



university of  
 groningen

faculty of behavioural  
 and social sciences

faculty board

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

**Contents:**

1. General provisions
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Appendix 1: Teaching and Examination Regulations of the Master 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 the 21 June 2018 and approved by the Faculty Council where required on the 19 June 2018.

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## SECTION 1 GENERAL PROVISIONS

### Article 1.1 Applicability

1. These Regulations for academic year 2017-2018 apply to the teaching, examinations and final assessment of the English taught Master's degree programme in:
  - Educational Sciences (CROHO code 60099),
  - Pedagogics (CROHO code 66607),
  - Psychology (CROHO code 60260),
  - Sociology (CROHO code 66601),
  - Research Master in Behavioural and Social Sciences (CROHO code 60654),

hereinafter referred to as the degree programme, and to all students enrolled in this degree programme. The aims and learning outcomes of the degree programme are set out in the **appendix**:

Appendix 1 Master's degree programme in Educational Sciences  
Appendix 1 Master's degree programme in Pedagogical Sciences  
Appendix 1 Master's degree programme in Psychology  
Appendix 1 Master's degree programme in Sociology  
Appendix 1 Research Master in Behavioural and Social Sciences

hereinafter referred to as **Appendix 1**.

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 the degree programme to which these Regulations apply.
4. Course units 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 the admission of students to the Pre-Master's programmes referred to in Article 2.3 with a view to following the degree programme. In all other respects, the relevant Bachelor's OER will apply to students who are enrolled in a Pre-Master's programme.

### 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 Master'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

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- f. ECTS credit point: a credit point within the meaning 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
  - g. Pre-Master's programme: a programme intended to remedy deficiencies for admission to the degree programme
  - h. Test or examination: a test of the knowledge, understanding and skills of students, including an assessment of the results
  - i. Final assessment: the final assessment for the Master's degree which is considered to be passed once all the requirements of the entire Master's degree programme have been satisfied
  - j. Academic year: the period of time that starts on 1 September and ends on 31 August of the following year
  - k. 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
  - l. 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
  - m. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results
  - n. Admissions Board: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board
  - o. Programme committee: the advisory body that fulfils the duties referred to in Article 9.18 of the Act.

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

## **SECTION 2 ADMISSION**

### **Article 2.1 Entry Requirements**

1. Students with a Dutch or foreign certificate of higher education who possess the knowledge, understanding and skills at the level of a university Bachelor's degree and who can demonstrate the specific knowledge, understanding and skills as mentioned in the appendix will be admitted to the degree programme.
2.
  - a. The holder of a Bachelor's degree in Pedagogical Sciences from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Pedagogical Sciences on that basis.
  - b. The holder of a Bachelor's degree in Pedagogical Sciences , with the differentiation Educational Sciences from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Educational Sciences on that basis.
  - c. The holder of a Bachelor's degree in Psychology from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Psychology on that basis.
  - d. The holder of a Bachelor's degree in Sociology from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Sociology on that basis.

3. Notwithstanding the provisions of Article 2.1.1 and 2.1.2, there is a selection procedure for the Research Master in Behavioural and Social Sciences. The conditions for admission and the relevant procedure are set out in the appendix.
4. The entrance examination for the degree programme will be held twice a year; once for students starting in the first semester and once for students starting in the second semester. The Research Master in Behavioural and Social Sciences has one entrance examination, for students starting in the first semester.
5. In case of absence of a Bachelor's degree as referred to in Article 2.1.2a thru 2.1.2d, or not satisfying the admission requirements as the admission committee decides.

### **Article 2.2 Language Requirement for Foreign Certificates**

1. Students who have been admitted to a degree programme on the basis of a foreign certificate or degree may be asked by the Board of Examiners – before registration – to pass a Dutch or English language test, depending on the language of the chosen degree programme, to be administered by an agency stipulated by the Board.
2. The Dutch language proficiency requirement can be met by passing the state examination in Dutch as a Second Language (NT2).
3. The English language proficiency requirements are set out in the appendix.

### **Article 2.3 Pre-Master's Programme**

The Faculty offers Pre-Master's programmes for admission to a Master at the Faculty.

1. For participation in the Pre-Master's programme Psychology, registration occurs by the Bachelor programme Psychology within the meaning of Article 1.1. section 1. For participation in the Pre-Master's programme Sociology, registration occurs by the Bachelor programme Sociology within the meaning of Article 1.1, section 1.
2. The size and content of the Pre-Master's programme is determined by the Admissions Board.
3. The Admissions Board of the relevant Master's degree programme will decide whether students are admitted to the Pre-Master's programme.
4. Admission to the Pre-Master programme occurs once per year, at the start of the programme in the first semester.
5. The Pre-Master's programme must be completed within two academic years.
6. 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.
7. The provisions regarding the Pre-Master's programme in the Rules Registration and Tuition RUG 2018-2019 apply.

