Teaching and Examination Regulations
for the Bachelor’s degree programme
for the academic year 2019-2020

FGMW-19-Fo82 (definitive version, 23-04-2019)
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Appendix 1: Degree programme-specific Teaching and Examination Regulations
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The Teaching and Examination Regulations (OER: Onderwijs- en Examenregeling) set out the specific rights and obligations that apply to each degree programme taught at the University of Groningen, for both the 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 Faculty Board on 23-04-2019 and approved by the Faculty Council and the Programme Committee where required on 23-04-2019.

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1 Pre-Master’s assignments are governed by the Graduation Guide for the Bachelor’s degree programme that precedes the Master’s degree programme for which the pre-Master’s programme in question aims to prepares students.
1 Section 1 General provisions

Article 1.1 – Applicability of the Teaching and Examination Regulations

1. These Regulations apply to the teaching, examinations and final assessments of the Bachelor's degree programmes in Pedagogical Sciences (CROHO 56607), Psychology (CROHO 56604) and Sociology (CROHO 56601), hereinafter each referred to as 'the degree programme', for academic year 2019-2020, and to all students enrolled in these degree programmes (including all their variants).

Specific information about the programme and design of each of these degree programmes can be found in the appendix:

Appendix 1. Bachelor's degree programme in Pedagogical Sciences
Appendix 1. Bachelor's degree programme in Psychology
Appendix 1. Bachelor's degree programme in Sociology

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 one of the degree programmes (including Minors) offered by the Faculty to which these Regulations apply.

4. Course units or Minors that students of the degree programme as referred to in Article 1.1 follow in other degree programmes or at other faculties or institutes of higher education are subject to the Teaching and Examination Regulations of that programme, faculty or institute.

5. These Regulations also apply to students enrolled in the degree programme for the purpose of following a Pre-Master’s programme as referred to in Article 8.6.1.

Article 1.2 – Definitions

The following definitions apply to these Regulations:


b. Student: a person registered at the University for the purpose of following course units and/or taking examinations leading to the conferral of a university degree.

c. Degree programme: the Bachelor's degree programme referred to in Article 1.1 of these Regulations, comprising a coherent set of course units

d. Course unit: a syllabus unit or other part of the degree programme within the meaning of Article 7.3 of the Act, included in OCASYS
e. **OCASYS**: the University of Groningen’s online course catalogue
f. **ECTS credit**: a credit within the meaning of Article 7.4 of the Act. The student workload of each course unit is expressed in ECTS credits, whereby 1 ECTS is equivalent to a student workload of 28 hours
g. **Propaedeutic phase**: the first 60 ECTS credits of the formal Bachelor’s programme as defined in Article 7.8 of the Act
h. **Post-propaedeutic phase**: the part of the Bachelor’s degree programme following the propaedeutic phase
i. **Study progress overview**: a written overview of study results and their ECTS credits, which is sent to students by email
j. **Preliminary study advice**: a preliminary study advice based on an overview of study results, issued to students halfway through the academic year
k. **Definitive study advice**: a study advice, issued only once, which may result in rejection of the student in question, in accordance with Articles 7.8b.1 and 7.8b.2 of the Act
l. **Binding (negative) study advice**: a negative study advice that is binding for the student in question and means the student may not continue with the degree programme, in accordance with Article 7.8b.3 of the Act
m. **Major**: all compulsory course units in the propaedeutic and post-propaedeutic phases
n. **Minor room**: the space available for students to specialize within the degree programme
o. **Minor**: a coherent set of course units that can be followed within the Minor room
p. **University Minor**: a broadening Minor that students can follow either at their own or a different Faculty
q. **Personal Minor**: a broadening or deepening Minor that students can compile themselves and follow either at their own or a different Faculty
r. **Test or examination**: a test of the knowledge, understanding and skills of students, including an assessment of the results
s. **Final assessment**: the final assessment for the Bachelor’s degree, which is considered to be passed if all the requirements of the entire Bachelor’s degree programme have been satisfied
t. **Academic year**: the period of time that starts on 1 September and ends on 31 August of the following year
u. **Semester**: part of the academic year, either starting on 1 September and ending on a date to be determined by the Board of the University, or starting on a date to be determined by the Board of the University and ending on 31 August
v. **Practical**: a practical exercise, as referred to in Article 7.13 of the Act, in one of the following forms:
   - a thesis
   - a written assignment, paper or draft
   - a research assignment
   - participation in fieldwork or an excursion
   - completion of a placement
   - participation in another educational activity designed to teach certain skills
w. Board of Examiners: the independent body entrusted with the tasks and authorities as stated in Article 7.11, 7.12, 7.12b and 7.12c of the Act, including the assessment of whether the requirements of the final examinations are fulfilled

x. Admissions Board: the body that makes decisions about admission on behalf of the Faculty Board

y. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results

z. VWO diploma: the VWO diploma awarded upon completion of Dutch pre-university education, in accordance with Article 13.1 of the Secondary Education Act or Article 7 of the Secondary Education Act BES

aa. Programme Committee: the consultative and advisory body that undertakes tasks as written in Article 9.18 and 9.38c of the Act

bb. Regular student: a student who is not a part-time, Minor or non-degree exchange student

c. Matching: the choice of degree programme activities and advice according to Article 7.31a ff. of the Act, further elaborated in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees.

d. Extraordinary circumstances: circumstances such as those referred to in Article 7.51 of the Act, and which will be taken into account when formulating a decision within the meaning of Articles 5.4, 9.8 and 9.13. Article 7.51 WHW is further elaborated in the University of Groningen Graduation Fund Regulations 2019-2020. In these Regulations, extraordinary circumstances include, in any case, a disability or chronic illness, illness, pregnancy and delivery, extraordinary family circumstances, a degree programme which is not feasible, students with an elite sports status (issued by the elite sports coordinator), students with a ‘student entrepreneur status’ (issued by the UGCE), membership of a consultative participation body.

All other definitions will have the meaning that the Act ascribes to them.
Section 2  Educational prerequisites and admission

Article 2.1 – Admission to the programme

1. A VWO diploma (with any profile) grants admission to the degree programme.

2. In addition to the certificates that grant admission to the degree programme according to the Act, holders of an equivalent certificate as listed in Appendix 1 will also be granted admission to the degree programme.

3. Article 2.3.3 applies to holders of a certificate as referred to in Article 2.1.2 (N.B. For English-taught degree programmes only).

