and b, he or she will be invited to a meeting with the study advisor. The aim of the meeting is to discuss the student's study habits, to reassess the choice of degree programme, and if necessary to refer him or her to a different degree programme.

Article 5.2 Definitive Study Advice

1. Students must earn at least 45 ECTS credit points in their first year of registration in the propaedeutic phase of the degree programme. This threshold is known as the BSA threshold.
2. A definitive study advice is issued at the end of the **first year of study**, by 31 July at the latest. This can be either:
 - a. positive, for students who have earned at least 45 ECTS in the propaedeutic programme.
 - b. negative, for students who have earned fewer than 45 ECTS of the propaedeutic programme. This study advice is binding on students (BSA) in accordance with Article 7.8b.3 of the Act.
3. In the event that the preliminary study results are insufficient to such an extent that the student cannot be reasonably expected to pass the 45 ECTS threshold by the end of his/her first year of study, a binding study advice may be issued subsequently to the preliminary study advice as referred to in Article 5.1 before the end of the academic year. This may also be at the request of the student. The procedure described in Article 5.5 will apply.
4.
 - a. The Faculty Board will take extraordinary personal circumstances as referred to in Article 5.4 into account in its decision about which study advice to issue in the first year of registration
 - b. Notwithstanding the stipulations in Article 5.2.2., if no assessment can be made with regards to a student's suitability for the degree programme due to

personal circumstances during the first year of registration, the advice can be postponed until a later date within the propaedeutic phase. An adapted BSA threshold may be agreed upon in such cases.

Article 5.3 Exceptions to the Definitive Study Advice

Multiple Degree Programmes at the University of Groningen

1. Students who are registered for the propaedeutic phase of 2 or more University of Groningen degree programmes in their first year of registration, and by the end of the year satisfy the BSA threshold as referred to in Article 5.2.1 for one degree programme, will not have to satisfy the BSA threshold for the other programme(s) in that year. Once a student has successfully completed the propaedeutic phase of one degree programme, he or she is exempt from the BSA requirements for all other programmes.

Propaedeutic Certificate Previously Gained Elsewhere

2. Students who have already completed the propaedeutic phase of a degree programme at the University of Groningen or another Dutch university, or (for degree programmes that do not issue propaedeutic certificates) in the opinion of the Board of Examiners have earned 60 ECTS credit points in their first year of study, will not fall under the BSA system for the degree programme for which they enroll in the propaedeutic phase.

Deregistration before 1 February

3. No definitive study advice will be issued to students who submit a request for deregistration before or as of 1 February of the first year of registration for the propaedeutic phase of the degree programme. The procedure set out in Article 5.1 will apply again to students who reregister in the subsequent academic year. The BSA regulations for the academic year in which they reregister will then apply.

Registration as of 1 February

4. Conform Article 2.6, section 3, an adapted BSA threshold will apply to students who register for a University of Groningen Bachelor's degree programme as of 1 February and have not previously as students been registered in the same academic year. These students must have earned 20 ECTS in the propaedeutic phase of the degree by the end of the second semester of the first Academic Year of registration. In all other cases, the provisions of Article 5.2 will apply *mutatis mutandis*.

Article 5.4 Special Circumstances

1. When deciding whether to issue a binding study advice, the Faculty Board will take a student's special personal circumstances into account at that student's request. The Faculty Board can then decide to adjust the BSA threshold or decide to postpone the study advice.
The evaluation of personal circumstances will also take into account the student's study behaviour, the agreements made and/or the study plan drawn up in consultation with the study advisor, when the special circumstances were reported and the study results achieved by the end of the first year of study.

2. Students must report special circumstances to the study advisor as soon as possible in order to ensure optimum support. The Faculty Board, or the Faculty BSA Committee on its behalf, will make a decision in response to a student's request for a postponed study advice or an adapted BSA threshold. Students must also report to the study advisor as soon as possible if they are unable to complete the study plan drawn up in consultation with the study advisor and based on the original or adapted BSA threshold.
3. If, due to special circumstances as referred to in Article 5.4.1, no assessment can be made at the end of the first year of study with regard to a student's suitability for the degree programme, the assessment can be postponed until the end of the propaedeutic phase.
4. Postponed advice will be issued by **the end of the second year of registration** in the degree programme, and no later than July 31.
 - a. The postponed study advice will be converted into a positive advice if the (possibly adapted) BSA threshold has been passed.
 - b. The postponed study advice will be converted into a negative study advice, which is binding on the student (BSA), if the student in question still fails to pass the (possibly adapted) threshold in the propaedeutic phase.
5. Circumstances as referred to in Article 5.4.1 do not automatically lead to a successful application for a grant from the Graduation Fund.