### **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:
  - a member, also the chairperson, preferably 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 Entrance Examination: Criteria**

1. Bearing in mind the admissions procedure for the degree programmes within the meaning of Article 2.1.1, the Admissions Board shall assess the knowledge and skills of the candidate. In addition to the written proofs of degree programme(s) already followed, the Board may ask experts from within or outside the university to test certain areas of knowledge and skills.
2. Bearing in mind the admissions procedure for a specialization within a degree programme, the Admissions Board shall examine whether the candidate satisfies or will satisfy in good time the requirements set out in Article 2.4. The Board will bear in mind the motivation and ambition of the candidate to follow the relevant specialization, as well as the proficiency level of the candidate in the language the specialization will be taught in.

#### **Article 2.7 Entrance Examination: Times**

The dates and the times of the entrance examination are set out in the appendix.

#### **Article 2.8 Re-Registration for a Master's Degree Programme**

Students who were admitted to the Master's degree programme in a previous year can re-register as of September and February.

### **SECTION 3 STRUCTURE AND FINAL QUALIFICATIONS OF THE DEGREE PROGRAMME**

#### **Article 3.1 Aim of the Degree Programme**

The aim and final qualifications of the degree programme are set out in the appendix.

#### **Article 3.2 Type of Degree Programme**

The degree programme is full time. **Article 3.3 Language**

The degree programme is taught in English.

#### **Article 3.4 Student Workload**

The degree programmes have a study load of 60 (Psychology, Pedagogics and Educational Sciences)/120 (Research Master in Behavioural and Social Sciences) ECTS.

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### **Article 3.5 Tracks**

The content and course set up of the course units within the different tracks are listed in the appendix, referring to prior knowledge which is required to participate successfully in these course units.

### **Article 3.6 Participation in Course Units**

1. Students may participate in course units of the degree programme if they register in good time via ProGRESS WWW (ProgressWWW.nl/Rug).
2. The maximum number of students for each course unit is listed in OCASYS.
3. 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 that belong to the required part of their programme.

### **Article 3.7 – Electives**

1. On the basis of a well-founded request by a student, the Board of Examiners may grant permission to:
  - a. replace a course unit in the examination programme by another course unit offered by the University of Groningen or another university in the Netherlands or abroad that dovetails well with the degree programme, or
  - b. to use one or more course units followed at the University of Groningen or another university in the Netherlands or abroad as electives in the degree programme.
2. When assessing such a request, the Board of Examiners will in any case evaluate the coherence of the set of course units (or part thereof) and the level of the course units followed.

## **SECTION 4 EXAMINATIONS AND FINAL ASSESSMENT OF THE DEGREE PROGRAMME; GENERAL PROVISIONS**

### **Article 4.1 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 a 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 (or in one of the degree programmes that are part of the relevant cluster of degree programmes)
  - b. one member from outside the degree programme (or one of the degree programmes that are part of the relevant cluster of degree programmes)

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.

#### **Article 4.2 Assessment Plan**

An Assessment Plan for each programme has been approved by the Faculty Board, 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 mode of assessment and the assessment 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.

#### **Article 4.3 Examination: General**

1. There is an examination linked to each component of the degree programme.
2. Examinations, both interim and final, provide students with the information they need to assess whether they have achieved or will achieve the required learning outcomes.
3. The results of an examination are given as pass or fail, in numbers on a scale of 1 to 10, expressed as 6 or more for a pass and 5 or less for a fail.

#### **Article 4.4 Compulsory Order of Examinations**

Certain modules must have been passed before the examinations for other modules can be taken. Where relevant, this is stated in the appendix to these regulations.

#### **Article 4.5 Examination Frequency and Periods**

1. A student who registers for a course unit is automatically registered for the examination for that course unit.
2. Notwithstanding the provisions of Article 4.5.1, students can register and deregister for examinations during certain periods to be further defined.
3. The opportunity to take examinations in the specializations referred to in Article 3.5 is provided twice in an academic year.
4. The opportunity to take practicals is offered once a year within the Psychology degree programme.
5. Notwithstanding the provisions of Article 4.5.1, the opportunity to sit an examination for a module in the Psychology degree programme that has not been taught in a certain academic year shall only be provided once in that year.



6. Notwithstanding the provisions of Article 4.5.1, a student following the Sociology degree programme will be offered an additional resit when both of the following conditions apply: (i) he has passed all but one of the examinations of the master's programme, and (ii) there is no scheduled resit for that examination in the current academic year, so that the student would be unable to obtain his degree in the current academic year without this additional resit.
7. Notwithstanding the provisions of Article 4.5.1, it is not possible to re-sit an examination in a course which is already part of the graded final assessment as mentioned in Article 4.15.
8. Students may resit an examination for a course unit that is no longer offered at least once during the first year after it has been removed from the curriculum.

#### **Article 4.6 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, who will be appointed as examiners by the Board of Examiners.

#### **Article 4.7 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 in Article 4.7.1.
3. A mock version of each written examination, including an answer key, will be made available, which should be representative of the form, content, and level, as well as indicative of the size of the actual examination.

