



university of
 groningen

faculty of law

Student manual for:
- approval list of courses
- application degree
certificate

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Introduction

The entire process of getting approval from the Board of Examiners for your programme and applying for your degree certificates within the Faculty of Law is arranged via [Progress](#).

The entire process, from getting approval for your programme down to the degree certificate application, is clearly visible, providing direct insight into the progress per student within this process both to the students themselves, the Board of Examiners, the degree administration and the International Office of the Faculty of Law.

This document is a manual that provides step-by-step instructions for the application process by means of screenshots.



Student registration

Students must follow these steps to get their programme approved and apply for their degree certificate:

- Start your internet browser
- Start [Progress](#)
- Click 'enrolling'
- Choose 'Faculty of Law'
- Select 'Application degree certificate / approval courses'

Enrollments

↳ Faculty of Law

- ↳ [Enrollment Courses](#)
- ↳ [Enrollment Groups \(Working groups\)](#)
- ↳ [Bachelor afsluitend onderdeel](#)
- ↳ [Research Colloquium](#)
- ↳ [Thesis](#)
- ↳ [Enrollment Seminars](#)
- ↳ [enrollment Masterclasses / Practice in Law](#)
- ↳ [Repair-enrolment exams/resits week 5](#)
- ↳ [Aanvragen diploma](#)
- ↳ [Application degree certificate / approval courses](#) 
- ↳ [Registration tracks Dutch-taught bachelor](#)
- ↳ [Track LLB programme](#)

screenshot 1

You must have gained at least 100 ECTS in order to register for your first or second Bachelor's degree certificate process.



- Select the relevant degree certificate you want to apply for (tick the box).
- You have to choose the 9th option, as this is the specific option for the LLB programme (with an entire procedure in English!). The code for this process is ‘BABULLLB’.
- Tick the box and click ‘enrol’.

DESCRIPTION	CODE	DATE	ENROLLMENT
1st bachelor degree Law; Dutch programme only!	1EBABUL	Open	<input type="checkbox"/>
2nd bachelor degree Law; Dutch programmes only!	2EBABUL	Open	<input type="checkbox"/>
3rd bachelor degree Law; Dutch programmes only!	3EBABUL	Open	<input type="checkbox"/>
1st master degree Law; Dutch programmes only!!	1EMABUL	Open	<input type="checkbox"/>
2nd master degree Law; Dutch programmes only!!	2EMABUL	Open	<input type="checkbox"/>
3rd master degree Law; Dutch programmes only!!	3EMABUL	Open	<input type="checkbox"/>
4th master degree Law; Dutch programmes only!!	4EMABUL	Open	<input type="checkbox"/>
Pre-master programme	PREMASTER	Open	<input type="checkbox"/>
1st bachelor degree Law LLB	BABULLLB	Open	<input type="checkbox"/>
Approval pre-master programme	PRELLM	Open	<input type="checkbox"/>
1st master degree Law LLM	MABULLLM	Open	<input type="checkbox"/>
2nd master degree Law LLM	MABUL2LLM	Open	<input type="checkbox"/>

enroll

screenshot 2

The process will now appear in the bottom right corner of the screen.

- Select the process by clicking on it.

Registered processes

Graduation process LLB (0 of 14 steps finished)

screenshot 3



- Select the relevant degree programme.
- You will have to pick '56829: B International and European Law'.

Choose your programme

Choose education

Choose education

5005: Exchange student Faculty of Law

50700: B Rechtsgeleerdheid

5138: Graduate School of Law

5205: North Sea Energy Law Programme

56829: B International and European Law

60603: M International Commercial Law

60606: M Rechtswetenschappelijk Onderzoek (research)

60620: M IT-recht

screenshot 4

Variant / specialisation

Since the LLB has two tracks, you will then have to choose the variant '656: International and European Law', '705: Technology Law' or '749: International and European Law & Technology Law'.

- Select the variant.

Choose track

Choose variant

Choose variant

Choose variant

182: Pre-master

656: International and European Law

705: Technology Law

749: Int. and Eur. Law & Technology Law

screenshot 5

Once you have selected your variant, an overview of the steps to be taken in the process will be shown. A brief explanation is provided next to the process name. The column 'By' indicates who has to take action in that particular step. The other columns may be filled in later.

