



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 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'

Enrollments

↳ Faculty of Law

- ↳ [Enrollment Courses](#)
- ↳ [Enrollment Groups \(Working groups\)](#)
- ↳ [Enrollment Seminars](#)
- ↳ [enrollment Masterclasses / Practice in Law](#)
- ↳ [Repair-enrolment exams/resits week 5](#)
- ↳ [Registration BSA hearings 2023](#)
- ↳ [Registration tracks Dutch-taught bachelor](#)
- ↳ [Track LLB programme](#)
- ↳ [Application degree certificate / approval courses](#) 
- ↳ [Thesis](#)
- ↳ [Master's thesis LLM](#)
- ↳ [Aanvragen diploma](#)
- ↳ [Kick-off](#)

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 checked="" 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 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

- 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’.

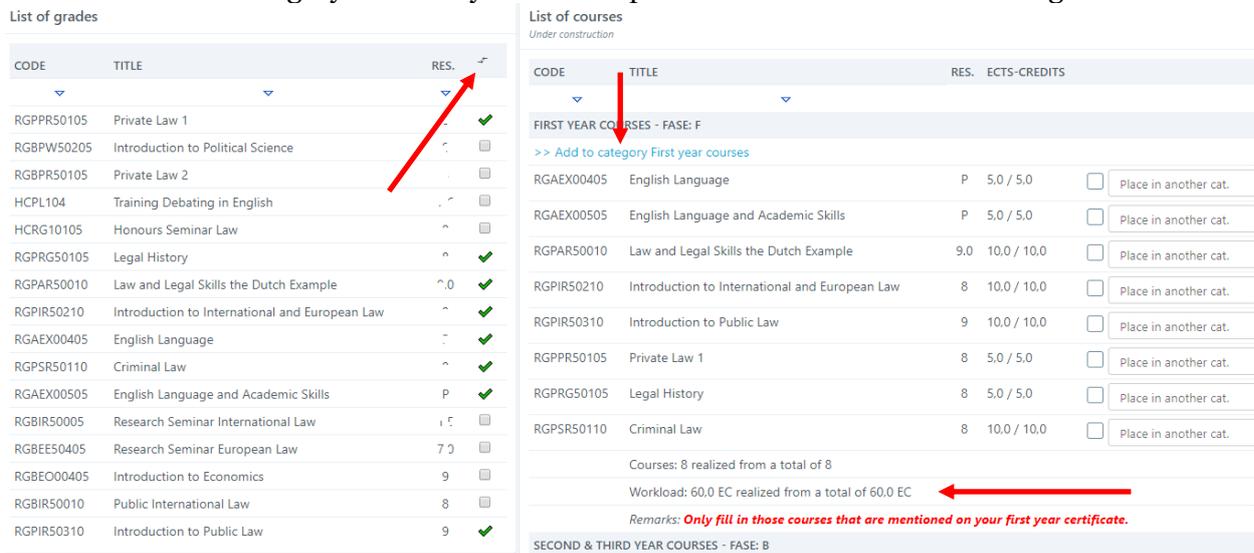
- 1 Applying for approval of your list of courses *In this step you can apply for approval of your list of courses. For more information, please check the instructions.*

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.

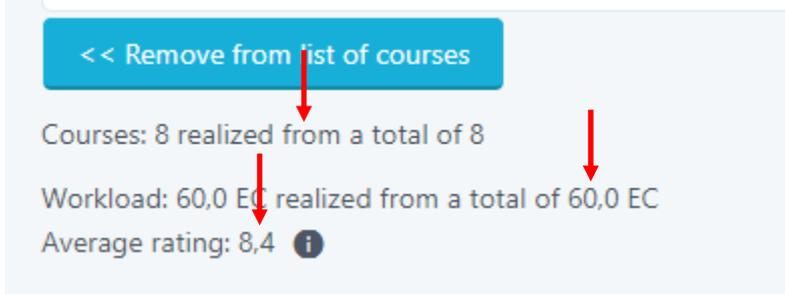


The screenshot shows two side-by-side panels. The left panel, titled 'List of grades', contains a table with columns for CODE, TITLE, and RES. A red arrow points to the RES. column. The right panel, titled 'List of courses' and 'Under construction', contains a table with columns for CODE, TITLE, RES., and ECTS-CREDITS. A red arrow points to the TITLE column. Below the table, there is a summary section with the text: 'Courses: 8 realized from a total of 8', 'Workload: 60,0 EC realized from a total of 60,0 EC', and 'Average rating: 8,4'. A red arrow points to the 'Workload' text. Below this, there is a red warning message: 'Remarks: Only fill in those courses that are mentioned on your first year certificate.'