Article 5.5 Procedure for Issuing a Definitive Study Advice

1. The definitive study advice is issued by the Faculty Board on behalf of the Board of the University. The decision will also state the applicable safeguards of legal rights.
2. Before a negative study advice is issued, students will receive notice of the intention to issue one, after which they will be given the opportunity to put their case to the Faculty Board or its representative.

Article 5.6 Consequences of a Binding (Negative) Study Advice

1. Students who have received a binding (negative) study advice may not register for the degree programme, for a period of 2 subsequent years from 1 September of the next academic year.
2. Students who have been issued a binding (negative) study advice are not permitted to follow course units in this degree programme via a different degree programme or educational institution in order to avoid the consequences of their binding (negative) study advice. No exemptions will be granted for course units completed in this way, nor will such completed course units be recognized within the framework of the degree programme in any other way.

SECTION 6 ADMISSION TO THE POST-PROPAEDEUTIC PHASE OF THE DEGREE PROGRAMME

Article 6.1 Criteria for Admission to the Post-Propaedeutic Phase

1. Students with a positive study advice of the degree programma or students who are exempt from the BSA requirements due to what is determined in article 5.3.1 and 5.3.2 will be admitted to the post-propaedeutic phase of the programme.
2. Notwithstanding the provisions in Article 6.1.1., for participation in some course units it may be required that a previous course unit has successfully been passed. This subsequential order of course units is included in OCASYS and in Article 9.3 of these regulations.
3. Admission does not apply to the Minor of the degree programme – for this, completion of the propaedeutic phase is required.

Article 6.2 Admission to the Post-Propaedeutic Phase: Hardship Clause

The Board of Examiners may deviate from the stipulations of Article 6.1 in situations where changes to the curriculum or force majeure would demonstrably lead to a situation of unfairness of an overriding nature. This is only possible in unique personal circumstances that are so unusual that admission cannot in all reasonableness be denied.

Article 6.3 Study Plan

1. All students who have been issued a positive study advice with 50 or less ECTS or a postponed advice, as referred to in section 5, are expected to draw up a study plan in consultation with their study advisor, comprising at least the following:
 - a. the propaedeutic course units that have not yet been passed with a related time line
 - b. the post-propaedeutic first-year course units that may be followed in addition to the course units listed under a.
2. Students as meant in Article 6.3.1 must have visited the study advisor before the start of the second block of the first semester in order to be able to register for courses.

SECTION 7 THE POST-PROPAEDEUTIC PHASE OF THE DEGREE PROGRAMME

Article 7.1 Structure of the Post-Propaedeutic Phase

1. The course units in the post-propaedeutic phase, the related student workload and, if applicable, the related practicals are set out in the Appendix.

Article 8.3 – Personal Minor

1. A personal Minor is a coherent set of broadening or deepening course units that students can compile themselves and follow either at their own or a different Faculty.
2. Personal Minors must be presented to the Board of Examiners in advance for approval.

Article 8.4 – Authority of the Board of Examiners with regard to Minors

1. Students must present their choice of Minor to the Board of Examiners of their own degree programme for approval, except if they choose a University Minor in accordance with Article 8.2.2.
2. Minors followed in other degree programmes or at other faculties or institutes of higher education are subject to the authority of the Board of Examiners of the degree programme that sets the relevant examinations.
3. Minors in the degree programme followed by students of other degree programmes, faculties or institutes of higher education are subject to the authority of the Board of Examiners of the degree programme.
4. A responsible Board of Examiners will be assigned in the event of interfaculty University Minors.

B. Honours programme

Article 8.5 Bachelor's Honours Programme

1. The Faculty participates in the Bachelor's Honours programme organized by the University of Groningen Honours College. The Bachelor's Honours Programme does not form part of the regular Bachelor's curriculum.
2. Students admitted to one of the Bachelor's degree programmes offered by the Faculty can participate in the Bachelor's Honours programme if they are selected by the Dean of the University of Groningen Honours College. Please consult the Teaching and Examination Regulations of the University of Groningen Honours College for the selection procedure.
3. The Bachelor's Honours programme has a total student workload of 45 ECTS credit points, divided over the three years of the Bachelor's programme. The Bachelor's Honours programme, including the deepening Faculty part, is subject to the Teaching and Examination Regulations of the University of Groningen Honours College.
4. a. The Honours programme does not form part of the regular Bachelor's curriculum. The results and marks do not count towards the awarding of an honours predicate for the Bachelor's programme.

- b. The Diploma Supplement that accompanies the Bachelor's degree certificate will also list the results gained in the Bachelor's Honours programme.

