



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'
- Choose 'Faculty of Law'
- Select 'Application degree certificate / approval courses'

[Enrollments RUG](#)

↳ [Faculty of Law](#)


↳ [Enrollment Courses \(Nestor and Exams\)](#)

↳ [Enrollment Groups \(Working groups\)](#)

↳ [Enrollment Seminars](#)

↳ [Research Colloquium](#)

↳ [Enrollment Student Moot Court \(Dutch-taught\)](#)

↳ [Application degree certificate / approval courses](#) 

↳ [Thesis](#)

↳ [Thesis supervisors](#)

↳ [Registration tracks Dutch-taught bachelor](#)

screenshot 1



- Select the relevant degree certificate you want to apply for (tick the box).
- You have to choose the 11th option, as this is the specific option for the LLM programmes (with an entire procedure in English!). The code for this process is ‘MABULLLM’).
- Tick the box and click ‘enrol’.
- If you are applying for approval for your second LLM programme, then please choose the 12th option (2nd master degree Law LLM, code ‘MABUL2LLM’).

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 checked="" 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.

Graduation

1st master degree Law LLM MABULLLM

details

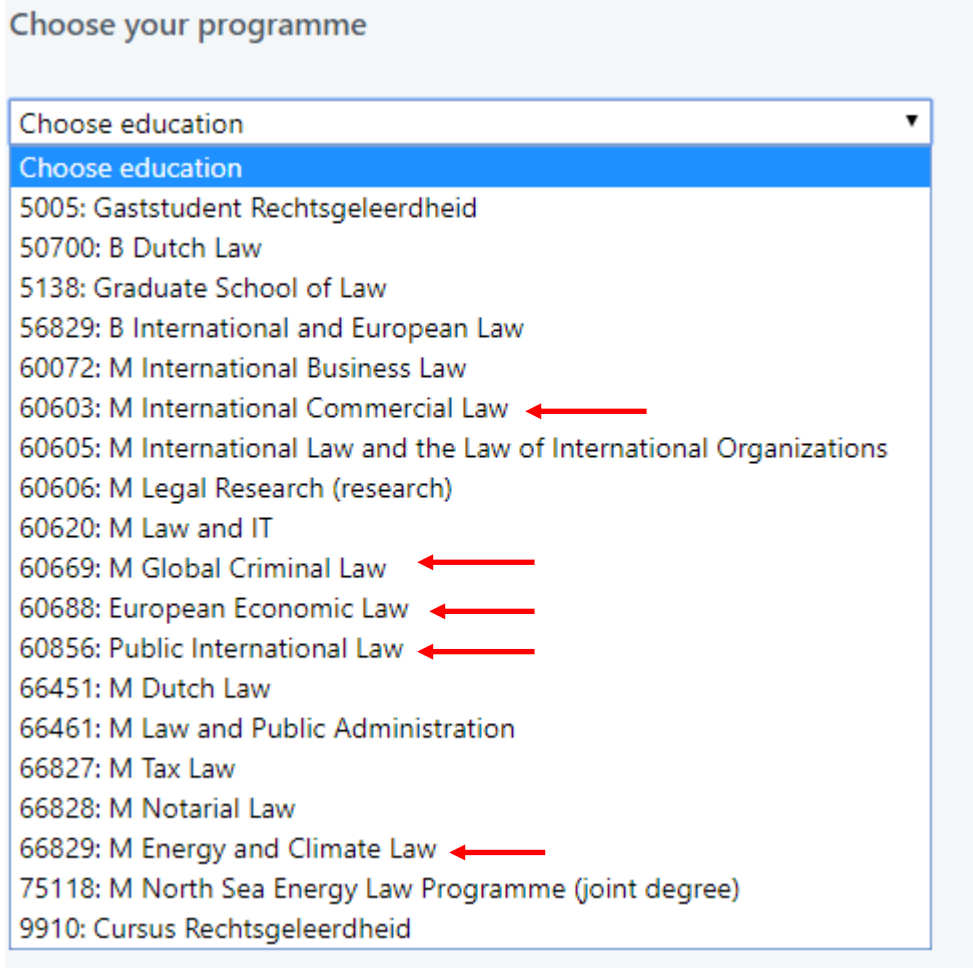
Registered processes

Graduation process LLM (0 of 13 steps finished)

screenshot 3



- Select the relevant degree programme.
- You will have to pick the programme that you are registered for.