#### **Article 4.8 Oral Examinations**

1. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.
2. Oral examinations are public, unless the Board of Examiners or the examiner stipulate 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 4.9 Marking of Examinations and Publication of Marks**

1. After an oral examination, the examiner will assess the examination immediately and provide the student with the relevant signed exam sheet, and will provide the Faculty administration with the necessary details for written confirmation of the result to be administrated in Progress.
2. The examiner will mark a written examination with essay questions within 10 working days of the day it was taken and mark a written examination with multiple choice questions within 5 working days, and will provide the Faculty administration with the necessary details for written confirmation of the result to be administrated in Progress.

3. If an examination is taken in a form other than oral or written, the Examinations Committee will determine in advance how and when students will receive written confirmation of the result.
4. The written exam sheet with the results of an examination will inform the student of his right of inspection, as stipulated in Article 3.9, as well as of the possibility of an appeal to the Board of Appeal for Examinations.
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 4.10 Validity of Modules**

1. Completed modules remain valid indefinitely.
2.
  - a. Contrary to the provisions of Article 4.10.1, the Examinations Committee may decide to require a student to take a supplementary or substitute examination for a module taken more than six years previously before allowing that student to progress to the relevant final assessment, provided that the knowledge of the student is demonstrably out of date.
  - b. In case of extraordinary personal circumstances, the validity of the examination is extended for the duration of the period that the student receives a provision from the Profileringsfonds.
3. Parts of examinations and assignments that were passed within a course unit that was not completed successfully, expire after the academic year in which they were acquired.
4. Article 4.10.3 does not apply if this has serious negative effects for the possibility to complete the degree programme. The applicability of the article is described in Appendix 1.

#### **Article 4.11 Right of Inspection**

1. On request, students have the right to inspect their marked work during a period of at least six weeks after the results of a written examination have been made known. Also on request, students will be provided with a copy of the work at cost price.
2. Within the timeframe stipulated in Article 3.14.1, the examinee may request that they be allowed to peruse the examination paper and the assessment criteria.
3. The Board of Examiners can determine that inspection or perusal happen at a particular place and at at least two particular times. The location and time of the inspection moments is announced at least five days in advance. If the student concerned can show that s/he was prevented by force majeure from attending at the indicated places and times, s/he will be offered another opportunity, if possible within the period stated in Article 4.11.1.
4. 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.

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### **Article 4.12 Thesis**

1. A 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 thesis written for another degree programme.
2. Theses are stored by the Faculty Board for a period of at least 7 years.
3. Students will be given the opportunity to write a final-year thesis twice per academic year.
4. The period(s) during which students can write theses will be published in the Student Handbook and/or OCASYS.
5. If, at the end of the period mentioned in section 4, the assessors judge that the thesis cannot be deemed sufficient, there is one opportunity to achieve a sufficient (maximum a 6) through a repair assignment within a period determined by the degree programme.
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. The Board of Examiners is the only body that can deviate from the provisions of this Article at the written request of a student.

### **Article 4.13 Degree**

1. A student who has satisfied all the requirements of the final assessment shall be awarded the degree of 'Master of Science'.
2. The degree awarded will be indicated on the degree certificate.

### **Article 4.14 Honours ('Judicium')**

1. The Board of Examiners shall determine whether or not the Master's degree certificate will be awarded an honours predicate.
2. Two different honours predicates are distinguished: 'Cum laude' and 'Summa cum laude'. The following conditions apply:
  - a) To be honoured Cum laude the following minimum conditions must be satisfied:
    - i. The mark for 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 is greater than or equal to 8.0
  - b) To be honoured Summa cum laude the following minimum conditions must be satisfied:
    - i. The mark for 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 is greater than or equal to 9.0

3. No honours are awarded if the study load 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 4.14.2 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. The thesis is excluded from the opportunity to re-sit a course unit in order to be rewarded honours.
6. Honours may only be awarded if no single course unit was awarded a mark less than 7.0.
7. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 4.14.2-7.

#### **Article 4.15 Final Assessment**

1. The degree programme is concluded with a final assessment.
2.
  - a. If 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, thereby acquiring the necessary academic training, and issues a certificate to confirm this.
  - 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 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 the relevant examinations 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 4.15.2, 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 4.15.1, 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.

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## **SECTION 5                      EXAMINATIONS AND FINAL ASSESSMENT OF THE DEGREE PROGRAMME; SPECIFIC PROVISIONS**

### **Article 5.1 Examination Provisions in Special Circumstances**

1. If not granting a student an individual examination provision would lead to an 'exceptional instance of unfairness of overriding nature', the Board of Examiners may decide to grant such a provision contrary to the stipulations of Article 4.5
2. Requests for individual examination provisions, including documentary evidence, must be submitted to the Board of Examiners as soon as possible.

### **Article 5.2 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 the student counsellor of the Student Service Centre (SSC) before making a decision.
2. With regard to examinations for electives taken 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 5.3 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 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 validity period of exemptions granted for course units or parts thereof is identical to that for examination results.

### **Article 5.4 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 5.5 Authority of the Board of Examiners Regarding Electives Offered by Other Degree Programmes**

1. A request to take an elective offered by 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.

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## Article 5.6 – Open Degree Programme

Students may choose to follow a degree programme's Open Degree Programme, which deviates from the regular specialization(s) of the degree programme. An Open Degree Programme must always be approved in advance by the Board of Examiners of the degree programme in which the student is registered.