Article 2.2 – Admission to the programme based on a HBO, University or Open University propaedeutic certificate

Holders of a propaedeutic certificate from a Bachelor’s programme followed at a University of Applied Sciences (HBO), University or Open University will be granted admission to the degree programme after having demonstrated sufficient knowledge at pre-university (VWO) final examination level of Mathematics and English, in accordance with the admission requirements for VWO graduates.

Article 2.3 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 required by the Admissions Board – 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 that applies to the Dutch-taught Bachelor’s degree programmes listed in Article 1.1 and the Dutch-taught variant of the Bachelor’s degree programme in Psychology can be met by passing the State Examination in Dutch as a Second Language (NT2).

3. The English language proficiency requirements that apply to the English-taught variant of the Bachelor’s degree programme in Psychology are listed in Appendix 1.

Article 2.4 – Entrance examination

1. Students who do not satisfy the admission requirements set out in Articles 2.1 and 2.2 may participate in an entrance examination in accordance with Article 7.29 of the Act. The Admissions Board is responsible for organizing this entrance examination.

2. Students who wish to take the entrance examination must be aged 21 or over on the date on which the examination is held. An exception to the age requirement may be made if the student in question has gained a certificate abroad that
would grant admission to a university degree programme in their home country, or if the student has refugee status and for this reason is unable to present a degree certificate.

3. The entrance examination refers to the following subjects at VWO level:
   For the degree programme in Pedagogical Sciences: Mathematics and English
   For the degree programme in Psychology: Mathematics, English and Biology
   For the degree programme in Sociology: Mathematics and English. The provisions of Article 2.3 also apply.

4. A successfully completed entrance examination will grant admission to the University of Groningen degree programme for which it was taken for the duration of two academic years after the date on which the examination was taken.

**Article 2.5 – Admissions Board**

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

2. The Admissions Board consists of:
   - a member who acts as the chair, selected from the professors who teach in the degree programme
   - one member / two members selected from the other academic staff who teach on the degree programme
   - the study advisor for the degree programme (or an equivalent member of Faculty staff), who acts as an advisory member.

3. The selection will be made by the Faculty Board, which will also set out the admissions procedure.

**Article 2.6 – Intake date and application dates**

1. There is one intake date per academic year, namely 1 September of each year.

2. The provisions of this Article also apply to students who reregister for the same degree programme.

3. In addition to this intake date, there are *no more than three* application dates on which registration may take place upon the approval of the Admissions Board, namely 1 November, 1 February and 1 April.

4. Requests for admission after 1 September can be submitted to the Admissions Board by email. See Appendix 1 for the email address. A decision regarding this application will be taken within 4-6 weeks.
Article 2.7 – Matching

1. Prospective students are required to attend the matching activities related to the degree programme in question. Prospective students will be issued with a degree programme advice based on their participation in the matching activities.

2. The stipulations in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees (RIC) and the Faculty matching procedure apply.

3. UG students who wish to register for the propaedeutic phase of the degree programme in the course of an academic year and who satisfy the entry requirements will be admitted upon completion of the mid-term matching activities, including completion of the UG-wide questionnaire and the matching activities listed in Appendix 1.
3  Section 3   Content and structure of the degree programme

Article 3.1 – Aims and learning outcomes of the degree programme

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

Article 3.2 – Type of degree programme

The degree programme is full time.

Article 3.3 – Language

1. The degree programme is taught in Dutch, with the exception of the English-taught variant of the Bachelor’s degree programme in Psychology referred to in Article 1.1.

2. Notwithstanding Article 3.3.1, one or more course units in the degree programme may be taught in English in line with the University of Groningen Code of Conduct: Languages Used in Teaching and Examinations. The course units concerned are listed in Appendix 1.

Article 3.4 – Student workload

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

Article 3.5 – Conditions for awarding a University of Groningen degree

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

Article 3.6 – Contact hours

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

Article 3.7 – Organization and final assessments of the degree programme

1. The programme is concluded by a final Bachelor’s assessment.
2. The degree programme is divided into a propaedeutic phase and a post-propaedeutic phase.
Article 3.8 – Participation in course units

1. Students may participate in course units of the degree programme if they register via ProgRESS WWW before the start of the period in which the course unit is taught.

2. Students can also register for course units at the Education Office during the first five weeks of the period in which the course unit is taught. Students who wish to register for a practical after the start of the course unit may only do so upon the approval of the lecturer.

3. The maximum number of students for each course unit is listed in ProgRESS WWW if relevant.

4. Admission to course units with limited capacity is arranged according to predefined and published admission criteria and priority regulations. Students who are registered for the degree programme will be given priority for the compulsory course units in their Major.

5. Students can register for up to four course units of a degree programme per block.

6. Students may register for more than four course units if they obtain a statement of approval from the study advisor in advance.
4  Section 4  The propaedeutic phase of the degree programme

Article 4.1 – Structure of the propaedeutic phase

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

2. All course units and their modes of instruction are listed in the digital University course catalogue OCASYS.

Article 4.2 – Exemptions

1. At a student’s request, the Board of Examiners, having discussed the matter with the examiner in question, may grant exemption from an examination (or part thereof) on the basis of results earned previously (possibly elsewhere) on condition that the student:
   a. has completed part of a university or higher vocational degree, in the Netherlands or abroad, that is equivalent in content and level
   b. can demonstrate by work experience that they have sufficient knowledge and skills with respect to the course unit in question.

2. The stipulations of Article 3.5 apply to exemptions.

3. The validity period of exemptions granted for course units or parts thereof is identical to that of examination results.
5 Section 5 Study advice

Article 5.1 – Preliminary study advice
1. Halfway through the first semester of the first year of registration in the propaedeutic phase of the degree programme, students will receive a study progress overview specifying the student workload realized thus far.

2. Students will receive a written preliminary study advice as soon as possible after the first semester, and in any case before 1 March.

3. The preliminary study advice should be considered a warning if there is a question of insufficient study progress, giving students the chance to improve their performance.

4. If the study progress is insufficient to such an extent that a student cannot reasonably be expected to satisfy the conditions for receiving a positive study advice within the meaning of Articles 5.2.2.a and b, they will be invited to a meeting with the study advisor. The aim of the meeting is to discuss the student’s study habits, to reassess the choice of degree programme and if necessary to refer them to a different degree programme.

Article 5.2 – Definitive study advice

1. Students must earn at least 45 ECTS credits in their first year of registration in the propaedeutic phase of the degree programme. This is known as the BSA threshold.