Graduation process LLB
B International and European Law, Technology Law

4285271: F.L. Kaiser

NAME OF STEP	EXPLANATION	BY	FINISHED AT	REMARKS	HISTORY
1 Applying for approval of your list of courses	In this step you can apply for approval of your list of courses. For more information, please check the instructions.	student			
2 Approval list of courses	In this step, the Board of Examiners checks the courses you have selected.	RG_Pro6 Adm			
3 Approval list of courses Honours College	In this step, the Board of Examiners of the Honours College checks the courses you have selected.	RG_Pro6 HC			
4 Finalizing list of courses	If you have any changes for your list of courses (e.g. change temporary course codes to permanent ones, want to add or drop (extra) courses, etc.), please send a message to BoE-Law@rug.nl .	RG_Pro6 Adm			
5 Student application for degree certificate	The student should apply for his/her degree certificate by filling in the application form degree certificate. You get to the form by clicking here: Application form degree certificate LLB programme	RG_Pro6 Adm			
6 Passed all exams		auto			

screenshot 6

Step 1: Compilation of list of courses by students


Scroll down until you see the text ‘Applying for approval of your list of courses’.

- 1 Applying for approval of your list of courses *In this step you can apply for approval of your list of courses. For more information, please check the instructions.*

This section explains how to select courses for your list and which signals you may encounter.

Courses passed

The left-hand side of the screen contains an overview of your courses and results that have been registered by the Faculty of Law.

- Select the courses that you want to include in your list of courses (including any courses that you have not yet passed).
- You can select all courses from a block by clicking on the  button.
- Select the category in which you want to place the courses in list on the right-hand side.

List of grades
 CODE TITLE RES.

RGPPR50105	Private Law 1	✓
RGBPW50205	Introduction to Political Science	✓
RGBPR50105	Private Law 2	✓
HCPL104	Training Debating in English	✓
HCRG10105	Honours Seminar Law	✓
RGPRG50105	Legal History	✓
RGPAR50010	Law and Legal Skills the Dutch Example	✓
RGPIR50210	Introduction to International and European Law	✓
RGAEX00405	English Language	✓
RGPSR50110	Criminal Law	✓
RGAEX00505	English Language and Academic Skills	✓
RGBIR50005	Research Seminar International Law	✓
RGBEE50405	Research Seminar European Law	✓
RGBE000405	Introduction to Economics	✓
RGBIR50010	Public International Law	✓
RGPIR50310	Introduction to Public Law	✓

List of courses
 Under construction
 CODE TITLE RES. ECTS-CREDITS

FIRST YEAR COURSES - FASE: F			
>> Add to category First year courses			
RGAEX00405	English Language	P 5.0 / 5.0	<input type="checkbox"/> Place in another cat.
RGAEX00505	English Language and Academic Skills	P 5.0 / 5.0	<input type="checkbox"/> Place in another cat.
RGPAR50010	Law and Legal Skills the Dutch Example	9.0 10.0 / 10.0	<input type="checkbox"/> Place in another cat.
RGPIR50210	Introduction to International and European Law	8 10.0 / 10.0	<input type="checkbox"/> Place in another cat.
RGPIR50310	Introduction to Public Law	9 10.0 / 10.0	<input type="checkbox"/> Place in another cat.
RGPPR50105	Private Law 1	8 5.0 / 5.0	<input type="checkbox"/> Place in another cat.
RGPRG50105	Legal History	8 5.0 / 5.0	<input type="checkbox"/> Place in another cat.
RGPSR50110	Criminal Law	8 10.0 / 10.0	<input type="checkbox"/> Place in another cat.

Courses: 8 realized from a total of 8
 Workload: 60.0 EC realized from a total of 60.0 EC
 Remarks: **Only fill in those courses that are mentioned on your first year certificate.**

SECOND & THIRD YEAR COURSES - FASE: B

screenshot 8

Please check [Ocasys](#) for the specifics of your programme, especially with regard to semester abroad courses, extracurricular courses, etc.

An overview of courses passed, the number of ECTS gained and your (current) GPA is provided below the selected courses.

Courses: 26 realized from a total of 29
 Workload: 162.0 EC realized from a total of 182.0 EC
 Average rating: 7.5

screenshot 9

If you have added courses that are not part of your programme, please scroll down to see the option ‘remove from list of courses’. This is where you can select courses in the right-hand column to remove them from your list.