## Article 5.7 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 means copying someone else's work 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 or impose another appropriate measure or sanction.
5. In serious cases of cheating, the Board of Examiners may propose to the Board of the University to definitively terminate the student's registration.
6. The Board of Examiners will set out its course of action in the event of cheating in its Rules and Regulations.

## Article 5.8 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 5.9 Course Units Completed Elsewhere

1. A Master's degree can only be awarded if at least two-thirds of the course units of the degree programme were followed at the degree programme during the student's period of registration as a student at the University of Groningen.
2. For Double Degree Master's degree programmes offered together with an institution abroad, at least one quarter of the programme must have been followed at the degree programme during the student's period of registration as a student at the University of Groningen.

## Article 5.10 Termination of Registration (*Iudicium Abeundi*)

1. In extraordinary cases of reprehensible behaviour and/or statements made by a student, the Board of the University may, on the recommendation of the Board of Examiners or the Faculty Board, terminate that student's registration.
2. The Board of the University will not make a decision as referred to in Article 5.9.1 until after the student in question has been given the opportunity to respond to the proposed decision, the interests of the student and the institution have been

carefully assessed, and it is reasonable to assume that the student's behaviour and/or statements prove him/her to be unsuitable for one or more of the professions which he/she is being trained for in his/her degree programme or for the practical preparation for the 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.

### **Article 5.11 Registration for Course Units and Examinations**

1. To be allowed to participate in a course unit, students have to register for it via ProgressWWW, before the start of the block in which the course unit is taught.
2. During the first five weeks of a block in which a course unit is taught, students who haven't yet registered may visit the student desk to get still enrolled in the course.
3. A student who is not registered for a course unit, can't take an exam of that course unit.
4. A student who is registered for a course unit is also registered for the exam of that course unit.
5. A student with an insufficient mark on the first attempt of an exam is automatically registered for the resit. If a student did **not** participate in the first examination opportunity, s/he is not automatically registered for the first following resit.
6. A student can register for a maximum of four course units from a degree programme in each block.
7. A student is allowed to take more than four course units, but needs to make a study planning with the study advisor and hand in the study planning at the student desk.

## **SECTION 6 STUDY PROGRESS SUPERVISION**

### **Article 6.1 – Study Progress Administration**

1. The Faculty registers the individual results of the students.
  2. The Faculty will provide students with an authenticated written overview of the study results on their request.

### **Article 6.2 – Study Progress Supervision**

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

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## **SECTION 7 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 7.1 Amendments**

1. Any amendments to these Regulations will, after due consultation with 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 7.2 Publication**

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

### **Article 7.3 – Evaluation**

The Faculty Board ensures a regular evaluation of the Teaching and Examination Regulations and in this measures the time investment that results from this, for the monitoring and where necessary adjustment of the student workload.

### **Article 7.4 Date of Commencement**

These Regulations will take effect on the 1<sup>st</sup> of September 2018.



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## Rules and regulations concerning graduation assignments in the bachelor's<sup>1</sup> - 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 assignments<sup>2</sup> 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 programme<sup>3</sup>.
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 outside of the offered graduation assignments. The criteria and the procedure for this are described by the programme in the *Graduation Guide*.

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<sup>1</sup> 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.

<sup>2</sup> 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.

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

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.

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**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 inadequate, 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 advance<sup>4</sup>.

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 insurance<sup>5</sup> 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**

1. 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](http://www.rug.nl/clrs).

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

<sup>5</sup> 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

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**Contents:**

1. General provisions
2. Admission
3. Content and structure of the degree programme
4. Examinations and final assessment of the degree programme, general provisions
5. Examinations and final assessment of the degree programme, specific provisions
6. Study progress supervision
7. Transitional and final provisions

Appendix 1: Teaching and Examination Regulations of the Master 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 the 21 June 2018 and approved by the Faculty Council where required on the 19 June 2018.

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## SECTION 1 GENERAL PROVISIONS

### Article 1.1 Applicability

2. These Regulations for academic year 2017-2018 apply to the teaching, examinations and final assessment of the English taught Master's degree programme in:
  - Educational Sciences (CROHO code 60099),
  - Pedagogics (CROHO code 66607),
  - Psychology (CROHO code 60260),
  - Sociology (CROHO code 66601),
  - Research Master in Behavioural and Social Sciences (CROHO code 60654),

hereinafter referred to as the degree programme, and to all students enrolled in this degree programme. The aims and learning outcomes of the degree programme are set out in the **appendix**:

Appendix 1 Master's degree programme in Educational Sciences  
Appendix 1 Master's degree programme in Pedagogical Sciences  
Appendix 1 Master's degree programme in Psychology  
Appendix 1 Master's degree programme in Sociology  
Appendix 1 Research Master in Behavioural and Social Sciences

hereinafter referred to as **Appendix 1**.

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**.
6. 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 the degree programme to which these Regulations apply.
7. Course units 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.
8. These Regulations also apply to the admission of students to the Pre-Master's programmes referred to in Article 2.3 with a view to following the degree programme. In all other respects, the relevant Bachelor's OER will apply to students who are enrolled in a Pre-Master's programme.