2. A definitive study advice is issued at the end of the first year of study, by 31 July at the latest. This can be either:
   a. positive: if the student has earned at least 45 ECTS credits in the propaedeutic programme.
   b. negative: if the student has earned fewer than 45 ECTS credits in the propaedeutic programme. This study advice is binding on students (BSA) in accordance with Article 7.8b.3 of the Act.

3. In the event that the preliminary study results are insufficient to such an extent that the student cannot be reasonably expected to pass the 45 ECTS threshold by the end of their first year of study, a binding (negative) study advice may be issued subsequently to the preliminary study advice as referred to in Article 5.1 before the end of the academic year. This may also be at the request of the student. The procedure described in Article 5.5 will apply.

4. Alternative BSA regulations apply to the AOLB variant of the degree programme in Pedagogical Sciences. These regulations are set out in Appendix 1.
a. The Faculty Board will take extraordinary circumstances as referred to in Article 5.4 into account in its decision on which study advice to issue in the first year of registration.

b. Notwithstanding the stipulations in Article 5.2.2, if no assessment can be made with regard to a student’s suitability for the degree programme due to extraordinary circumstances in the first year, the assessment may be postponed until a later date within the propaedeutic phase. An adapted BSA threshold may be agreed upon in such cases.

**Article 5.3 – Exceptions to the definitive study advice**

**Multiple degree programmes at the University of Groningen**

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

**Propaedeutic certificate previously gained**

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

**Deregistration before 1 February**

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

**Registration as of 1 February**

4. An adapted BSA threshold will apply to students who register for a University of Groningen Bachelor’s degree programme as of 1 February in accordance with Article 2.6.3 and have not previously been registered as students in the same academic year. These students must have earned 20 ECTS of the second semester of the propaedeutic phase of the degree programme by the end of the second semester of the first academic year of registration. In all other cases, the provisions of Article 5.2 will apply *mutatis mutandis*.

**Article 5.4 – Extraordinary circumstances**
1. When deciding whether to issue a binding (negative) study advice, the Faculty Board will take a student’s extraordinary or personal circumstances into account at that student’s request. The Faculty Board can thereupon decide to adjust the BSA threshold or postpone issuing a study advice. The evaluation of personal circumstances will also take into account the student’s study behaviour, the agreements made and any study plan drawn up in consultation with the study advisor, when the extraordinary circumstances were reported and the study results achieved by the end of the first year of study.

2. Students must report extraordinary circumstances to the study advisor as soon as possible in order to ensure optimum support. The Faculty Board, or the Faculty BSA Committee on its behalf, will make a decision in response to a student’s request for a postponed advice or an adapted BSA threshold. Students must also report to the study advisor as soon as possible if they are unable to complete the study plan made in consultation with the study advisor based on the original or adapted BSA threshold.

3. If no assessment can be made at the end of the first year with regard to a student’s suitability for the degree programme due to extraordinary circumstances as referred to in Article 5.4.1, the assessment may be postponed.

4. Postponed advice will be issued no later than by the end of the second year of registration for the degree programme, and in any case no later than 31 July.
   a. This advice will be positive if the (possibly adjusted) BSA threshold has been passed.
   b. The advice will be negative (and binding) if the student in question still fails to pass the (possibly adjusted) BSA threshold in the propaedeutic phase.

5. Circumstances as referred to in Article 5.4.1 do not automatically lead to a successful application for a grant from the Graduation Fund.

**Article 5.5 – Procedure for issuing a definitive study advice**

1. The definitive study advice is issued by the Faculty Board on behalf of the Board of the University. The decision will also state the applicable safeguards of legal rights.

2. Before a binding (negative) study advice is issued, students will receive notice of the intention to issue one, after which they will be given the opportunity to put their case to the Faculty Board or its representative.

**Article 5.6 – Consequences of a binding (negative) study advice**

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

Article 5.7 – Consequences of a positive study advice

1. Holders of a positive study advice for the degree programme in question at the University of Groningen and students who are exempted from the BSA regulations on the basis of the stipulations of Articles 5.3.1 and 5.3.2 will be admitted to the post-propaedeutic phase of the degree programme.

2. Notwithstanding Article 5.7.1, the requirement that a previous course unit must have been successfully completed may apply to some individual course units. This compulsory order of course units is set out in OCASYS and in Article 9.3 of these Teaching and Examination Regulations.

3. Admission based on a positive study advice does not apply to the Minor of the degree programme – this requires completion of the propaedeutic phase.

Article 5.8 – Admission to the post-propaedeutic phase: hardship clause

The Board of Examiners may deviate from the stipulations of Article 5.7 in situations where changes to the curriculum or educational force majeure would demonstrably lead to a situation of unfairness of an overriding nature. This is only possible in unique personal circumstances that are so unusual that admission cannot reasonably be denied.
Section 6  Admission to the post-propaedeutic phase of the degree programme

Article 6.1 – Criteria for admission to the post-propaedeutic phase

Subject to the assessment of the Admissions Board, the following students will be admitted to the post-propaedeutic phase of the degree programme:

1. Holders of a propaedeutic certificate, or students who have earned 60 ECTS credits in the first year of study in a related degree programme.

2. The Admissions Board may grant exemption from the requirement stipulated in Article 6.1.1 to holders of a diploma gained in the Netherlands or elsewhere and considered by the Admissions Board to be at least equivalent to the propaedeutic certificate referred to in Article 6.1.1.

Article 6.2 – Admission to the post-propaedeutic phase: hardship clause

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

Article 6.3 – Study plan

1. Students who have earned 50 ECTS or fewer after their first year of study or whose study advice has been postponed as discussed in Section 5 are expected to draw up a study plan in consultation with the study advisor of the degree programme, comprising at least the following:
   a. the propaedeutic course units that have not yet been passed, with the associated timeline
   b. the post-propaedeutic course units that may be followed in addition to the course units listed under a.
7 Section 7  The post-propaedeutic phase of the degree programme

Article 7.1 – Structure of the post-propaedeutic phase

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

2. In addition, all degree programmes except the AOLB include Minor room with a student workload of 30 ECTS (or 2 x 15 ECTS). Students can fill their Minor room with the following components:
   - a placement
   - a study period at a university abroad
   - a broadening or deepening Minor comprising course units from within or outside their own Major.
   The available Minor options are set out in Appendix 1 as well as in OCASYS.

