Faculty of Behavioural and Social Sciences Teaching and Examination Regulations

for the Master's degree programme

for the academic year 2019-2020

BSS-19-F083 (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 Board of the Faculty of Behavioural and Social Sciences on 23-04-2019 and approved by the Faculty Council and the Programme Committee where required on 23-04-2019.

[1] 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.

Section 1 General provisions

Article 1.1 – Applicability

1. These Regulations apply to the teaching, examinations and final assessment of the following Master's degree programmes and all their tracks, and to all students enrolled in them, for the academic year 2019-2020:

   Educational Sciences (CROHO code 60099),
   Pedagogical Sciences (CROHO code 66607),
   Psychology (CROHO code 60260)
   Sociology (CROHO code 66601),
   Research Master in Behavioural and Social Sciences (CROHO code 60654)
   Language Teaching in Secondary Education (CROHO code 68534)
   Teaching Social Sciences and Humanities in Secondary Education (CROHO code 68535)
   Language and Culture Education (CROHO code 68536)
   Social Sciences and Humanities Education (CROHO code 68532)

   Specific information about the curriculum and design of each of these degree programmes can be found 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

   Appendix 1a Language Teaching in Secondary Education
   Appendix 1a Teaching Social Sciences and Humanities in Secondary Education
   Appendix 1a Career-preparatory part of the degree programme in Language and Culture Education
   Appendix 1a Career-preparatory part of the degree programme in Social Sciences and Humanities Education

   Appendix 1b Subject-specific parts of the degree programme in Language and Culture Education
   Appendix 1b Subject-specific parts of the degree programme in Social Sciences and Humanities Education

   hereinafter referred to as **Appendix 1 (a and b)**.

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 and a final assessment 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
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 time period 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 to be 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 stated 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 consultative and advisory body that fulfils the duties referred to in Article 9.18 of the Act
p. Track: a graduation specialization as approved by the Board of the University.

All other definitions 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 that indicates that they have knowledge, understanding and skills at the level of a university Bachelor's degree (or a Master's degree for the Teaching in Secondary Education programmes) and who can demonstrate the following specific knowledge, understanding and skills will be admitted to the degree programme:

2.
    a. Holders of a certificate from the Bachelor's degree programme in Pedagogical Sciences of the University of Groningen are expected to have the knowledge, understanding and skills referred to in Article 2.1.1 and will be admitted to the Master's degree programme in Pedagogical Sciences on that basis.
    b. Holders of a certificate from the Bachelor's degree programme in Psychology of the University of Groningen or from another Dutch university are expected to have the knowledge, understanding and skills referred to in Article 2.1.1 and will be admitted to the Master's degree programme in Psychology on that basis.
    c. Holders of a certificate from the Bachelor's degree programme in Sociology of the University of Groningen or from another Dutch university are expected to have the knowledge, understanding and skills referred to in Article 2.1.1 and will be admitted to the Master's degree programme in Sociology on that basis.
    d. Holders of a certificate from the Bachelor's degree programme in Pedagogical Sciences of the University of Groningen are expected to have the knowledge, understanding and skills referred to in Article 2.1.1 and will be admitted to the Master's degree programme in Educational Sciences on that basis.

3. The regulations for admission to the Master's degree programmes in Language Teaching in Secondary Education (CROHO code 68534), Teaching Social Sciences and Humanities in Secondary Education (CROHO code 68535), Language and Culture Education (CROHO code 68536) and Social Sciences and Humanities Education (CROHO code 68532) are set out in Appendix 1.

   Admission to the Research Master in Behavioural and Social Sciences takes place on the basis of a selection procedure. The admission requirements and procedure are set out in Appendix 1.

4. There are two starting dates per academic year, namely 1 September and 1 February of each year. However, the Research Master in Behavioural and Social Sciences and 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) have one starting date per academic year, namely 1 September of each year.

5. The Admissions Board will decide in cases where a candidate does not have a Bachelor's degree as referred to in Article 2.1.2 a-d or does not satisfy the admission requirements listed in Appendix 1.

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 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 Admissions 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 listed in Appendix 1.

Article 2.3 – Pre-Master's programmes

1. The Faculty offers Pre-Master's programmes to facilitate entry into a Faculty Master's degree programme.

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 of the Faculty of Behavioural and Social Sciences Teaching and Examination Regulations for Bachelor's degree programmes. 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 of the Faculty of Behavioural and Social Sciences Teaching and Examination Regulations for Bachelor's degree programmes.