### 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 Master'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



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- f. ECTS credit point: a credit point within the meaning 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
  - g. Pre-Master's programme: a programme intended to remedy deficiencies for admission to the degree programme
  - h. Test or examination: a test of the knowledge, understanding and skills of students, including an assessment of the results
  - i. Final assessment: the final assessment for the Master's degree which is considered to be passed once all the requirements of the entire Master's degree programme have been satisfied
  - j. Academic year: the period of time that starts on 1 September and ends on 31 August of the following year
  - k. 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
  - l. 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
  - m. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results
  - n. Admissions Board: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board
  - o. Programme committee: the advisory body that fulfils the duties referred to in Article 9.18 of the Act.

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

## **SECTION 2 ADMISSION**

### **Article 2.1 Entry Requirements**

- 3. Students with a Dutch or foreign certificate of higher education who possess the knowledge, understanding and skills at the level of a university Bachelor's degree and who can demonstrate the specific knowledge, understanding and skills as mentioned in the appendix will be admitted to the degree programme.
- 4.
  - a. The holder of a Bachelor's degree in Pedagogical Sciences from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Pedagogical Sciences on that basis.
  - b. The holder of a Bachelor's degree in Pedagogical Sciences , with the differentiation Educational Sciences from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Educational Sciences on that basis.
  - c. The holder of a Bachelor's degree in Psychology from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Psychology on that basis.
  - d. The holder of a Bachelor's degree in Sociology from the University of Groningen is considered to have the knowledge and skills referred to in Article 2.1.1 and will be admitted to the Master's degree in Sociology on that basis.

6. Notwithstanding the provisions of Article 2.1.1 and 2.1.2, there is a selection procedure for the Research Master in Behavioural and Social Sciences. The conditions for admission and the relevant procedure are set out in the appendix.
7. The entrance examination for the degree programme will be held twice a year; once for students starting in the first semester and once for students starting in the second semester. The Research Master in Behavioural and Social Sciences has one entrance examination, for students starting in the first semester.
8. In case of absence of a Bachelor's degree as referred to in Article 2.1.2a thru 2.1.2d, or not satisfying the admission requirements as the admission committee decides.

### **Article 2.2 Language Requirement for Foreign Certificates**

3. Students who have been admitted to a degree programme on the basis of a foreign certificate or degree may be asked by the Board of Examiners – before registration – to pass a Dutch or English language test, depending on the language of the chosen degree programme, to be administered by an agency stipulated by the Board.
4. The Dutch language proficiency requirement can be met by passing the state examination in Dutch as a Second Language (NT2).
3. The English language proficiency requirements are set out in the appendix.

### **Article 2.3 Pre-Master's Programme**

The Faculty offers Pre-Master's programmes for admission to a Master at the Faculty.

8. For participation in the Pre-Master's programme Psychology, registration occurs by the Bachelor programme Psychology within the meaning of Article 1.1. section 1. For participation in the Pre-Master's programme Sociology, registration occurs by the Bachelor programme Sociology within the meaning of Article 1.1, section 1.
9. The size and content of the Pre-Master's programme is determined by the Admissions Board.
10. The Admissions Board of the relevant Master's degree programme will decide whether students are admitted to the Pre-Master's programme.
11. Admission to the Pre-Master programme occurs once per year, at the start of the programme in the first semester.
12. The Pre-Master's programme must be completed within two academic years.
13. 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.
14. The provisions regarding the Pre-Master's programme in the Rules Registration and Tuition RUG 2018-2019 apply.

### **Article 2.5 Admissions Board**

3. The Admissions Board has the power to take decisions on behalf of the Faculty Board in matters concerning admission to the degree programme.

4. The Admissions Board consists of:
  - a member, also the chairperson, preferably 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 Entrance Examination: Criteria**

1. Bearing in mind the admissions procedure for the degree programmes within the meaning of Article 2.1.1, the Admissions Board shall assess the knowledge and skills of the candidate. In addition to the written proofs of degree programme(s) already followed, the Board may ask experts from within or outside the university to test certain areas of knowledge and skills.
2. Bearing in mind the admissions procedure for a specialization within a degree programme, the Admissions Board shall examine whether the candidate satisfies or will satisfy in good time the requirements set out in Article 2.4. The Board will bear in mind the motivation and ambition of the candidate to follow the relevant specialization, as well as the proficiency level of the candidate in the language the specialization will be taught in.

#### **Article 2.7 Entrance Examination: Times**

The dates and the times of the entrance examination are set out in the appendix.

#### **Article 2.8 Re-Registration for a Master's Degree Programme**

Students who were admitted to the Master's degree programme in a previous year can re-register as of September and February.

### **SECTION 3 STRUCTURE AND FINAL QUALIFICATIONS OF THE DEGREE PROGRAMME**

#### **Article 3.1 Aim of the Degree Programme**

The aim and final qualifications of the degree programme are set out in the appendix.

#### **Article 3.2 Type of Degree Programme**

The degree programme is full time.

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### **Article 3.3 Language**

The degree programme is taught in English.

