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 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’
➢ Select ‘Application degree certificate / approval courses’

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’.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CODE</th>
<th>DATE</th>
<th>ENROLLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st bachelor degree Law: Dutch programme only!</td>
<td>1EBABUL</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>2nd bachelor degree Law: Dutch programmes only!</td>
<td>2EBABUL</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>3rd bachelor degree Law: Dutch programmes only!</td>
<td>3EBABUL</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>1st master degree Law: Dutch programmes only!</td>
<td>1EMABUL</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>2nd master degree Law: Dutch programmes only!!</td>
<td>2EMABUL</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>3rd master degree Law: Dutch programmes only!!</td>
<td>3EMABUL</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>4th master degree Law: Dutch programmes only!!</td>
<td>4EMABUL</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Pre-master programme</td>
<td>PREMASTER</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>1st bachelor degree Law LLB</td>
<td>BABULLLB</td>
<td>Open</td>
<td>✔</td>
</tr>
<tr>
<td>Approval pre-master programme</td>
<td>PRELLM</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>1st master degree Law LLM</td>
<td>MABULLLM</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>2nd master degree Law LLM</td>
<td>MABULL2LM</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

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)
➢ 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

Variant / specialisation
Since the Faculty’s English-taught pre-master programmes are also registered in the LLB programme, you then will have to choose the variant '656: International and European Law', 'Technology Law' or 'International and European Law & Technology Law'.
➢ Select the variant.

Choose track

Choose variant
Choose variant
182: Pre-master
656: International and European Law
705: Technology Law
749: Int. and Eur. Law & Technology Law

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.
Step 1: Compilation of list of courses by students

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

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.

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: 8 realized from a total of 8
Workload: 60.0 ECTS realized from a total of 60.0 ECTS
Average rating: 8.4
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.

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 internship(s) 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’.

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.
Courses studied abroad 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’).

Internship
Select the appropriate 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 RG0008 and ends with the number of credits the internship will be valued at.
➢ Select the course and its number of ECTS (RG0008...).
➢ 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. 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 ‘Present list for evaluation’.
➢ Select ‘Present list for evaluation’.
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).

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. It is now 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 (do so by sending an e-mail to exchangefaculty@rug.nl, explaining what you want to change and why). 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 International Office 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.

Step 7 Document check and registration at CSA and statement of graduation
As soon as all your courses are passed and all documents have been processed and approved, the International Office applies for your degree certificate with the Central Student Administration (CSA) and completes step 7 in your graduation process. As soon as step 10 has been completed a statement of graduation will be sent to you by the CSA.

Step 8 Confirmation student
After step 7 has been completed, a confirmation of the graduation date and judicum (pass/cum laude/summa cum laude) is sent. Students need to confirm that they agree with both the graduation date and judicum by informing the International Office (LLB@rug.nl). This can either be a separate email in which date and judicum are mentioned and confirmed or a forward of the graduation notification to LLB@rug.nl and confirm both date and judicum in that forward.

Step 9 Creating concept degree certificate
The International Office 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
The official degree certificate will be produced by the Central Student Administration. 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.

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