3. The content and the student workload of the Pre-Master's programmes are determined by the Admissions Board on a case-by-case basis.

4. The Admissions Board of the desired Master's degree programme will decide whether a student is admitted to a Pre-Master's programme.

5. Admission to the Pre-Master's programmes takes place once a year, at the start of the programme in the first semester.

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

7. The Board of Examiners of the Bachelor's degree programme as referred to in Article 1.1.1 of the Faculty of Behavioural and Social Sciences Teaching and Examination Regulations for Bachelor's degree programmes has the authority to decide in matters concerning course units in the Pre-Master's programme.

8. The stipulations concerning Pre-Master's programmes in the University of Groningen Regulations for Registration and Tuition Fees 2019-2020 apply.

Article 2.4 – 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, preferably selected from the professors who teach in the degree programme
   - one member / two members selected from the other academic staff who teach in the degree programme.

3. Notwithstanding the provisions of Article 2.4.2, for the Master's degree programmes in Language and Culture Education (CROHO code 68536) and Social Sciences and Humanities Education (CROHO code 68532), one member representing each school subject will be appointed by the faculty that teaches the subject-specific component of the school subject in question.

4. The study advisor for the degree programme (or an equivalent member of Faculty staff) will be appointed as an advisory member.

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

Article 2.5 – Entrance examination: Criteria

1. Bearing in mind the admissions procedure for the degree programme within the meaning of Article 2.1.1, the Admissions Board will investigate whether the candidate satisfies the conditions concerning knowledge, expertise and skills. In addition to the written proofs of degree programme(s) already followed, the Board may ask experts from within or outside the Faculty to test certain areas of knowledge and skills.

2. When conducting its investigation, the Board will also consider the motivation and ambitions of the candidate concerning the degree programme in question, as well as the candidate's proficiency in the language in which the programme will be taught.

Article 2.6 – Entrance examination: Times

The dates and times of entrance examinations are set out in Appendix 1.

Article 2.7 – 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 or February. Registration for the Research Master in Behavioural and Social Sciences and 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) in such cases can only take place as of 1 September.

Section 3 Content and structure of the degree programme

Article 3.1 – Aim and learning outcomes of the degree programme

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

2. The subject-specific learning outcomes of the various Master's degree programmes are set out in Appendix 1.

Article 3.2 – Type of degree programme

1. The degree programme is full time.

2. Notwithstanding Article 3.2.1, 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 offered in both full-time and part-time variants.

Article 3.3 – Language

1. The degree programmes are taught in Dutch, with the exception of the Research Master in Behavioural and Social Sciences, which is taught completely in English.

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

Article 3.4 – Student workload

1. The Master's degree programmes in Educational Sciences, Pedagogical Sciences, Psychology, Sociology, Language Teaching in Secondary Education (CROHO code 68534) and Teaching Social Sciences and Humanities in Secondary Education (CROHO code 68535) have a student workload of 60 ECTS credits.

2. The Master's degree programmes in Language and Culture Education (CROHO code 68536) and Social Sciences and Humanities Education (CROHO code 68532) and the Research Master in Behavioural and Social Sciences (code 60654) have a student workload of 120 ECTS credits.

3. The student workload is expressed in whole ECTS credits.

Article 3.5 – Tracks

Appendix 1 sets out the content and modes of instruction of the compulsory course units in the various tracks in more detail, including the level of knowledge that the students will need to successfully take the course unit in question.

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 in their programme.

Article 3.7 – Electives

1. Following a student's substantiated request, 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.

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. 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 will draw up the Rules and Regulations for the Board of Examiners.

Article 4.2 – Assessment Plan

An Assessment Plan has been approved for each degree programme by the Faculty Board, comprising the following topics:

1. the learning outcomes of the degree programme
2. the course units of the degree programme with their student workload in ETCS, and the learning outcomes of each course unit
3. the relationship between curriculum components and learning outcomes
4. the mode of assessment used and the assessment 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.

Article 4.3 – Examination; general

1. Every course unit has a related 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.

5. 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 4.4 – Compulsory order of examinations

The examinations for some course units may not be taken before the examination for a specific other course unit has been passed. Appendix 1 sets out when this is the case.

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 for the course units in the tracks referred to in Article 3.5 is provided twice in the academic year in which the course unit in question is offered.

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 course unit in the Psychology degree programme that has not been taught in a certain academic year will only be provided once in that year.