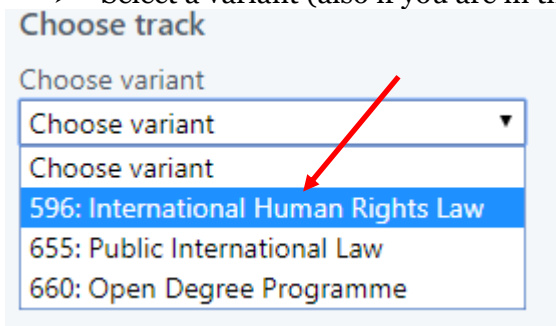


screenshot 4

Variant / specialization

The LLM International Human Rights Law officially is a track within the programme Public International Law. Students in this programme will therefore have to choose this specialisation; Public International Law students will have to reconfirm their Public International Law registration here as well. If your programme does not have a specialization, you will not see this step.

- Select a variant (also if you are in the regular programme)



screenshot 5

Once you have selected your programme (and specialization) 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 perform the step in question. The other columns may be filled in later.

Graduation process LLM

Public International Law, International Human Rights Law

	NAME OF STEP	EXPLANATION	BY	FINISHED AT
1	Applying for approval of your list of courses	<i>In this step you can apply for approval of your list of courses. For more information, please check the instructions.</i>	student	
2	Approval list of courses	<i>In this step, the Board of Examiners checks the courses you have selected.</i>	Pro6_Adm	
3	Approval list of courses Honours College	<i>In this step, the Board of Examiners of the Honours College checks the courses you have selected.</i>	Pro6_HC	
4	Finalizing list of courses	<i>If you have any changes for your list of courses, please send a message to BoE-Law@rug.nl.</i>	Pro6_Adm	
5	Student application for degree certificate	<i>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 degree certificate LLM programmes</i>	Pro6_Adm	


screenshot 6

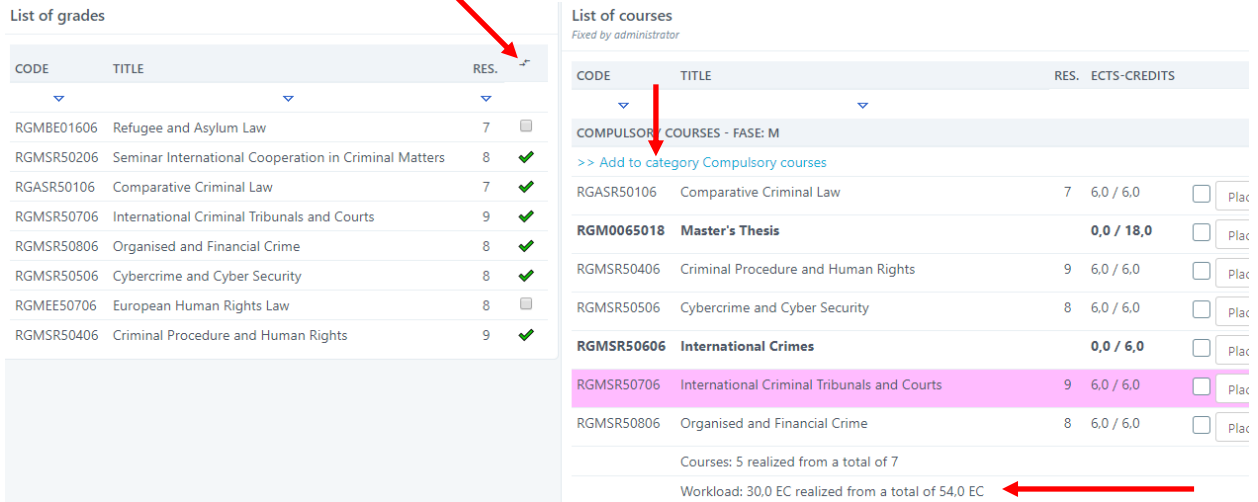
Step 1: Compilation of list of courses by students

Scroll down until you see the text ‘Applying for approval of your list of courses. 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 the list on the right-hand side.