C. Pre-Master's Programmes

Article 8.6 Pre-Master's Programmes

1. The Faculty offers Pre-Master's programmes with student workloads of 60 ECTS credit points to facilitate entry into the Master's degree programmes in Psychology and Sociology (see Appendix 1).
2. Students who enroll in the Pre-Master's programme in Psychology are registered in the Bachelor's degree programme in Psychology, those who enrol in the Pre-Master's programme in Sociology are registered in the Bachelor's degree programme in Sociology.
3. The size and content of the Pre-Master programme is determined individually by the Admissions Board.
4. The Admissions Board of the desired Master's degree programme will decide on admission to the Pre-Master's programme.
5. Admission to the Pre-Master's programmes takes place once a year, at the start of the programme in the first semester.
6. The Pre-Master's programme must be completed within two academic years.
7. The Board of Examiners of the degree programme as referred to in Article 1.1.1 has the authority to decide in matters concerning course units in the Pre-Master's programme.
8. On a motivated request of the student, the Admissions Board can decide to deviate from Article 8.6.5 in case of extraordinary circumstances.
9. The stipulations concerning Pre-Master's programmes in the University of Groningen Regulations for Registration and Tuition Fees 2018-2018 apply.

SECTION 9

EXAMINATIONS

Article 9.1 General

1. Each course unit is assessed by means of an examination.
2. The examination assesses students' academic development and mastery of the learning outcomes of the course unit.

3. The results of an examination are given as pass or fail, in numbers expressed as 6 or more for a pass and 5 or less for a fail.

Article 9.2 – Participation in Examinations

1. A student who registers for a course unit in the degree programme in accordance with Article 3.8 of the OER is automatically registered for the first examination opportunity for that course unit.
2. Students who didn't pass this examination opportunity, will be automatically registered for the resit. Students who **didn't show up** at the first examination opportunity, will not be registered automatically for the resit.
3. Notwithstanding the provisions of Article 9.2.1, students can register and deregister for examinations during certain periods to be further defined.
4. A student may not participate in an examination if he is not registered for the course unit of the degree programme concerned.

Article 9.3 Compulsory Order

Some course units may not be taken or examinations sat before the conditions of certain other course units have been satisfied. The Appendix sets out when this is the case.

Article 9.4 Examination Frequency and Periods

1. There will be an opportunity to sit the examinations for the course units listed in the Appendix at least twice in each academic year.
2. The periods in which examinations can be sat are listed in the Student Handbook and/or OCASYS. Partial exams can also be taken outside the period indicated.
3. Notwithstanding the provisions of Article 9.3.1, alternative regulations can apply to some course units. The Appendix sets out when this is the case.
4. Notwithstanding the provisions of Article 9.4.1, there will be only one opportunity in a certain year to take the examination for non-compulsory course units not taught in that year.
5. Examinations for course units that are part of a final Bachelor's assessment as referred to in Article 10.1 may not be taken again.
6. An examination for a course that is no longer offered can be taken at least once in the first year in which this is the case.

Article 9.5 Assessment of Placement/Internship or Research Assignment

The assessment of a placement/internship or research assignment will be conducted by the on-site supervisor and the original commissioner. The supervisor from the degree programme will be appointed as examiner .

Article 9.6 Bachelor's Thesis

1. A Bachelor's thesis can in principle only be used for one University of Groningen degree programme. Full or partial exemptions for a degree programme's thesis may be granted by the Board of Examiners based on a Bachelor's thesis written for another degree programme.
2. The opportunity to write a Bachelor's thesis is provided at least once per year. The period in which this opportunity is provided will be made known in OCASYS.
3. The Bachelor thesis will be graded by at least two expert assessors, including at least one examiner.
4. If, at the end of the period mentioned in section 2, the judges do not deem the Bachelor thesis to be sufficient, there will be one opportunity to receive a grade of sufficient (maximum a 6) by means of a reparative assignment within a period established by the Bachelor programme.
5. Article 10.1.6 on the storage period for theses applies.
6. More detailed regulations on the design, content, time frame and assessment of the thesis can be found in the Teaching and Examination Regulations of the Bachelor Programme (see Appendix 1). These regulations are an elaboration of the Rules and Regulations Concerning Graduation Assignments in the Bachelor's - and Master's Programmes of BSS that is attached as Appendix 2.
7. Only the Board of Examiners can, at the written request of the student, deviate from what is determined in the previous sections of this article.

Article 9.7 Form of Examinations

1. Examinations will be taken in the manner stated in OCASYS.
2. At the student's request, the Board of Examiners may allow an examination to be taken in a form different from that stated above.
3. A mock version of each written examination, including an answer key, will be made available, which should be representative for the form, content, and level, as well as indicative of the size of the actual examination .

Article 9.8 Request for Additional Resit

1. Students may submit a request for an additional resit to the Board of Examiners.

2. Such a request may be granted if the student in question failed the relevant exam due to extraordinary circumstances and if not granting the request for an additional resit would result in unacceptable study delay.

Article 9.9 Board of Examiners Responsible for Electives Taken at Other Degree Programmes

1. A request to take an elective at another degree programme must be approved by the Board of Examiners of the student's own degree programme.
2. The Board of Examiners of the other degree programme is authorized to set and assess the examinations and decide upon requests for alternative exam regulations. Article 9.10.2 applies.