Article 7.2 – Substitutions and electives followed elsewhere

1. Following a substantiated request by a student, the Board of Examiners may grant permission to:
   a. substitute a course unit in the examination programme with 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. 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.
   c. 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.

Article 7.3 – 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.
8  Section 8  Other specializations

A.  Minor

Article 8.1 – Minor

1. The Minor room can be filled using any of the options listed in Article 7.1.2.

2. Students can choose between:
   a) a University Minor
   b) a Personal Minor.

Article 8.2 – University Minor

1. A University Minor is a coherent set of broadening or deepening course units that students can follow either at their own or a different Faculty.

2. Students whochoose to fill their Minor room with a University Minor do not need explicit permission from the Board of Examiners.

Article 8.3 – Personal Minor

1. A Personal Minor is a coherent set of broadening or deepening course units that students can compile themselves and follow either at their own or a different Faculty.

2. Personal Minors must be presented to the Board of Examiners for approval in advance.

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

1. Students must present their choice of Minor to the Board of Examiners of their degree programme for approval, except if they choose a University Minor in accordance with Article 8.2.2.

2. Minors followed in other degree programmes or at other faculties or educational institutes are subject to the authority of the Board of Examiners of the degree programme that sets the relevant examinations.

3. The BSS Minor followed by students of other degree programmes, faculties or institutes of higher education is subject to the authority of the Board of Examiners of the BSS degree programme that sets the relevant examinations.

4. A responsible Board of Examiners will be assigned in the event of interfaculty University Minors.
B. Honours programme

Article 8.5 – Bachelor’s Honours Programme

1. The Faculty participates in the Bachelor’s Honours Programme organized by the University of Groningen Honours College. The Bachelor’s Honours Programme does not form part of the regular Bachelor’s curriculum.

2. Students admitted to one of the Bachelor’s degree programmes offered by the Faculty can participate in the Bachelor’s Honours Programme if they are selected by the Dean of the University of Groningen Honours College. Please consult the Teaching and Examination Regulations of the University of Groningen Honours College for the selection procedure.

3. The Bachelor’s Honours programme has a total student workload of 45 ECTS credits, distributed over the three years of the Bachelor’s programme. The Bachelor’s Honours Programme, including the deepening Faculty part, is subject to the Teaching and Examination Regulations of the University of Groningen Honours College.

4. a. As the Honours Programme is not part of the regular Bachelor’s curriculum, the results and marks do not count towards the awarding of an honours predicate for the Bachelor’s programme.

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

C. Pre-Master’s programmes

Article 8.6 – Pre-Master’s programmes

1. The Faculty offers Pre-Master’s programmes with student workloads of a maximum of 60 ECTS to facilitate entry into the Master’s degree programmes in Psychology and Sociology.

2. Students who enrol in the Pre-Master’s programme in Psychology are registered in the Bachelor’s degree programme in Psychology as referred to in Article 1.1.1. Students who enrol in the Pre-Master’s programme in Sociology are registered in the Bachelor’s degree programme in Sociology as referred to in Article 1.1.1.

3. The Admissions Board of the desired Master’s degree programme will decide whether students are admitted to the Pre-Master’s programme.

4. The content and the student workload of the Pre-Master’s programme are determined by the Admissions Board on a case-by-case basis.
5. Admission to the Pre-Master’s programmes takes place once a year, at the start of the programme in the first semester.

6. A Pre-Master’s programme must be completed within two years.

7. The Board of Examiners of the relevant Bachelor’s degree programme as referred to in Article 1.1.1 has the authority to decide in matters concerning course units in the Pre-Master’s programme.

8. The Admissions Board may decide to deviate from the provisions of Article 8.6.5 in the event of extraordinary personal circumstances following a student’s substantiated request.

9. The stipulations concerning Pre-Master’s programmes in the University of Groningen Regulations for Registration and Tuition Fees 2019-2020 apply.
9 Section 9 Examinations

Article 9.1 – General

1. Each course unit is assessed by means of an examination.

2. An examination can comprise a number of partial exams. The results of these partial exams together determine the examination result.

3. 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.

4. 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 9.2 – Participation in examinations

1. Students who register for a course unit in the degree programme in accordance with Article 3.8 of the OER are automatically registered for the next examination opportunity for that course unit.

2. Students who fail this examination will automatically be registered for the next resit. Students who have not taken the first examination will not be automatically registered for the resit.

3. Notwithstanding the provisions of Article 9.2.1, students can register and deregister for examinations during certain periods to be further defined.

4. Students who are not registered for a course unit in the degree programme are not permitted to take the examination for this course unit.

Article 9.3 – Compulsory order

Certain course units in the degree programme may only be followed upon successful completion of certain other course units. Appendix 1 sets out when this is the case.

Article 9.4 – Examination frequency and periods

1. There are two opportunities per academic year to sit the examinations for the course units listed in Appendix 1.

2. The periods in which examinations can be sat are listed in the Student Handbook and/or OCASYS. Partial exams can also be taken outside the periods indicated.

3. Notwithstanding the provisions of Article 9.4.1, alternative regulations may apply to certain course units. Appendix 1 sets out when this is the case.
4. Notwithstanding the provisions of Article 9.4.1, there will be only one opportunity in a certain year to take the examination for non-compulsory course units not taught in that year.

5. Examinations for course units that are part of a previously passed final Bachelor’s assessment as referred to in Article 10.1 may not be taken again.

6. 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.

7. If a student has completed all the compulsory parts of a course unit to the best of their ability but has still not passed, then the Board of Examiners may decide to request the examiner to give them the opportunity to take a supplementary or replacement test.

Article 9.5 – Assessment of placement or research assignment

The assessment of a placement or research assignment will be conducted by the on-site supervisor and a supervisor from the degree programme who will be appointed as examiner by the Board of Examiners. The supervisor from the degree programme will in all cases be the official examiner.

Article 9.6 – Bachelor’s thesis

1. A Bachelor’s thesis can in principle be used for only one UG degree programme. Full or partial exemption for a degree programme’s Bachelor’s thesis may be granted by the Board of Examiners on the basis of a Bachelor’s thesis written for another degree programme.

2. Students will be given the opportunity to write a Bachelor’s thesis at least once per academic year. The period during which students can write theses is set out in OCASYS.

3. Each Bachelor’s thesis is assessed by at least two assessors with the relevant expertise, including at least one examiner.

4. If by the end of the period referred to in Article 9.6.2 the assessor(s) is/are of the opinion that the Bachelor’s thesis cannot be awarded a pass mark, the student will be given one opportunity to remedy the work in order to be awarded a pass mark within a timeframe defined by the degree programme.