### **Article 3.4 Student Workload**

The degree programmes have a study load of 60 (Psychology, Pedagogics and Educational Sciences)/120 (Research Master in Behavioural and Social Sciences) ECTS.

### **Article 3.5 Tracks**

The content and course set up of the course units within the different tracks are listed in the appendix, referring to prior knowledge which is required to participate successfully in these course units.

### **Article 3.6 Participation in Course Units**

4. Students may participate in course units of the degree programme if they register in good time via ProgRESS WWW (ProgressWWW.nl/Rug).
5. The maximum number of students for each course unit is listed in OCASYS.
6. 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 that belong to the required part of their programme.

### **Article 3.7 – Electives**

3. On the basis of a well-founded request by a student, the Board of Examiners may grant permission to:
  - c. replace a course unit in the examination programme by another course unit offered by the University of Groningen or another university in the Netherlands or abroad that dovetails well with the degree programme, or
  - d. to use one or more course units followed at the University of Groningen or another university in the Netherlands or abroad as electives in the degree programme.
4. When assessing such a request, the Board of Examiners will in any case evaluate the coherence of the set of course units (or part thereof) and the level of the course units followed.

## **SECTION 4 EXAMINATIONS AND FINAL ASSESSMENT OF THE DEGREE PROGRAMME; GENERAL PROVISIONS**

### **Article 4.1 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 a 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 (or in one of the degree programmes that are part of the relevant cluster of degree programmes)
  - b. one member from outside the degree programme (or one of the degree programmes that are part of the relevant cluster of degree programmes)
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.

#### **Article 4.2 Assessment Plan**

An Assessment Plan for each programme has been approved by the Faculty Board, 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 mode of assessment and the assessment 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.

#### **Article 4.3 Examination: General**

4. There is an examination linked to each component of the degree programme.
5. Examinations, both interim and final, provide students with the information they need to assess whether they have achieved or will achieve the required learning outcomes.
6. The results of an examination are given as pass or fail, in numbers on a scale of 1 to 10, expressed as 6 or more for a pass and 5 or less for a fail.

#### **Article 4.4 Compulsory Order of Examinations**

Certain modules must have been passed before the examinations for other modules can be taken. Where relevant, this is stated in the appendix to these regulations.

#### **Article 4.5 Examination Frequency and Periods**

9. A student who registers for a course unit is automatically registered for the examination for that course unit.
10. Notwithstanding the provisions of Article 4.5.1, students can register and deregister for examinations during certain periods to be further defined.

11. The opportunity to take examinations in the specializations referred to in Article 3.5 is provided twice in an academic year.
12. The opportunity to take practicals is offered once a year within the Psychology degree programme.
13. Notwithstanding the provisions of Article 4.5.1, the opportunity to sit an examination for a module in the Psychology degree programme that has not been taught in a certain academic year shall only be provided once in that year.
14. Notwithstanding the provisions of Article 4.5.1, a student following the Sociology degree programme will be offered an additional resit when both of the following conditions apply: (i) he has passed all but one of the examinations of the master's programme, and (ii) there is no scheduled resit for that examination in the current academic year, so that the student would be unable to obtain his degree in the current academic year without this additional resit.
15. Notwithstanding the provisions of Article 4.5.1, it is not possible to re-sit an examination in a course which is already part of the graded final assessment as mentioned in Article 4.15.
16. Students may resit an examination for a course unit that is no longer offered at least once during the first year after it has been removed from the curriculum.

#### **Article 4.6 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, who will be appointed as examiners by the Board of Examiners.

#### **Article 4.7 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 in Article 4.7.1.
3. A mock version of each written examination, including an answer key, will be made available, which should be representative of the form, content, and level, as well as indicative of the size of the actual examination.

#### **Article 4.8 Oral Examinations**

1. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.
2. Oral examinations are public, unless the Board of Examiners or the examiner stipulate 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 4.9 Marking of Examinations and Publication of Marks**

1. After an oral examination, the examiner will assess the examination immediately and provide the student with the relevant signed exam sheet, and will provide the Faculty administration with the necessary details for written confirmation of the result to be administrated in Progress.

2. The examiner will mark a written examination with essay questions within 10 working days of the day it was taken and mark a written examination with multiple choice questions within 5 working days, and will provide the Faculty administration with the necessary details for written confirmation of the result to be administrated in Progress.
3. If an examination is taken in a form other than oral or written, the Examinations Committee will determine in advance how and when students will receive written confirmation of the result.
4. The written exam sheet with the results of an examination will inform the student of his right of inspection, as stipulated in Article 3.9, as well as of the possibility of an appeal to the Board of Appeal for Examinations.
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 4.10 Validity of Modules**

5. Completed modules remain valid indefinitely.
6.
  - a. Contrary to the provisions of Article 4.10.1, the Examinations Committee may decide to require a student to take a supplementary or substitute examination for a module taken more than six years previously before allowing that student to progress to the relevant final assessment, provided that the knowledge of the student is demonstrably out of date.
  - b. In case of extraordinary personal circumstances, the validity of the examination is extended for the duration of the period that the student receives a provision from the Profileringsfonds.
7. Parts of examinations and assignments that were passed within a course unit that was not completed successfully, expire after the academic year in which they were acquired.
8. Article 4.10.3 does not apply if this has serious negative effects for the possibility to complete the degree programme. The applicability of the article is described in Appendix 1.