Article 9.10 Examinations and Performance Disabilities

1. Students with a performance disability will be given the opportunity to take examinations in a form that will compensate as far as possible for their individual disability. If necessary, the Board of Examiners will seek expert advice from a student counsellor of the Student Service Centre (SSC) before making a decision.
2. With regard to examinations for electives taken at other degree programmes by students with a performance disability, the Board of Examiners of the degree programme that sets the examination will comply with the facilities permitted by the Board of Examiners of the degree programme for which the student is registered.

Article 9.11 Oral Examinations

1. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.
2. Oral examinations are public, unless the Board of Examiners or the relevant examiner stipulates otherwise or the student objects to the public nature of the examination due to extraordinary circumstances. A second examiner may attend the oral exam at the request of the student and/or the examiner.

Article 9.12 Marking of Examinations and Publication of Marks

1. After an oral examination, the examiner will assess the examination immediately and provide the student with a statement upon their request. He or she will provide the Faculty's administration department with the necessary details for registration of the result in Progress.
2. The examiner will mark a written examination with open-ended questions within ten working days and an examination consisting exclusively of multiple choice questions within five working days after the day on which it was taken, and will

provide the Faculty's administration department with the necessary details for registration of the result in Progress.

3. If an examination is taken in a form other than oral or written, the Board of Examiners will determine in advance how and when students will receive written confirmation of the result.
4. The written confirmation of the result of an examination will also inform the student of his right of inspection, as stipulated in Article 9.14.1, as well as his right to appeal.
5. Students can lodge an appeal against the results of an examination with the Central Portal for the Legal Protection of Student Rights (CLRS) within 6 weeks of the date on which the result was announced.

Article 9.13 Validity

1. Completed course units remain valid indefinitely.
2.
 - a. Notwithstanding the provisions of Article 9.13.1, the Board of Examiners may decide to require a student to take a supplementary or substitute examination for a course unit taken more than six years previously before allowing that student to progress to final assessment if the knowledge of the student is demonstrably outdated.
 - d. In the event of extraordinary personal circumstances the six years period will be extended for the period during which the student in question receives a provision from the Graduation fund.
3. Results of an examination or assignments that are acquired within a course unit that has not been passed successfully, expire after the Academic Year in which they are acquired.
4. Article 9.13 section 3 does not apply if this has serious negative effects for the possibility to complete the Bachelor programme. The applicability of the article is described in Appendix 1.

Article 9.14 Right of Inspection

1. On request, students have the right to inspect their marked work during a period of up to six weeks after the results of a written examination have been made known. Also on request, they will be provided with a copy of the work at cost price.
2. Within the time frame stipulated in Article 9.14.1, any participant in the examination may request that they be allowed to peruse the examination paper and the assessment criteria.
3. During the inspection or perusal the student will receive sufficient opportunity to look through all examination questions and answers, to ask the instructor

responsible or his/her substitute questions and to make notes and take them with him/her.

4. The Board of Examiners can determine that the inspection or perusal will happen at a particular place and at at least two particular moments. The location and time of the inspection moments will be announced at least five days in advance. If the person concerned can show that they were prevented by force majeure from attending at the indicated places and times, they will be offered another opportunity, if possible within the period stated in article 9.14.1.

Article 9.15 Board of Examiners and Examiners

1. The Board of Examiners is the independent body that determines whether individual students have the knowledge, understanding and skills required to be awarded the degree.
2. The Faculty Board appoints the members of the Board of Examiners on the basis of their expertise in the field of the degree programme (or cluster of degree programmes) in question.
3. The Board of Examiners must comprise at least:
 - a. one member who is a lecturer in the degree programme; and
 - b. one member from outside the degree programme.
4. Members of the Faculty Board or other people who have financial responsibilities within the institution may not be appointed as members of the Board of Examiners.
5. The Board of Examiners will appoint examiners to set examinations and determine the results.
6. The Board of Examiners will set out the Rules and Regulations of the Board of Examiners to judge and determine the outcome of examinations and final assessments.

Article 9.16 Cheating and Plagiarism

1. Cheating is an act or omission by a student designed to partly or wholly hinder the forming of a correct assessment of his or her own or someone else's knowledge, understanding and skills.
2. Cheating also includes plagiarism, which is copying someone else's work or ideas without correct reference to the source.
3. Cheating also includes misinforming to require additional facilities and arrangements concerning exams, tests and participation in courses.
4. If a student cheats, the Board of Examiners may exclude that student from participation in one or more examinations or final assessments for a maximum of

one year after discovery of the fraud, or impose him another suitable measure or sanction.