5. Article 10.1.7 on the storage period for theses applies.

6. More detailed regulations on the design, content, timeframe and assessment of the Bachelor’s thesis can be found in the Graduation Regulations/Graduation Guide that accompany the Teaching and Examination Regulations of the degree programme.
(see Appendix 1). These Graduation Regulations are a more detailed version of the Faculty Regulations for Bachelor’s and Master’s theses included in 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 9.7 – Form of examinations

1. Examinations will be taken in the manner stated in OCASYS.

2. At a student’s request, the Board of Examiners may allow an examination to be taken in a form different from that stated above.

3. Mock versions of each written examination, including answer keys/models, will be made available to practise with. These mock exams will be representative of the real examination in terms of form, content and level. In addition, an indication will be given of the size (i.e. the number of questions for each question type) of the real examination.

Article 9.8 – Request for additional resit

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

2. Such requests may be granted if the examinee did not pass the examination in question due to force majeure and not granting an additional resit would result in unacceptable study delay.

3. In cases where Article 9.8.2 does not apply, the following criteria apply to granting a request for an additional resit for the last course unit in the degree programme:

- the course unit in question must be the last course unit that must be passed
- not granting the request for an additional resit would result in study delay of at least one semester
- the examinee must have participated in the last two regular examination opportunities for the course unit in question
- passing the course unit in question is the only possible way to satisfy the requirements of the final assessment.

Article 9.9 – Board of Examiners responsible for electives taken at other degree programmes

1. A request to take an elective at another degree programme must be approved by the Board of Examiners of the student’s own degree programme.
2. The Board of Examiners of the other degree programme is authorized to set and
assess the examinations and decide upon requests for alternative exam regulations.
Article 9.10 applies.

Article 9.10 – Course units completed elsewhere

A Bachelor’s degree can only be awarded if at least half of the course units of the degree
programme were offered by the degree programme during the student’s period of
registration as a student at the University of Groningen.

Article 9.11 – Examinations and functional impairments

1. Students with a functional impairment will be given the opportunity to take
examinations in a form that will compensate as far as possible for their individual
handicap. If necessary, the Board of Examiners will seek expert advice from a
student counsellor of the Student Service Centre (SSC) before making a decision.

2. With regard to examinations for electives taken at other degree programmes by
students with a functional impairment, the Board of Examiners of the degree
programme that sets the examination will comply with the facilities permitted by
the Board of Examiners of the degree programme for which the student is
registered.

Article 9.12 – Oral examinations

1. Unless the Board of Examiners decides otherwise, an oral examination may only be
taken by one student at a time.

2. Oral examinations are public, unless the Board of Examiners or the relevant
examiner stipulates otherwise or the student objects to the public nature of the
examination due to extraordinary circumstances. A second examiner may attend the
oral exam at the request of the student or the examiner.

Article 9.13 – Marking of examinations and publication of marks

1. After an oral examination, the examiner will assess the examination immediately
and provide the student with a statement upon their request. He or she will provide
the Faculty’s administration department with the necessary details for registration
of the result in ProgRESS WWW.

2. The examiner will mark a written examination with open-ended questions within
ten working days and a multiple-choice examination within five working days of
the day on which it was taken, and will provide the Faculty’s administration
department with the necessary details for registration of the result in ProgRESS
WWW.
3. If an examination is taken in a form other than oral or written, the Board of Examiners will determine in advance how and when students will receive written confirmation of the result.

4. The written confirmation of the result of an examination will also inform students of their right of inspection, as stipulated in Article 9.15.1, as well as their right to appeal.

5. Students can lodge an appeal against the results of an examination with the Central Portal for the Legal Protection of Student Rights (CLRS) within 6 weeks of the date on which the result was announced.

**Article 9.14 – Validity**

1. Completed course units remain valid indefinitely.

2. a. Contrary to the provisions of Article 9.14.1, the Board of Examiners may decide to require a student to take a supplementary or substitute examination for a course unit taken more than six years previously before allowing that student to progress to the final assessment if the student’s knowledge is demonstrably outdated.

   b. In the event of extraordinary personal circumstances, the term of validity will be extended to include the period during which the student in question receives support from the Graduation Fund.

3. Partial examinations and assignments passed within a course unit that has not been successfully completed will lapse at the end of the academic year in which they were passed.

4. Article 9.14.3 will not apply if it has serious negative consequences for the feasibility of the degree programme. The applicability of the article is set out in Appendix 1.

**Article 9.15 – Right of inspection**

1. On request, students have the right to inspect their marked work during a period of six weeks after the results of a written examination have been made known. If students make use of this opportunity, they will be provided with a copy of their work at cost price at their request.

2. Any participant in the examination may request to be allowed to peruse the examination paper and the assessment criteria within the timeframe stipulated in Article 9.15.1.

3. The inspection or perusal session will enable students to peruse all examination questions and answers, ask questions to the responsible lecturer or their subject expert substitute, and take notes, which they may take home – all this without
prejudice to the provisions with regard to the public nature of examination questions.

4. The Board of Examiners can determine that the inspection or perusal will take place at a certain place and at two set times at least. The place and times must be announced at least five days in advance. If a student can show that they were prevented by force majeure from attending at the indicated place and times, they will be offered another opportunity, if possible within the period stated in Article 9.15.1.

**Article 9.16 – 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. 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.

4. The Board of Examiners will appoint examiners to set examinations and determine the results.

5. The Board of Examiners sets out Rules and Regulations for the Board of Examiners to assess and determine the results of examinations and final assessments.

**Article 9.17 – Cheating**

1. Cheating is an act or omission by a student that partly or wholly hinders the forming of a correct assessment of their own or someone else’s knowledge, understanding and skills.

2. Cheating also includes plagiarism, which occurs when a student copies their own or someone else’s work without correct reference to the source.

3. In addition, cheating also includes the provision of incorrect information in order to obtain certain possibilities, facilities or provisions related to examination, assessment or participation in course units within the degree programme.

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 decide to apply a different, suitable measure.
5. In the event of serious cheating, the Board of Examiners can advise the Board of the University to permanently terminate the relevant student’s registration in the degree programme.