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.

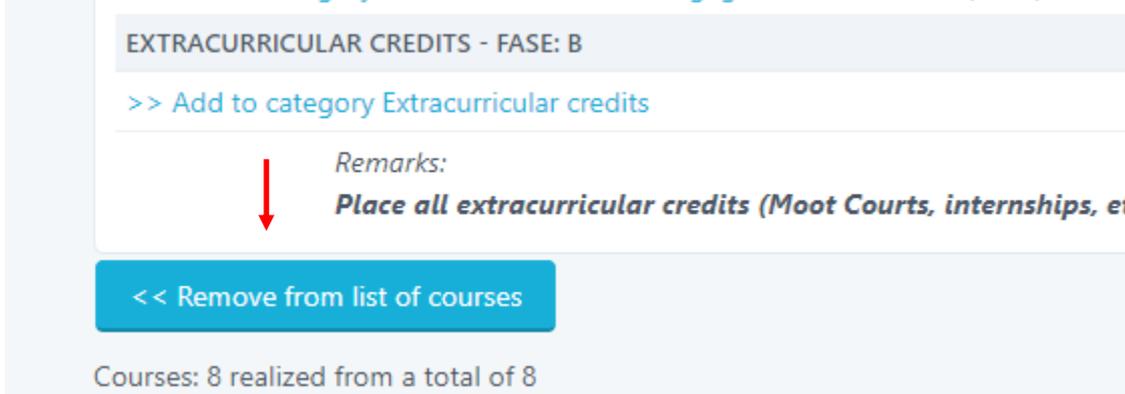


The screenshot shows a summary section with a blue button labeled '<< Remove from list of courses'. Below the button, there is a summary of course statistics: 'Courses: 8 realized from a total of 8', 'Workload: 60,0 EC realized from a total of 60,0 EC', and 'Average rating: 8,4'. Red arrows point from the button to the 'Courses' text, from the 'Workload' text to the 'Average rating' text, and from the 'Average rating' text to the 'Workload' text.

screenshot 9



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.

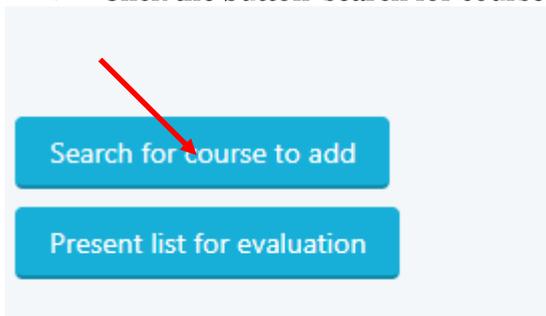


screenshot 10

Courses not yet passed

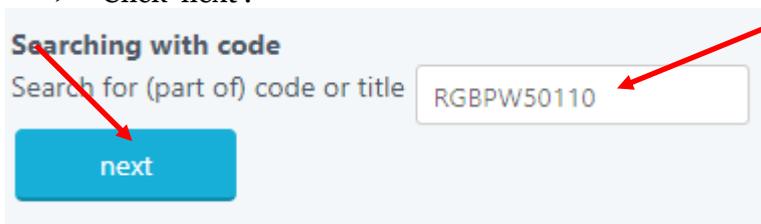
You can use the option ‘search for course to add’ to select a course for which you do not have a result yet. A separate explanation is provided for internship(s) and for courses studied abroad (see below). The course code for your Research Colloquium is RGBPW50110. All other course codes can be found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

- Click the button ‘search for course to add’.