6. Notwithstanding the provisions of Article 4.5.1, the degree programmes in Sociology, Language Teaching in Secondary Education (CROHO code 68534), Teaching Social Sciences and Humanities in Secondary Education (CROHO code 68535), Language and Culture Education (CROHO code 68536) and Social Sciences and Humanities Education (CROHO code 68532) offer individual students the opportunity to sit an additional examination if they have yet to pass one last course unit in the final Master's assessment and no more regular resits are offered for this course unit in the current academic year, which would mean that the student in question

would be unable to complete their Master's degree within this year. This only applies to course units for which no examinations are scheduled in the first block of the next academic year.

7. Examinations for course units that are part of a previously passed final assessment as referred to in Article 4.15 may not be taken again.

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 or research assignment

1. 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.

2. Notwithstanding Article 4.6.1, placements followed within the frameworks of the Master's degree programmes in Language Teaching in Secondary Education (CROHO code 68534), Teaching Social Sciences and Humanities in Secondary Education (CROHO code 68535), Language and Culture Education (CROHO code 68536) and Social Sciences and Humanities Education (CROHO code 68532) are always assessed by an examiner from the degree programme.

Article 4.7 – 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 set out in OCASYS.

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 provided of the size (i.e. the number of questions for each question type) of the real 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. A second examiner may attend the oral exam at the request of the student and/or the examiner.

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.

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 a statement upon their request. The examiner will provide the Faculty's administration department with the necessary details for registration of the result in Progress.

2. The examiner will mark a written examination with open-ended questions within 10 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. The written exam sheet with the results of an examination will inform the student of their right of inspection, as stipulated in Article 4.11.1, as well as of the possibility of an appeal to the Board of Appeal for Examinations.

4. 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.

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 course units

1. Completed course units remain valid indefinitely.

2.
   a. Contrary to the provisions of Article 4.10.1, the Board of Examiners may decide to require a student to take a supplementary or substitute examination for a course unit taken more than five 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 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 4.10.3 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 4.11 – 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. Within the time frame stipulated in Article 4.11.1, any participant in the examination may request to be allowed to peruse the examination paper and the assessment criteria.

3. The Board of Examiners can determine that this 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 the person concerned can show that they were prevented by force majeure from attending at the indicated places and times, they will be offered another opportunity, if possible within the period stated in Article 4.11.1.

4. 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.

Article 4.12 Master's thesis

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

2. Master's 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 Master's thesis at least 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 by the end of the period referred to in Article 4.12.4 the assessors are of the opinion that the Master'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.

6. More detailed regulations on the design, content, timeframe and assessment of the Master's thesis can be found in the Graduation Regulations/Thesis Regulations 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 4.13 Degree

1. Students who have satisfied all the requirements of the final assessment will be awarded the degree of 'Master of Science'.

2. Notwithstanding the provisions of Article 4.13.1, students who have satisfied all the requirements of the final assessment for the following Master's degree programmes or tracks will be awarded the degree of 'Master of Arts':
   a) Language Teaching in Secondary Education (CROHO code 68534)
   b) Language and Culture Education (CROHO code 68536)
   c) The following tracks within the Master's degree programme in Teaching Social Sciences and Humanities in Secondary Education (CROHO code 68535):
      History (track number 8543)
      Religion and Life Philosophy (track number 1511)
      Philosophy (track number 8545)
   d) The following tracks within the Master's degree programme in Social Sciences and Humanities Education (CROHO code 68532):
      History (track number 8554)
      Religion and Life Philosophy (track number 8556)
      Philosophy (track number 8553)

3. The degree awarded will be registered on the degree certificate.

Article 4.14 – Honours predicate ('Cum Laude'/'Summa Cum Laude')

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

2. There are two types of honours predicate: 'Cum laude' and 'Summa cum laude'. The following conditions apply:

   a) For 'Cum laude':
      i) The Master'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 Master's thesis, within the examination programme approved by the Board of Examiners must be at least 8.
   b) For 'Summa cum laude':
      i) The Master'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 Master'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 4.14.2 may only be awarded if no resit opportunity was used for the Master's thesis.

6. Honours may only be awarded if no single course unit was awarded a non-rounded off mark lower than 7.

7. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 4.14.2-6.

Article 4.15 – 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 indicating this.
   b. If a student fails to meet the relevant deadlines for approval of the study programme referred to under a., the Board of Examiners may postpone the 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. Students who wish to postpone the date of graduation due to extra examinations that still need to be taken 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 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 seven years.