6. The Board of Examiners sets out its course of action in the event of cheating in its Rules and Regulations.

Article 9.18 – Invalid examination

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

Article 9.19 – Termination of enrolment

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 9.19.1 until after the student in question has been given an opportunity to put their case, any interests of the student and the institution have been carefully assessed and it has been proven reasonable to assume that the student’s behaviour and/or statements prove them to be unsuitable for one or more of the professions for which they are being trained in their 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 refusal of registration] as approved by the Nederlandse Federatie van Universitaire Medische Centra [Netherlands Federation of University Medical Centres] on 1 November 2010.

3. The stipulations in the University of Groningen Regulations for Registration and Tuition Fees apply.
10 Section 10 Final assessment

Article 10.1 – Final assessment

1. The degree programme is concluded with a final assessment.

2. a. On the condition that the student’s study programme has been approved, the Board of Examiners will determine the result of the final assessment as soon as the student has passed all the required examinations. The Board of Examiners may define terms to this end. The results of the final assessment are an indication that the student has acquired the necessary academic training. The Board of Examiners will issue a degree certificate to this end.

   b. If a student exceeds the relevant deadlines for approval of the study programme referred to under a, the Board of Examiners may postpone the student’s graduation date. This date may then be in the academic year following the year in which the last examination was passed.

3. Before the result of the final assessment can be determined, the Board of Examiners may decide to test an individual student’s knowledge, understanding and skills with regard to one or more course units or components of the degree programme, if and inasmuch as the marks for these course units or the student’s behaviour provide a reason for doing so.

4. By determining the result of the final assessment, the Board of Examiners also commits itself to a speedy processing of the degree certificate ceremony.

5. The graduation date is the date on which the final assessment is passed, as determined by the Board of Examiners in accordance with the provisions of Article 10.1.2, and not the date on which the degree certificate is presented to the student.

6. If a student wishes to postpone the date of graduation due to extra examinations that still need to be taken, they must submit a request to this end to the Board of Examiners in good time.

7. The successfully passed final assessment as referred to in Article 10.1.1, and all assignments submitted within the framework of this assessment, will be kept on file by the Faculty Board for a period of at least 7 years.

Article 10.2 – Degree certificate

1. Students will receive a certificate issued by the Board of Examiners as proof that they have passed the final assessment. Even if a student successfully completes more than one specialization within a degree programme, they will receive only one degree certificate. Article 3.5 applies.
2. The Board of Examiners will issue an International Diploma Supplement with each degree certificate.

3. If relevant, the results obtained in the Bachelor’s Honours Programme will also be listed on the Diploma Supplement that accompanies the Bachelor’s degree certificate.

**Article 10.3 – Degree**

1. Students who have passed the final assessment are awarded the degree ‘Bachelor of Science’.
2. The degree awarded will be indicated on the degree certificate.

**Article 10.4 – Honours (‘Cum Laude’/‘Summa Cum Laude’)**

1. The Board of Examiners will determine whether or not the Bachelor’s degree certificate will be awarded an honours predicate.

2. There are two types of honours predicates: ‘Cum laude’ and ‘Summa cum laude’. The following conditions apply:
   a) For ‘Cum laude’:
      i. The Bachelor’s thesis must have been awarded a non-rounded off mark of at least 8
      ii. The non-rounded off weighted average for all course units, excluding the Bachelor’s thesis, within the examination programme approved by the Board of Examiners must be at least 8.

   b) For ‘Summa cum laude’:
      i. The Bachelor’s thesis must have been awarded a non-rounded off mark of at least 9
      ii. The non-rounded off weighted average for all course units, excluding the Bachelor’s thesis, within the examination programme approved by the Board of Examiners must be at least 9.

3. No honours are awarded if the student workload of the exemptions in ECTS credits is more than half the total number of ECTS for the degree programme.

4. Honours may only be awarded if the examinations for all course units except one were taken only once. One course unit may be resat, and only one resit may be taken for this course unit.

5. Honours as referred to in Article 10.4.2 may only be awarded if no resit opportunity was used for the Bachelor’s thesis.

6. Honours may only be awarded if no single course unit was awarded a mark lower than 7.0.
7. No honours will be awarded if a decision by the Board of Examiners has been taken to the effect that a student is no longer eligible for an honours predicate because cheating/plagiarism has been detected.

8. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 10.4.2-6.

**Article 10.5 – Assessment Plan**

An assessment plan has been approved by the Faculty Board. This Assessment Plan is part of/forms an Appendix to the OER and comprises the following components:

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 to be used and the test moments for each course unit
5. the test design, assessment procedures and assessment criteria used
6. A list of who is responsible for the implementation of the various components of the assessment policy
7. the manner of regular evaluation.
11 Section 11 Study progress supervision

Article 11.1 – Study progress administration

1. The Faculty Board will register individual results for students.

2. The Faculty Board will provide each student with a digital overview of their results.

Article 11.2 – Study progress supervision

The Faculty Board will organize the introduction and the study progress supervision for students enrolled in the degree programme, partly to promote their progress and partly with a view to potential study options within and outside the degree programme.
Section 12  Transitional and final provisions

Article 12.1 – Amendments

1. Any amendments to these Regulations will, following a recommendation by and/or upon the approval of the Programme Committee and in consultation with – and where necessary upon the approval of – the Faculty Council, be confirmed by the Faculty Board in a separate decree.

2. Any amendments to these Regulations will not apply to the current academic year, unless it may reasonably be assumed that the amendment in question will not harm the interests of students.

3. In addition, an amendment may not influence any other decision concerning a student taken by the Board of Examiners under these Regulations to the disadvantage of that student.

Article 12.2 – Publication

1. The Faculty Board will duly publish these Regulations as well as any amendments to them.

2. Copies of these Teaching and Examination Regulations are available from the Faculty Office. These documents can also be found on the Faculty website via ‘My University’.