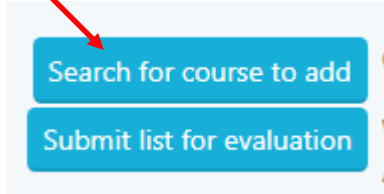
<< Remove from list of courses

screenshot 10

Courses not yet passed

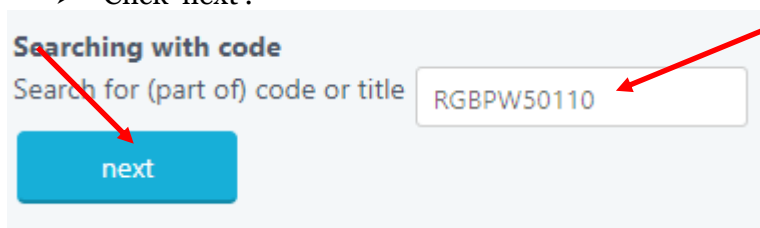
You can use the option 'search for course to add' to select a course for which you do not have a result yet. A separate explanation is provided for Law in Practice (including internship(s)), GIED and for courses studied abroad (see below). The course code for your Research Colloquium is RGBPW50110. All other course codes can be found in [Ocasys](#).

- Click the button 'search for course to add'.



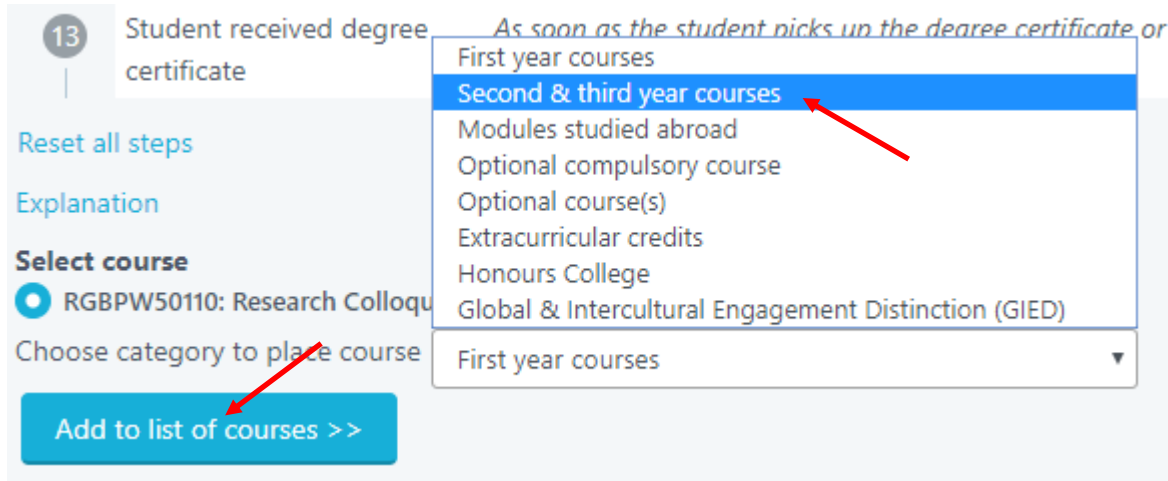
screenshot 11

- Enter the course code.
- Click 'next'.



screenshot 12

You should preferably enter a course code because courses may not always be found by their names (due to the use of abbreviations in Progress). Tick the box of the course you meant to select and press the button 'next'. Indicate the category you wish to place the course in.



screenshot 13

- Select the relevant category.
- Click 'Add to list of courses'.

Courses studied abroad, GIED and internships

Courses studied abroad

You can search for course codes starting with RGBUI via 'search for course to add' (see screenshot 11) to add courses that you intend to follow abroad. Search for a course code with the appropriate total number of ECTS:

- Select the appropriate code.



- Place it in the appropriate category ('Modules studied abroad').

The Global & Intercultural Engagement Distinction (GIED)

The Global & Intercultural Engagement Distinction (GIED) can also appear on your degree certificate. If you wish this to be the case, please add the five GIED components to your list of courses, as described in the previous section. The course codes are RGGIED1006, RGGIED2006, RGGIED3006, RGGIED4006 and RGGIED5006. GIED can only be approved on your list of courses if all five components have been/will be completed.

Law in Practice (including internships)

Select the appropriate Law in Practice or internship code, which can be found in [Ocasys](#). If the type of internship or moot court is not known yet at the time the list of courses is submitted, please use a temporary internship code. This temporary code starts with **RGo008** and ends with the number of credits the internship will be valued at.

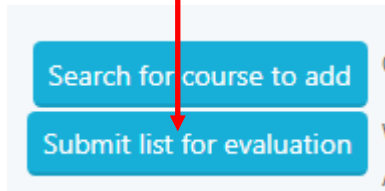
- Select the course and its number of ECTS (RGo008...).
- Select the right category for the course (see screenshot 13).
- Select 'Add to list of courses'.