Section 5 Examinations and final assessment of the degree programme; specific provisions

Special cases

Article 5.1 – Examination provisions

1. Notwithstanding the stipulations of Article 4.5, the Board of Examiners may decide to grant individual students a specific examination provision if not doing so would lead to an 'exceptional instance of unfairness of an overriding nature'.

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 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 functional impairment. If necessary, the Board of Examiners will seek expert advice from a student counsellor of the Student Service Centre (SSC) or other experts before making a decision.

2. With regard to examinations for electives taken 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 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 they have 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 of 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 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 5.4.2 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 is yet to be passed
   - not granting the request would result in a 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 5.5 – Authority of the Board of Examiners regarding electives offered by 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 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

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

2. Cheating also includes plagiarism, which means copying someone else's or a student's own 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 a 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 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. The stipulations in the Rules and Regulations of the Board of Examiners also apply.

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 student's programme were offered by the degree programme during the student's period of registration as a student at the University of Groningen.

2. Specifically for double degree Master's degree programmes offered in collaboration with a university abroad, a Master's degree can only be awarded if at least one quarter of the course units of the student's programme were offered by 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 5.10.1 until after the student in question has been heard about the proposed decision, any interests of the student and the institution have been carefully assessed and it has been proven reasonable to assume that the student's conduct 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 that profession. In such cases the Faculty Board, the Board of Examiners and the Board of the University will follow the *Protocol Iudicium Abeundi* [protocol for 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 2019-2020 apply.

Article 5.11 – Registering for course units and exams

1. Students must register for all course units they wish to follow via ProgRESS WWW before the start of the block 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 block in which the course unit is taught.

3. Students who are not registered for a course unit are not permitted to take the examination for this course unit.

4. Students who register for a course unit in the degree programme in accordance with Article 3.5 of the OER are automatically registered for the next examination opportunity for that course unit.

5. 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.

6. Students can register for up to four course units per block.

7. Students may register for more than four course units upon presentation to the Education Office of a study plan that they have drawn up in consultation with the study advisor.

Section 6 Study progress supervision

Article 6.1 – 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 6.2 – Study progress supervision

1. Within the framework of the admissions procedure, the Faculty will make an appointment with each student to discuss the individual study programme to be followed.

2. The Faculty is responsible for providing students with an introductory programme at the start of their degree.

3. The Faculty will ensure that students have sufficient supervision during their degree programme, and will pay particular attention to possible changes deemed necessary to ensure the chosen programme is compatible either with conducting academic research or exercising a profession outside the University.

   For the Master's degree programmes in Language and Culture Education (CROHO code 68536) and Social Sciences and Humanities Education (CROHO code 68532), the Faculty will ensure that study progress supervision within the framework of admission to the subject-specific course units is provided at the faculty that is responsible for teaching these course units.

Section 7 Transitional and final provisions

Article 7.1 – Amendments

1. Any amendments to these Regulations will, following a recommendation by and/or upon the approval of the Programme Committee and 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 detriment of students.

Article 7.2 – Publication

1. The Faculty Board will duly publish these Regulations, the Rules and Regulations formulated by the Board of Examiners, and any amendments to these documents.

2. Copies of the Teaching and Examination Regulations are available from the Faculty Office. These documents can also be found on the Faculty website through the Student Portal (students) or My University (staff).

Article 7.3 – Evaluation

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

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 degree programme management
- The annual reports that are discussed during annual meetings with the Programme Committee and the Board of Examiners
- Course unit evaluations, the National Student Survey, the National Alumni Survey and the International Student Barometer
- Student and lecturer panels

Article 7.4 – Date of commencement

These Regulations will take effect on 1 September 2019.

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Appendices:

Appendix 1 1 – Degree programme-specific Teaching and Examination Regulations and Thesis Regulations of the degree programme

Appendix 2: Faculty of Behavioural and Social Sciences Regulations for Bachelor's and Master's theses

Appendix 3: Rules and Regulations of the Board of Examiners of the degree programme

Appendix 4: Code of Conduct and Student Charter for the degree programme

Appendix 2: Faculty of Behavioural and Social Sciences Regulations for Bachelor's[2] 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 projects[3] 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.[4]
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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[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.

[3] 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.

[4] 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 <u>not</u> 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.[5]
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.

[5] 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[6] 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

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.

[6] This insurance covers liability for damage caused by students during placements. Any other insurance must be arranged by the students themselves.

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.