Article 12.3 – Evaluation

a. The Faculty Board must ensure that the OER is regularly evaluated, assessing at least the amount of time students need to complete their tasks as set out therein, for the purpose of monitoring and if necessary adapting the student workload.

b. The Faculty Board evaluates the teaching in the degree programme via:
   - the annual Education Monitor that is discussed during the annual education interviews with the director of education
   - The annual reports that are discussed during annual meetings with the Programme Committee and the Board of Examiners
   - Course unit evaluations, National Student Survey, National Alumni Survey, International Student Barometer
   - Student and lecturer panels

Article 12.4 – Date of commencement

These Regulations will take effect on 1 September 2019.
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Appendices:

Appendix 2: Faculty of Behavioural and Social Sciences Regulations for Bachelor’s and Master’s theses and/or final projects

Appendix 3: Rules and Regulations of the Board of Examiners

Appendix 4: Code of conduct

Appendix 5: Student Charter

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2 Pre-Master’s assignments are governed by the Thesis Regulations for the Bachelor’s degree programme that precedes the Master’s degree programme for which the pre-Master’s programme in question aims to prepare students.
Appendix 2: Faculty of Behavioural and Social Sciences Regulations for Bachelor’s³ and Master’s theses and/or final-year projects

Section 1  Introduction
1. These regulations comprise the general rules that apply to all final-year projects⁴ for the Bachelor’s and Master’s degree programmes and Pre-Master’s programmes offered by the Faculty of Behavioural and Social Sciences.
2. Each individual degree programme will further elaborate and complement these Regulations in degree programme-specific Graduation Guide and assessment forms. This further elaboration may include substantiated stricter requirements set out by an individual degree programme. In addition, documents listed may vary for each individual degree programme.⁵
3. The Graduation Guide contains further information about the admission requirements and procedure, the subject, structure and content of the thesis (research component of the final-year project), the learning outcomes of all components that form part of the final-year project, as well as information about supervision and assessment.
4. The assessment form is a list of aspects that will be explicitly used when determining the final mark(s).
5. Both the Graduation Guide and the assessment form are approved by the programme director and made available to staff and students at the start of the academic year.

Section 2  Admission and dates
1. Degree programmes may set entry requirements for final-year projects.
2. The Bachelor’s thesis usually takes the form of a specific assignment with start and end dates determined and supervisors and assessors appointed in advance by the degree programme.
3. Students can only begin writing their Master’s thesis once a supervisor has been appointed and the graduation plan has been approved by the supervisor. The supervisor will also have to approve the research proposals for any research that is part of the final-year thesis (including the Lesson Study).

Section 3  Registration procedure
Students must register for the final-year thesis and/or components thereof via ProgRESS WWW.

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³ Pre-Master’s assignments are governed by the Thesis Regulations for the Bachelor’s degree programme that precedes the Master’s degree programme for which the pre-Master’s programme in question aims to prepare students.
⁴ The term ‘final-year project’ refers to the course unit(s) that form(s) the concluding component of the degree programme, including the research assignment (also referred to as thesis). Some final-year projects comprise both a research project or practical research assignment (e.g. the Lesson Study) and additional components to be determined by the degree programme, such as a placement/placement assignment or a thesis for a key course unit within the degree programme.
⁵ All specializations that fall under the same CHROHO code are regarded as one and the same degree programme.
Section 4  Topic
1. If a final-year project consists of research, or if a research project is part of the final-year project, the topic will have to tie in with the research programme of the research group (or one of the research groups) that offer(s) the degree programme.
2. Bachelor’s students must choose from a number of predefined theses. Students may in some cases indicate their preferences, upon which topics are appointed via the procedure set out in the Graduation Guide of the degree programme. In exceptional cases, degree programmes may permit outstanding students to come up with their own topic rather than choose one of the predefined theses. The relevant criteria and procedure are set out in the Graduation Guide of the degree programme.
3. The research proposals submitted by Master’s students are assessed against the provisions of Point 1 of this section.
4. Bachelor’s degree programmes may determine that students must register for a topic in a Bachelor’s thesis workgroup. The relevant registration procedure must be transparent and set out in writing in the Graduation Guide.

Section 5  Form and structure
1. Research conducted within the framework of a final-year thesis may be theoretical (e.g. literature research), empirical and/or related to a specific problem within a societal or other organization or institution. Any degree programme-specific requirements with regard to the form of the assignment will be set out in the Graduation Guide of the degree programme in question. The requirements, conditions and learning outcomes of any other components of the final-year thesis, such as a placement or assignment, will also be set out in the Graduation Guide of each individual degree programme.
2. A final-year thesis can in principle be written in Dutch or English. Any degree programme-specific deviations to this rule will be set out in the Graduation Guide.
3. The final-year thesis must satisfy the ethical principles applied within the degree programme, which will be set out in detail in the Graduation Guide.
4. Degree programmes may set specific structural requirements relating, for example, to the title page, style, language, typography, summary, or the number of pages or words of the thesis. Any such requirements will be set out in the Graduation Guide of the degree programme.
5. Students who will be collecting personal data need prior permission from the Ethics Committee.

Section 6  Learning outcomes
1. The learning outcomes of the final-year project dovetail with the learning outcomes of the degree programme and are set out in the Graduation Guide.
2. The number of ECTS credits awarded for a final-year project depends on the degree programme and is set out in the relevant Teaching and Examination Regulations. If a degree programme allows variation in the number of ECTS awarded, the various
options as well as the conditions under which they can be applied will be set out in advance in the *Graduation Guide*.

3. Writing a final-year project is an individual performance. Students must demonstrate that they are able to work independently and professionally in terms of managing a project and dealing with relational, methodological and content-related aspects, and in terms of keeping to agreements.

4. Final-year projects written by two or more students are only permitted in the Bachelor’s phase, and only if the individual contributions to each component of the thesis can be objectively assessed.

Section 7 Supervision

**Article 7.1 Thesis supervisors**

1. In principle, any staff member who has been appointed as examiner by the Board of Examiners may act as thesis supervisor. The supervisor of a thesis usually also acts as its primary assessor. Supervisors of research conducted in the framework of a Master’s thesis must also have a PhD. The Master’s degree programmes in Language Teaching in Secondary Education (CROHO code 68534) and Teaching Social Sciences and Humanities in Secondary Education (CROHO code 68535) as well as the career-preparatory parts of the degree programmes in Language and Culture Education (CROHO code 68536) and Social Sciences and Humanities Education (CROHO code 68532) are exempted from this latter stipulation.

2. Programme directors may submit substantiated requests to the Board of Examiners if they wish to deviate from the stipulations above in individual cases or if they feel that additional criteria for thesis supervisors are necessary.

3. An exception to the provisions of Article 7.1.1 can be made for employee PhD students, who may be appointed as examiners by the Board of Examiners to assess Master’s theses if they can demonstrate that they have sufficient knowledge and experience to fulfil this role, for example via accepted/published articles in the research field of the Master’s thesis in question, successful supervision of multiple Bachelor’s thesis workgroups and/or a successfully completed course on thesis supervision.

4. In cases where an employee PhD student acts as a Master’s thesis supervisor, this student’s PhD supervisor may not be the second assessor. Instead, an independent third party will be appointed in the role of second assessor.