The temporary code will be replaced by the final code as soon as the internship grade is added to the system. This will be done as soon as **you have requested the Board of Examiners** (BoE-Law@rug.nl) to do so when the internship has been added to the system. Internships are always extracurricular and as such should always be placed in the category 'extracurricular courses'.

Finalise list of courses

Once you have completed your list of courses, you can make it definitive by selecting the option 'Submit list for evaluation'.

- Select 'Submit list for evaluation'.



screenshot 14

A screen will appear in which you can provide an explanation to your list of courses or to specific courses. You can copy and paste text from a word processor in this field. If you are sure that no further changes will be needed in your list of courses, please indicate this when you submit your list.

- Select 'Save commentary' (even if you have not provided explanations).



Commentary

You can add a commentary to your list of courses.

Save commentary

Cancel

screenshot 15

Your list of courses has now been submitted to the Board of Examiners for approval. The current date is automatically registered – you can check this in the on-screen step overview. *NB. From this moment onwards, it is no longer possible to change your list of courses yourself!*

Step 2 Approval list of courses by the Board of Examiners

Your list of courses will now be assessed and approved (or rejected) by the Board of Examiners. The Board of Examiners will inform you of their decision by e-mail (University email) within a few weeks (maximum six weeks).

Once your list of courses has been approved, you can proceed to step 3. If your list is rejected, your process reverts to step 1 and you must adapt it in accordance with the explanation provided by the Board of Examiners.

Changes to list of courses

Please send an e-mail to BoE-Law@rug.nl if you want to change your list of courses. Please indicate the changes you want to make, so the Board of Examiners can change the list and check if the approval still stands. Changes in courses for the exchange part of your programme must also be adapted in your learning agreement and you need to have this approved by the International Office (through Mobility Online). The history of previous steps will remain stored. You can apply for your degree certificate as soon as you have passed all the courses in your list and you no longer wish to make any changes **or before any deadline** the International Office sets for this.

Step 3 Approval list of courses Honours College

For students who participate in the Honours College, the coordinator of the Honours College of the Faculty of Law approves the Honours College-courses.

Step 4 Finalising your list of courses

The internship code and completion of courses studied abroad are made final in this step. Any temporary internship codes or codes for courses studied abroad will now be replaced by final ones. ***Please contact the Board of Examiners (BoE-Law@rug.nl) to alert them when these results are available in the system!***

Step 5 Applying for your degree certificate

If you are at the end of your programme, you can apply for your degree certificate by completing and submitting the [application form for the LLB degree certificate](#). The degree administration will complete this step in [Progress](#) once the application form has been received.

Step 6 All courses in list passed – automated process

You can follow the progress of the process in the registration screen. The screenshot below shows that step 6 of 14 has been completed.

Step 6 is completed once all the courses in the approved list of courses have been successfully passed. This is an automated process.

Registered processes

Graduation process LLB (6 of 14 steps finished) 

screenshot 16

Step 7 Document check and registration at CSA

As soon as all your courses are passed and all documents have been processed and approved, the degree administration applies for your degree certificate with the Central Student Administration (CSA) and completes step 7 in your graduation process.

Step 8 Confirmation student

After step 7 has been completed, a confirmation of the graduation date and judicium (pass/cum laude/summa cum laude) is sent. Students need to confirm that they agree with both the graduation date and judicium by informing the International Office (degree-law@rug.nl). This can either be a separate email in which date and judicium are mentioned and confirmed or a forward of the graduation notification to degree-law@rug.nl and confirm both date and judicium in that forward. If you do not take this action, the diploma production process will be **delayed by at least two weeks**.

Step 9 Creating concept degree certificate

The degree administration will produce a concept degree certificate in its degree certificate application system.

Step 10 Check concept degree certificate

The degree certificate is sent to the Board of Examiners for a final check. The Board of Examiners conducts the final check and will indicate approval in step 10 of your graduation process.

Step 11 Completing degree certificate and statement of graduation

The official degree certificate will be produced by the Central Student Administration. This is also the moment the statement of graduation is automatically sent to each graduate.

Normally students will receive their degree certificate at the annual LLB graduation ceremony.

Step 12 Signing of degree certificate

The Board of Examiners signs the degree certificate to make it official.



Step 13 (if applicable) Degree certificate pick up (no ceremony)

If you do/did not attend the annual LLB graduation ceremony, you will receive a notification that you can collect your degree certificate at the International Office.

Step 14 Date handing over degree certificate

The International Office registers when the degree certificate has been officially handed over to the student.

ⁱⁱⁱ NB. Please send a message to LLB@rug.nl if you miss certain information or discover errors in this manual.