#### **Article 4.11 Right of Inspection**

5. On request, students have the right to inspect their marked work during a period of at least six weeks after the results of a written examination have been made known. Also on request, students will be provided with a copy of the work at cost price.
6. Within the timeframe stipulated in Article 3.14.1, the examinee may request that they be allowed to peruse the examination paper and the assessment criteria.
7. The Board of Examiners can determine that inspection or perusal happen at a particular place and at at least two particular times. The location and time of the inspection moments is announced at least five days in advance. If the student concerned can show that s/he was prevented by force majeure from attending at the

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indicated places and times, s/he will be offered another opportunity, if possible within the period stated in Article 4.11.1.

8. 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.

#### **Article 4.12 Thesis**

8. A 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 thesis written for another degree programme.
9. Theses are stored by the Faculty Board for a period of at least 7 years.
10. Students will be given the opportunity to write a final-year thesis twice per academic year.
11. The period(s) during which students can write theses will be published in the Student Handbook and/or OCASYS.
12. If, at the end of the period mentioned in section 4, the assessors judge that the thesis cannot be deemed sufficient, there is one opportunity to achieve a sufficient (maximum a 6) through a repair assignment within a period determined by the degree programme.
13. 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.
14. The Board of Examiners is the only body that can deviate from the provisions of this Article at the written request of a student.

#### **Article 4.13 Degree**

3. A student who has satisfied all the requirements of the final assessment shall be awarded the degree of 'Master of Science'.
4. The degree awarded will be indicated on the degree certificate.

#### **Article 4.14 Honours ('Judicium')**

8. The Board of Examiners shall determine whether or not the Master's degree certificate will be awarded an honours predicate.
9. Two different honours predicates are distinguished: 'Cum laude' and 'Summa cum laude'. The following conditions apply:
  - a) To be honoured Cum laude the following minimum conditions must be satisfied:
    - i. The mark for thesis must be at least 8.0



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- ii. The weighted average (not rounded off) for all course units, excluding the thesis, within the examination programme approved by the Board of Examiners is greater than or equal to 8.0
    - b) To be honoured Summa cum laude the following minimum conditions must be satisfied:
      - i. The mark for 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 is greater than or equal to 9.0
  10. No honours are awarded if the study load of the exemptions in ECTS credit points is more than half the total number of ECTS for the degree programme.
  11. Honours as referred to in Article 4.14.2 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.
  12. The thesis is excluded from the opportunity to re-sit a course unit in order to be rewarded honours.
  13. Honours may only be awarded if no single course unit was awarded a mark less than 7.0.
  14. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 4.14.2-7.

#### **Article 4.15 Final Assessment**

7. The degree programme is concluded with a final assessment.
8.
  - a. If 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, thereby acquiring the necessary academic training, and issues a certificate to confirm this.
  - 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 be in the academic year following the year in which the last examination was passed.
9. 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 the relevant examinations provide a reason for doing so.
10. By determining the result of the final assessment, the Board of Examiners also commits itself to a speedy processing of the degree certificate ceremony.
11. 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 4.15.2, and not the date on which the degree certificate is presented to the student.
12. The successfully passed final assessment as referred to in Article 4.15.1, 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.

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## **SECTION 5                    EXAMINATIONS AND FINAL ASSESSMENT OF THE DEGREE PROGRAMME; SPECIFIC PROVISIONS**

### **Article 5.1 Examination Provisions in Special Circumstances**

1. If not granting a student an individual examination provision would lead to an ‘exceptional instance of unfairness of overriding nature’, the Board of Examiners may decide to grant such a provision contrary to the stipulations of Article 4.5
2. Requests for individual examination provisions, including documentary evidence, must be submitted to the Board of Examiners as soon as possible.

### **Article 5.2 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 the student counsellor of the Student Service Centre (SSC) before making a decision.
2. With regard to examinations for electives taken 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 5.3 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 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 validity period of exemptions granted for course units or parts thereof is identical to that for examination results.

### **Article 5.4 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 5.5 Authority of the Board of Examiners Regarding Electives Offered by Other Degree Programmes**

1. A request to take an elective offered by 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 5.6 – Open Degree Programme**

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Students may choose to follow a degree programme's Open Degree Programme, which deviates from the regular specialization(s) of the degree programme. An Open Degree Programme must always be approved in advance by the Board of Examiners of the degree programme in which the student is registered.

### **Article 5.7 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 means copying someone else's work 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 or impose another appropriate measure or sanction.
5. In serious cases of cheating, the Board of Examiners may propose to the Board of the University to definitively terminate the student's registration.
6. The Board of Examiners will set out its course of action in the event of cheating in its Rules and Regulations.