5. In serious cases of cheating, the Board of Examiners may propose to the Board of the University that the student's registration be definitively terminated.
6. The Board of Examiners will set out its course of action in the event of cheating in its Rules and Regulations.

Article 9.17 Invalid Examination

In the event of irregularities with regard to an examination that are so serious that an accurate assessment of the examinee's knowledge, understanding and skills cannot be made, the Board of Examiners may declare the examination invalid for either an individual examinee or a group of examinees.

Article 9.18 Termination of Registration (Iudicium Abeundi)

1. In cases of serious objectionable behaviour and/or remarks by a student, the Board of the University can in certain cases, and after an advice from the Board of Examiners or from the Faculty Board, decide to terminate the registration of this student, after having carefully assessed all the interests of the student and the institution and once it has been proven reasonable to assume that the student's behaviour and/or remarks prove him/her to be unsuitable for one or more of the professions for which he/she is being trained in his/her degree programme or for the practical preparation for that profession. In such cases the Faculty Board, the Board of Examiners and the Board of the University will follow the *Protocol Iudicium Abeundi* [protocol for termination of registration] as approved by the *Nederlandse Federatie van Universitaire Medische Centra* [Netherlands Federation of University Medical Centres] on 1 November 2010.
2. The stipulations in the University of Groningen Regulations for Registration and Tuition Fees apply.

SECTION 10

FINAL ASSESSMENT

Article 10.1 Final Assessment

1. The degree programme is concluded with a final assessment.
2. a. On condition that the student's study programme has been approved, the Board of Examiners determines the result of the final assessment as soon as the student has passed all the required examinations. The Board of Examiners may define terms to this end. By determining the results of the final assessment, the student has proven to have acquired the necessary academic training.

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- b. If a student exceeds the relevant deadlines for approval of the study programme referred to under a, the Board of Examiners may postpone his or her graduation date. This date may then be in the academic year following the year in which the last examination was passed.
 3. Before the final assessment can be determined, the Board of Examiners may decide to test the student's knowledge of one or more course units or components of the degree programme, if and inasmuch as the marks for these course units provide a reason for doing so.
 4. By determining the result of the final assessment, the Board of Examiners also commits itself to a speedy processing of the degree certificate ceremony.
 5. The graduation date is the date on which the final assessment is passed, as determined by the Board of Examiners in accordance with the provisions of Article 10.1.2, and not the date on which the degree certificate is presented to the student.
 6. The successfully passed final assessment as referred to in Article 10.1.1, and all assignments submitted within the framework of this assessment, will be kept on file by the Faculty Board for a period of at least 7 years.

Article 10.2 Degree Certificate

1. Students will receive a certificate issued by the Board of Examiners as proof that they have passed the final assessment. Even if a student successfully completes more than one specialization within a degree programme, he or she will receive only one degree certificate.
2. The Board of Examiners will issue an International Diploma Supplement with each degree certificate.
3. If relevant, the results obtained in the Bachelor's Honours Programme will also be listed on the Diploma Supplement that accompanies the Bachelor's degree certificate.

Article 10.3 Degree

1. Those who have passed the examination are granted the degree 'Bachelor of Science'.
2. The degree awarded shall be registered on the degree certificate.

Article 10.4 Honours ('judicium')

1. The Board of Examiners shall determine whether or not the Bachelor's degree certificate will be awarded an honours predicate.
2. There are two types of honours predicates: 'Cum laude' and 'Summa cum laude'. The following conditions apply:

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- a) for ‘Cum laude’:
 - i. the mark (not rounded off) for the bachelor thesis must be at least 8.0
 - ii. The weighted average (not rounded off) for all course units, excluding the thesis, within the examination programme approved by the Board of Examiners must be at least 8.0
 - b) for ‘Summa cum laude’:
 - i. the mark (not rounded off) for the bachelor thesis must be at least 9.0
 - ii. The weighted average (not rounded off) for all course units, excluding the thesis, within the examination programme approved by the Board of Examiners must be at least 9.0
3. No honours as referred to in Article 10.4.2 are awarded if the student workload of the exemptions in ECTS credit points is more than half the total number of ECTS for the degree programme.
 4. Honours as referred to in Article 10.4.2 may only be awarded if the examinations for all course units except one were taken only once. One course unit may be resat, and only one resit may be taken for this course unit.
 5. Honours as referred to in Article 10.4.2 may only be awarded if no resit opportunity was used for the thesis.
 6. Honours as referred to in Article 10.4.2 may only be awarded if no single course unit was awarded a mark less than 7.0.
 7. No honours as referred to in Article 10.4.2 are awarded if a decision by the Board of Examiners has been taken to the effect that a student is no longer eligible for an honours predicate because cheating/plagiarism has been detected.
 8. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 10.4.2-7.