5. Individual degree programmes may stipulate further requirements with regard to the procedure for appointing a supervisor. This procedure will be set out in advance in the *Graduation Guide*.

6. The *Graduation Guide* of the degree programme also set out the procedure to be followed in the event that a primary supervisor is unable to continue the supervision and how any complaints about supervision will be handled.

**Article 7.2 – Form of supervision**
1. The supervision of the research conducted in the framework of the final-year thesis must comprise at least a discussion of the problem definition and research design, the completed research proposal and plan, a progress meeting halfway through the scheduled track, feedback at least on each draft chapter of the thesis and feedback on the completed final draft. The interim reports on which feedback will be provided will be explicitly set out in the thesis schedule.

2. When a student submits a piece of work, the supervisor must provide feedback within 10 working days.

Section 8  Assessment procedure

1. The final-year thesis will in principle be assessed by the supervisor as well as a second assessor appointed to this end. Both the supervisor and the second assessor independently complete their own version of the assessment form for the degree programme within which the final-year thesis is written. The process will only be assessed by the supervisor. Up to half a point can be added to or deducted from the final mark based on this process assessment.

2. The appointment procedure for the second assessor is set out in the Graduation Guide of the degree programme.

3. The second assessor will not start their assessment task until the supervisor has qualified the thesis as assessable.

4. Both the primary assessor and the second assessor will independently assess the thesis against the assessment criteria set out in the assessment form that applies to the degree programme in question, after which they will discuss their assessments in order to arrive at a final assessment. In the event that the individual assessments of the primary and second assessors differ in terms of whether the paper is worth a pass mark, or if the two assessors are unable to reach agreement about the final mark, an independent third examiner will be approached by the Board of Examiners, degree programme coordinator or programme director to make a decision (see the Graduation Guide of the degree programme in question).

5. The primary and second assessors must submit their independently completed assessment forms as well as a form that they jointly complete to substantiate their final assessment. All these assessment forms will be saved in the student file. Any forms completed by a third assessor will also be saved in the student file.

6. If the final-year thesis is awarded a fail mark, the student in question will be granted one opportunity to remedy the work within a period of time defined by the degree programme. Students whose remedied work is still not of sufficient quality to be awarded a pass mark will have to reregister for the final-year thesis course unit.

Section 9  Assessment aspects

Article 9.1  Bachelor’s thesis

1. All Bachelor’s theses are assessed on the basis of the degree programme-specific assessment form.
2. All assessment aspects that form part of the assessment form referred to in Article 9.1.1 will be equally reflected in the final mark.
3. The assessment may include an oral defence and/or presentation, but this must have no more than a marginal influence on the final mark.

Article 9.2 Master’s thesis
1. All Master’s theses are assessed on the basis of the degree programme-specific assessment form.
2. All assessment aspects that form part of the assessment form referred to in Article 9.1.1 will be equally reflected in the final mark. Individual tracks may refine or emphasize these aspects, and may add weightings if necessary.
3. The assessment may include an oral defence and/or presentation, but this must have no more than a marginal influence on the final mark.
4. If a placement forms part of the final-year thesis, the Graduation Guide will explain how the final assessment is determined (e.g. via separate marks for the paper and the placement, or a weighted average, or another method), bearing in mind that the assessment procedure must satisfy the same criteria as that for final-year projects (see Section 8). Individual degree programmes may choose to draw up separate placement assessment forms or to include some specific criteria for the placement component in the general final-year thesis assessment form. In both cases, the assessment form will be included as an Appendix to the Graduation Guide.

Section 10 Involvement of external parties in research
1. It may be necessary or useful to involve external parties in the research. This involvement can range from making information available to formulating a research assignment. If the external party attaches conditions to the use of the information or to the results of the research, the student must make sure that these do not prevent them from fulfilling the course requirements. Agreements relating to matters such as disclosure must conform to these regulations (see Section 12). Draft contracts with external organizations must be submitted in advance to the Faculty for approval.⁶
2. Students who follow a placement with an external party within the framework of their final-year thesis must sign a thesis contract via the placement coordinator of the degree programme.
3. The degree programme is only responsible for supervising the student. It supervises the research as a learning process, and assesses the research process and its outcomes according to current academic standards. The student is responsible for carrying out the research and for maintaining relations with external parties.

⁶ A contract must be drawn up with any external organizations that are involved in a final-year thesis.
4. The University of Groningen (UG) has taken out liability insurance\(^7\) to cover its liability as a university and to cover the liability of its students during placements (except placements in the United States and Canada). The excess for damage to property is €2,500 per claim. The excess for damage to persons is €25,000 per claim.

Section 11 Administration and archiving
1. Each student must submit a digital version of the thesis to the library via the delivery portal in the digital learning environment, bearing in mind the guidelines for files as set out in the Graduation Guide. This digital version can be accessed via the internal catalogue only. All theses are kept in the degree programme archives for 7 years, for visitation and accreditation purposes.

Section 12 Public nature of papers
2. 1. All research and assessment must be verifiable. The research report (i.e. thesis) that is to be assessed as part of the final-year project is therefore considered to be publicly available. The paper must thus not contain any confidential information. If necessary, such information may be presented to the two assessors in the form of confidential appendices. The thesis must, however, be an independently readable text that can be regarded as complete even without the confidential appendices. The confidentiality of research that forms part of a final-year thesis can be accepted without further conditions only if there are good reasons for doing so, subject to the approval of the Board of Examiners. Confidential theses are only made available to the supervisor, the second assessor, the programme director, and, if necessary, the Board of Examiners and the Accreditations Committee. The Board of Examiners will decide on the confidential nature of the thesis in advance on the basis of the research proposal.

3. Final assignments, placement reports and Lesson Study will be considered to be confidential and only made available to the supervisor, the second assessor, the programme director, and, if necessary, the Board of Examiners and the Accreditations Committee.

Section 13 Disputes

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\(^7\) This insurance covers liability for damage caused by students during placements. Any other insurance must be arranged by the students themselves.
1. In the event of a dispute between a student and their supervisor in the field of supervision, the relevant programme coordinator or programme director will mediate.

2. In the event of a dispute between a student and an assessor about the assessment, the student can lodge an appeal with the Board of Appeal for Examinations via the Central Portal for the Legal Protection of Student Rights (CLRS): www.rug.nl/clrs.

Section 14 – Final provision

In cases not covered by these Regulations, the programme director will be responsible for settling matters in accordance with the statutory provisions.