### **Article 5.8 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 5.9 Course Units Completed Elsewhere**

1. A Master's degree can only be awarded if at least two-thirds of the course units of the degree programme were followed at the degree programme during the student's period of registration as a student at the University of Groningen.
2. For Double Degree Master's degree programmes offered together with an institution abroad, at least one quarter of the programme must have been followed at the degree programme during the student's period of registration as a student at the University of Groningen.

### **Article 5.10 Termination of Registration (Iudicium Abeundi)**

1. In extraordinary cases of reprehensible behaviour and/or statements made by a student, the Board of the University may, on the recommendation of the Board of Examiners or the Faculty Board, terminate that student's registration.
2. The Board of the University will not make a decision as referred to in Article 5.9.1 until after the student in question has been given the opportunity to respond to the proposed decision, the interests of the student and the institution have been carefully assessed, and it is reasonable to assume that the student's behaviour

and/or statements prove him/her to be unsuitable for one or more of the professions which he/she is being trained for in his/her degree programme or for the practical preparation for the 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.

### **Article 5.11 Registration for Course Units and Examinations**

3. To be allowed to participate in a course unit, students have to register for it via ProgressWWW, before the start of the block in which the course unit is taught.
2. During the first five weeks of a block in which a course unit is taught, students who haven't yet registered may visit the student desk to get still enrolled in the course.
3. A student who is not registered for a course unit, can't take an exam of that course unit.
4. A student who is registered for a course unit is also registered for the exam of that course unit.
5. A student with an insufficient mark on the first attempt of an exam is automatically registered for the resit. If a student did **not** participate in the first examination opportunity, s/he is not automatically registered for the first following resit.
6. A student can register for a maximum of four course units from a degree programme in each block.
7. A student is allowed to take more than four course units, but needs to make a study planning with the study advisor and hand in the study planning at the student desk.

## **SECTION 6 STUDY PROGRESS SUPERVISION**

### **Article 6.1 – Study Progress Administration**

1. The Faculty registers the individual results of the students.
  4. The Faculty will provide students with an authenticated written overview of the study results on their request.

### **Article 6.2 – Study Progress Supervision**

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

## **SECTION 7 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 7.1 Amendments**

1. Any amendments to these Regulations will, after due consultation with 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 7.2 Publication**

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

### **Article 7.3 – Evaluation**

The Faculty Board ensures a regular evaluation of the Teaching and Examination Regulations and in this measures the time investment that results from this, for the monitoring and where necessary adjustment of the student workload.

### **Article 7.4 Date of Commencement**

These Regulations will take effect on the 1<sup>st</sup> of September 2018.

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## Rules and regulations concerning graduation assignments in the bachelor's<sup>6</sup> - and master's programmes of BSS

Appendix to the BSS OER

### Paragraph 1 Introduction

6. These rules and regulations contain general rules that apply to all graduation assignments<sup>7</sup> of the bachelor's and master's programmes and the pre-master's programmes of the Faculty of Behavioural and Social Sciences.
7. 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 programme<sup>8</sup>.
8. 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.
9. The *Assessment Form* is a list with assessment aspects that are explicitly used when determining the final grade.
10. 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

4. Programmes may formulate entry requirements for graduation assignments.
5. 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.
6. 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

5. The subject of the graduation assignment should fit into the research programme of (one of) the research group(s) that the programme provides.
6. 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 outside of the offered graduation assignments. The criteria and the procedure for this are described by the programme in the *Graduation Guide*.

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<sup>6</sup> 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.

<sup>7</sup> 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.

<sup>8</sup> Programmes that have the same Croho-code are considered as one and the same programme.

7. 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.
8. 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**

6. 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*.
7. 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*.
8. 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*.
9. 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*.
10. 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**

5. 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*.
6. 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..
7. 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.
8. 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 Article 7.1**

### **Supervision Graduation supervisors**

7. 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.
8. 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.
9. 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.
10. 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.
11. 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*.
12. 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**

3. 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.
4. 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**

7. 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.
8. The study programme describes in the *Graduation Guide* according to which procedure a second assessor is assigned.
9. The second assessor only starts his/her task as assessor after the supervisor has qualified the graduation assignment as assessable.
10. 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.

11. 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.
12. If the graduation assignment is considered inadequate, 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**

4. Whilst assessing the bachelor graduation assignment, use is made of the *assessment form* that is applicable within the relevant programme.
5. 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.
6. 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**

5. Whilst assessing the graduation assignment of the master's programme use is made of the *Assessment Form* that is applicable within the relevant programme.
6. 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.
7. An oral defence and/or presentation may be part of the assessment, but may only marginally affect the grade.
8. 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**

5. 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 advance<sup>9</sup>.

6. 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.
7. 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.
8. The University of Groningen (RUG) has covered its liability as a university through a liability insurance<sup>10</sup> 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**

2. 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**

3. 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.
4. 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**

3. In case of disputes between student and supervisor regarding the supervision, the relevant Education Coordinator or Director of Studies will mediate.
4. 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](http://www.rug.nl/clrs).

#### **Paragraph 14      Final article**

<sup>9</sup> For each graduation assignment involving third parties, a contract with the relevant organization is mandatory.

<sup>10</sup> This is a liability insurance for damage caused by the student. Other insurances must be arranged by the student him- or herself.

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