Article 10.5 Assessment Plan

An assessment plan has been approved by the Faculty Board for each Bachelor programme, comprising the following topics:

1. the learning outcomes of the degree programme
2. the course units of the degree programme and the learning outcomes of each course unit
3. the relationship between course units and learning outcomes
4. the assessment mode to be used and the test moments for each course unit
5. the test design and assessment procedures and assessment criteria used
6. who is/are responsible for the implementation of the various components of the assessment policy
7. the method of regular evaluation.

SECTION 11 STUDY PROGRESS SUPERVISION

Article 11.1 Study Progress Administration

The Faculty Board registers individual study results for all students, and at least twice a year and on request provides students with an overview of their study results.

Article 11.2 Study Progress Supervision

The Faculty Board will organize the introduction and the study progress supervision for students enrolled in the degree programme, partly to promote their progress and also with a view to potential study options within and outside the degree programme.

SECTION 12 TRANSITIONAL AND FINAL PROVISIONS

Article 12.1 Amendments

1. Any amendments to these Regulations will, following a recommendation by and/or upon the approval of the Programme Committee and in consultation with – and where necessary upon the approval of – the Faculty Council, be confirmed by the Faculty Board in a separate decree.
2. Any amendments to these Regulations will not apply to the current academic year, unless it may reasonably be assumed that the amendment in question will not harm the interests of students.
3. In addition, an amendment may not influence any other decision concerning a student taken by the Board of Examiners under these Regulations to the disadvantage of students.

Article 12.2 Publication

1. The Faculty Board will duly publish these Regulations as well as any amendments to them.
2. Copies of these Teaching and Examination Regulations are available from the Faculty Office. These documents can also be found on the Faculty website via the Student Portal².

Article 12.3 Date of Commencement

These Regulations will take effect on the 1st of September 2018.

Rules and Regulations Concerning Graduation Assignments in the Bachelor's¹ - and Master's Programmes of BSS

Appendix to the BSS OER

Paragraph 1 Introduction

1. These rules and regulations contain general rules that apply to all graduation assignments² of the bachelor's and master's programmes and the pre-master's programmes of the Faculty of Behavioural and Social Sciences.
2. These rules and regulations will be elaborated on by the various programmes themselves and supplemented in a programme specific *Graduation Guide* and an *Assessment Form*. This further elaboration can mean that a programme may decide to introduce stricter requirements. The documents mentioned can also vary per programme³.
3. The *Graduation Guide* should at least contain information about the requirements for admission, the application procedure, the subject, the form and design, as well as the learning objectives of the graduation assignment, and information about the supervision and assessment procedures.
4. The Assessment Form is a list with assessment aspects that are explicitly used when determining the final grade.
5. Both the *Graduation Guide* and the *Assessment Form* are determined by the Director of Studies before the start of the academic year, and made available to students and staff.

Paragraph 2 Admission and Deadlines

1. Programmes may formulate entry requirements for graduation assignments.
2. The graduation assignment of the bachelor's programme should, in principle, be a specified assignment with a fixed starting and end date that has been decided on by the programme beforehand. It is also specified beforehand who will act as supervisor and assessors.
3. A student may only start with the graduation assignment of the master's programme after a supervisor has been assigned and the research proposal with the planning of the graduation assignment have been approved of by the supervisor.

Paragraph 3 Registration

The student must sign up for a graduation assignment via ProgRESSwww.

Paragraph 4 Subject

1. The subject of the graduation assignment should fit into the research programme of (one of) the research group(s) that the programme provides.
2. In connection with the bachelor assignment the student will make a selection from the final assignments on offer. If appropriate, a student may indicate a few preferences. The final selection and assignment are done through a procedure described in the *Graduation Guide* of the programme. By way of exception, a programme may allow excellent students to submit their own subject matter

¹ If students have to write a pre-master assignment in the context of a pre-master's programme, then the Graduation Guide of the bachelor's programme that precedes the master's programme that the pre-master links up to, applies.

² The term 'graduation assignments' refers to that part of the curriculum that has been scheduled at the end of the programme. Other terms are: final paper, thesis, final project, graduation project.

³ Programmes that have the same Croho-code are considered as one and the same programme.

outside of the offered graduation assignments. The criteria and the procedure for this are described by the programme in the *Graduation Guide*.

3. In connection with the master's programmes, the programme will determine whether the subject proposed by the student meets the requirements mentioned under item 1. of this paragraph. In principle, the primary supervisor assesses this; the programme determines in the *Graduation Guide* of the programme which body or committee decides in case of doubt. If a bachelor student is allowed to submit a personal subject for the final assignment, then a similar check will occur in connection with item 1.
4. In connection with bachelor's programmes, a programme may decide that students should register to a subject in a bachelor's thesis group. The procedure for this registration must be transparent and has to be written down in advance in the *Graduation Guide*.