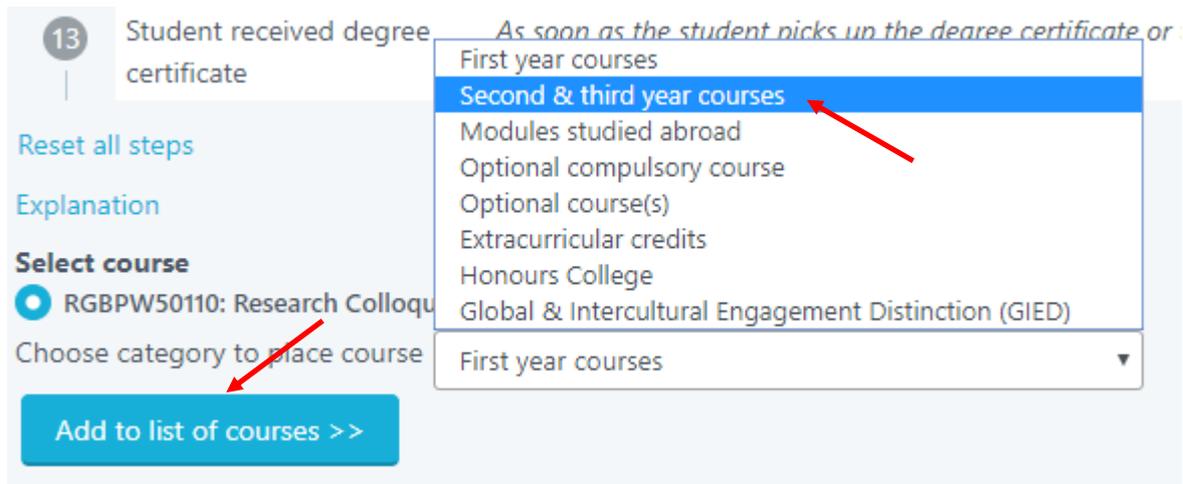
screenshot 11

- 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 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.

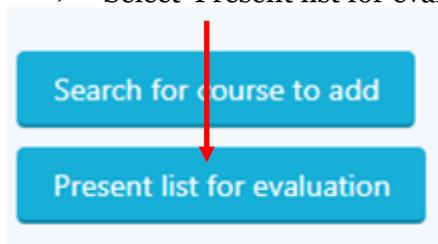
- Select the course and its number of ECTS (RG0008...).
- Select the right category for the course (see screenshot 13).
- Select 'Add to list of courses'.

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'.

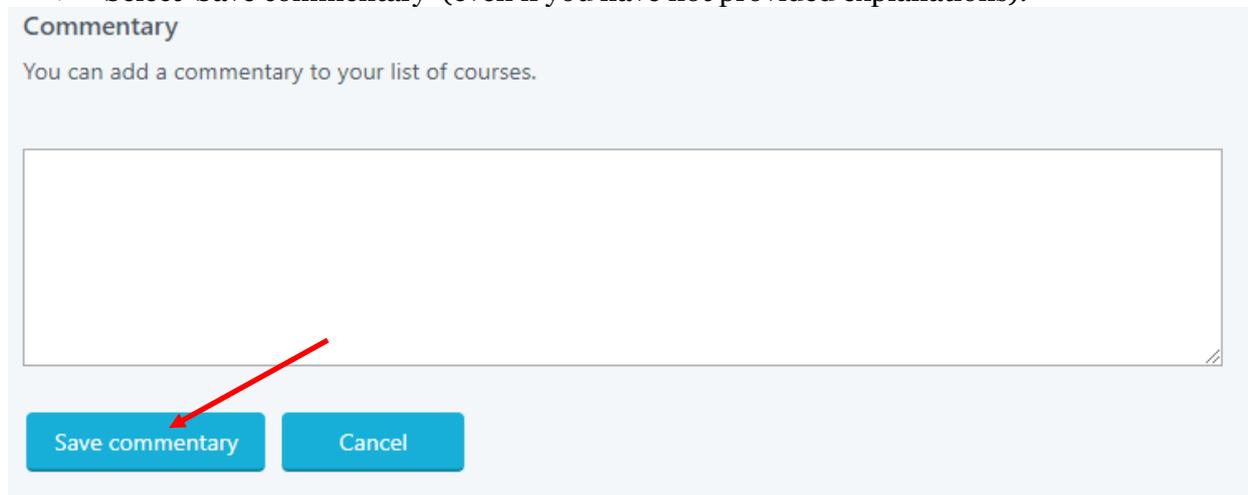
- Select 'Present list for evaluation'.



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. 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 exchangelaw@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.

Registered processes

[Graduation process LLB \(6 of 14 steps finished\)](#) 

screenshot 16

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 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 (LLB@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 LLB@rug.nl and confirm both date and judicium 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.

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