Paragraph 5 Form and Design

1. The graduation assignment or final project can have the form of a theoretical research project (like, for example, a study of literature) an empirical research project, and/or a research project related to a specific problem within a (social) organization or institution. When in a particular programme (more) specific requirements apply to the form, the programme will state this in the *Graduation Guide*. An internship may be part of a graduation project; the requirements, conditions and learning objectives of the internship are described in the *Graduation Guide*.
2. The graduation assignment can, in principle, be written in Dutch or English. A deviation from this will be described by the programme in the *Graduation Guide*.
3. The graduation assignment must comply with the ethical principles common to the programme. Which principles these are in connection with the programme in relation to which the graduation assignment is written are explicitly mentioned in the *Graduation Guide*.
4. Study programmes may set specific requirements for the design of the graduation assignment or thesis (title page, style, language, typographic approach, summary, maximum/minimum number of pages/words, etc.). These requirements are mentioned by the programme in the *Graduation Guide*.
5. If a student intends to collect data from several persons, then (s)he has to obtain the permission of the Ethics Committee in advance.

Paragraph 6 Learning Objectives

1. The learning objectives of the graduation assignment should be in agreement with the final objectives and attainment levels of the programme. The learning objectives are described in the *Graduation Guide*.
2. The study load of the graduation assignment in ECs depends on the study programme and is mentioned in the Education and Examination Regulations of the programme. Insofar as a programme allows variations in the number of ECs granted, these are mentioned in advance in the *Graduation Guide*, together with the rules in accordance with which these variations are allowed..
3. Writing a graduation assignment is an individual achievement. Both in managing the graduation project as well as in the relational, methodological and content aspects, the student shows that (s)he can act independently and professionally and is able to stick to the agreements made.
4. Graduation assignments by two or more students, are only allowed in the Bachelor's programme, and in that context only if the individual contributions in connection with each part of the graduation assignment can be determined objectively.

Paragraph 7 Supervision**Article 7.1 Graduation Supervisors**

1. All staff members who have been appointed as examiners by the Exam Committee can act as graduation supervisors. In principle, these supervisors also act as first assessor. In connection with the supervision of the graduation assignment in the master's programme, the staff member, should also have a PhD.
2. A Director of Studies may send a request to the Exam Committee to deviate from the procedure mentioned above on the basis of well-founded arguments. This applies to individual cases, as well as when the Director of Studies considers additional criteria necessary for graduation supervisors.
3. As an exception to Article 7.1 item 1., an employee-PhD student can be appointed as examiner by the Exam Committee for the assessment of a Master's thesis when the employee-PhD student can demonstrate that (s)he has sufficient knowledge and experience for this role.
Appropriateness may appear from accepted/published articles within the research field in which the Master's thesis is written and a successful supervision of several bachelor's thesis groups and/or a successfully completed course on thesis supervision.
4. In case the Exam Committee decides that an employee-PhD student may act as graduation supervisor in the Master's programme, then the supervisor of the employee-PhD student cannot act as second assessor. As a second assessor, an independent third party will be sought.
5. Study programmes may formulate further requirements for the procedure to be followed in the assignment of a supervisor. This procedure is written down in advance in the *Graduation Guide*.
6. The study programme describes in the *Graduation Guide* which procedure should be followed when a primary supervisor drops out unexpectedly. The study programme also establishes in the *Graduation Guide* how they will handle the settlement of complaints about the supervision.

Article 7.2 Form of the Supervision

1. The guidance and supervision of the graduation assignment consist of at least a discussion of the problem statement annex research design, the elaborated research proposal and the planning, an interim progress meeting halfway through the planned trajectory, feedback on at least each draft chapter of the final assignment and a comment on the entire final draft. The scheduled interim reports on which feedback is given, are explicitly recorded in the planning of the graduation trajectory.
2. The supervisor of the graduation assignment will provide feedback within 10 working days on the parts that have been handed in according to agreement.

Paragraph 8 Assessment Procedure

1. The graduation assignment is in principle assessed by the supervisor and a second assessor allocated to the assignment. To this end, each of them independently completes a separate version of the *Assessment Form* of the programme in connection with which the graduation assignment is written. The assessment of the process is done solely by the primary supervisor.
2. The study programme describes in the *Graduation Guide* according to which procedure a second assessor is assigned.
3. The second assessor only starts his/her task as assessor after the supervisor has qualified the graduation assignment as assessable.
4. Both the first assessor and the second assessor will independently review the graduation assignment on the predetermined assessment criteria as stipulated on the *Assessment Form* that is applicable within the relevant programme. When the independent reviews differ less than one point, mutual consultation

takes place first. If the first and second assessors cannot reach an agreement on the final assessment, then an independent third-party examiner, who has been approached by the programme coordinator or Director of Studies should decide. When the independent assessments by the two assessors differ one point or more, an independent third examiner should be involved.

5. Both the first assessor (usually the supervisor) and the second assessor submit an assessment form that they completed independently. They also submit a jointly written assessment form on which the final assessment is substantiated. All of these assessment forms are stored in the file of the student. If a third assessor is involved in the assessment, then his/her assessment form is also stored in the student's file.
6. If the graduation assignment is considered insufficient, then the student has the possibility to carry out a repair once, within a period set by the study programme. This repair can lead to an adjustment of the grade to maximally a 6. If the work remains insufficient, the student must register again for the graduation assignment.

Paragraph 9 Focus points of the Assessment

Article 9.1 Graduation Assignment of the Bachelor's Programme

1. Whilst assessing the bachelor graduation assignment, use is made of the *assessment form* that is applicable within the relevant programme.
2. The focus points or aspects of the assessment that form part of the assessment form referred to under item 1. are evenly judged and expressed in the final grade.
3. An oral defence and/or presentation may be part of the assessment, but may only marginally affect the grade.

Article 9.2 Graduation Assignment of the Master's Programme

1. Whilst assessing the graduation assignment of the master's programme use is made of the *Assessment Form* that is applicable within the relevant programme.
2. The focus points or aspects of the assessment that form part of the *Assessment Form* referred to under item 1. are evenly judged and expressed in the final grade. Individual tracks may further accentuate and refine these assessment aspects and, if required, they may add weighting factors.
3. An oral defence and/or presentation may be part of the assessment, but may only marginally affect the grade.
4. In connection with graduation assignments in which an internship is part of the graduation trajectory, it is described in the *Graduation Guide* how the final assessment takes place (for example, through a separate grade for the assignment and the internship, or via a weighted average, or otherwise), provided that the assessment procedure meets the same criteria as the procedure for graduation assignments (see §8). A study programme may decide to create a separate internship assessment form or to include some criteria specific to the internship in the graduation assignment assessment form. In both cases, the assessment form will be included as an appendix in the *Graduation Guide*.

Paragraph 10 Involvement of External Parties in Research

1. For the research project, involvement of external parties may be necessary or desirable. This involvement can extend from providing access to information to formulating the assignment for the research project. If an external party wishes to set conditions for the use of data or results from a research project, then the student has to make sure that these conditions still make it possible to meet his/her graduation obligations in the required manner. Agreements, such as publicity, should remain within the rules of this regulation (see §12). Draft

contracts with external organizations must be submitted for approval to the faculty in advance⁴.

2. If a student completes an internship within an external organization in connection with his/her graduation assignment then (s)he is obliged to arrange a graduation contract through the internship coordinator of the programme.
3. The programme is solely responsible for the supervision of the student. It supervises the research project as a learning process and assesses the process of the establishment and realization of the research project and the results according to current scientific standards. The student is responsible for the realization and execution of the research project and the relationship with external parties.
4. The University of Groningen (RUG) has covered its liability as a university through a liability insurance⁵ as well as the liability of RUG students during internship activities, with the exception of internship activities in the United States and Canada. A student's own risk is €2.500 per claim for property damage and €25.000 per claim for damage to persons.

Paragraph 11 Administrative Processing and Archiving

The student hands in a digital version of the graduation assignment to the library via the inbox that has been included in the digital learning environment. The student adheres to the guidelines that are laid down for the graduation assignment as stipulated in the *Graduation Guide*. This digital version will only be accessible through the internal catalogue. The graduation assignments will remain in the archive of the programme for 7 years in connection with visitation and accreditation.

Paragraph 12 Publicity

1. The graduation assignment to be assessed is public because research and assessment must be verifiable. The assignment should therefore not contain confidential data. Where appropriate, one or more confidential appendices with additional information may be made available to both assessors. It should, however, be possible to read the graduation assignment on its own and it should be possible to consider it a complete assignment without the confidential appendices.
2. Only if there are profound arguments, but it is up to the Examination Committee to decide this, may the confidentiality/secretcy of a graduation assignment be accepted without additional requirements. Such assignments are only available confidentially to the supervisor, the second assessor, the Director of Studies and, if necessary, the Examination Committee and the Accreditation Committee. The Exam Committee's decision regarding confidentiality must be made in advance on the basis of the research proposal.

Paragraph 13 Disputes

1. In case of disputes between student and supervisor regarding the supervision, the relevant Education Coordinator or Director of Studies will mediate.
2. In case of disputes between the student and the assessor on the assessment, the student must appeal to the Board of Appeal for Examinations (CBE) through the Central Students' Rights Protection Center (CLRS): www.rug.nl/clrs.

⁴ For each graduation assignment involving third parties, a contract with the relevant organization is mandatory.

⁵ This is a liability insurance for damage caused by the student. Other insurances must be arranged by the student him- or herself.

Paragraph 14 Final Article

In cases not covered by these Rules and Regulations the Director of Studies monitors a settlement in accordance with statutory regulations.