List of grades

CODE	TITLE	RES.
RGMBE01606	Refugee and Asylum Law	7
RGMSR50206	Seminar International Cooperation in Criminal Matters	8
RGASR50106	Comparative Criminal Law	7
RGMSR50706	International Criminal Tribunals and Courts	9
RGMSR50806	Organised and Financial Crime	8
RGMSR50506	Cybercrime and Cyber Security	8
RGMEE50706	European Human Rights Law	8
RGMSR50406	Criminal Procedure and Human Rights	9

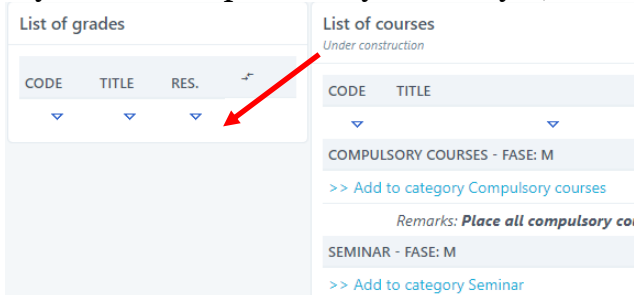
List of courses
Fixed by administrator

CODE	TITLE	RES.	ECTS-CREDITS
COMPULSORY COURSES - FASE: M			
>> Add to category Compulsory courses			
RGASR50106	Comparative Criminal Law	7	6,0 / 6,0
RGM0065018	Master's Thesis		0,0 / 18,0
RGMSR50406	Criminal Procedure and Human Rights	9	6,0 / 6,0
RGMSR50506	Cybercrime and Cyber Security	8	6,0 / 6,0
RGMSR50606	International Crimes		0,0 / 6,0
RGMSR50706	International Criminal Tribunals and Courts	9	6,0 / 6,0
RGMSR50806	Organised and Financial Crime	8	6,0 / 6,0

Courses: 5 realized from a total of 7
Workload: 30,0 EC realized from a total of 54,0 EC

screenshot 7

If you have not passed any courses yet, the left side of the screen will be empty, like this.



List of grades

CODE	TITLE	RES.
------	-------	------

List of courses
Under construction

CODE	TITLE
COMPULSORY COURSES - FASE: M	
>> Add to category Compulsory courses	
Remarks: Place all compulsory courses	
SEMINAR - FASE: M	
>> Add to category Seminar	

screenshot 8

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

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



Remarks: **Place all extracurricular credits**

<< Remove from list of courses

Courses: 6 realized from a total of 8

Workload: 36,0 EC realized from a total of 60,0 EC

Average rating: 8,2 *i*

screenshot 9

Scroll down to see the option ‘remove from list of courses’. This is where you can select courses in the column on the right-hand side to remove them from your list.

<< Remove from list of courses

Courses: 6 realized from a total of 8

Workload: 36,0 EC realized from a total of 60,0 EC

Average rating: 8,2 *i*

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 Master’s thesis is RGM0065018; the code for the Master’s thesis for a second LLM is RGM0065118.

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

Search for course to add

Present list for evaluation

screenshot 11

- Enter the course code.
- Click ‘next’.

Searching with code

Search for (part of) code or title

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.

certificate

Reset all steps

Explanation

Select course

RGM0065018: Master's Thesis (')

Choose category to place course

Compulsory courses

Add to list of courses >>

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 12) 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. A temporary internship code is used if the type of internship is not yet known at the time the list of courses is submitted. This temporary code starts with **RG0008** and ends with the number of credits the internship will be valued at.

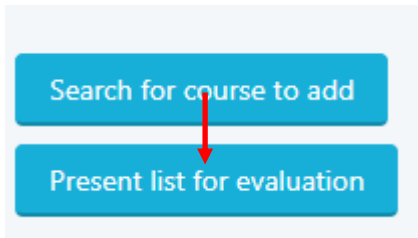
- Select the course and its number of ECTS (RG0008...).
- Select the right category for the course (see screenshot 13).
- Select 'Add to list of courses'.

The temporary code will be replaced by the final code as soon as the internship is completed. 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'.

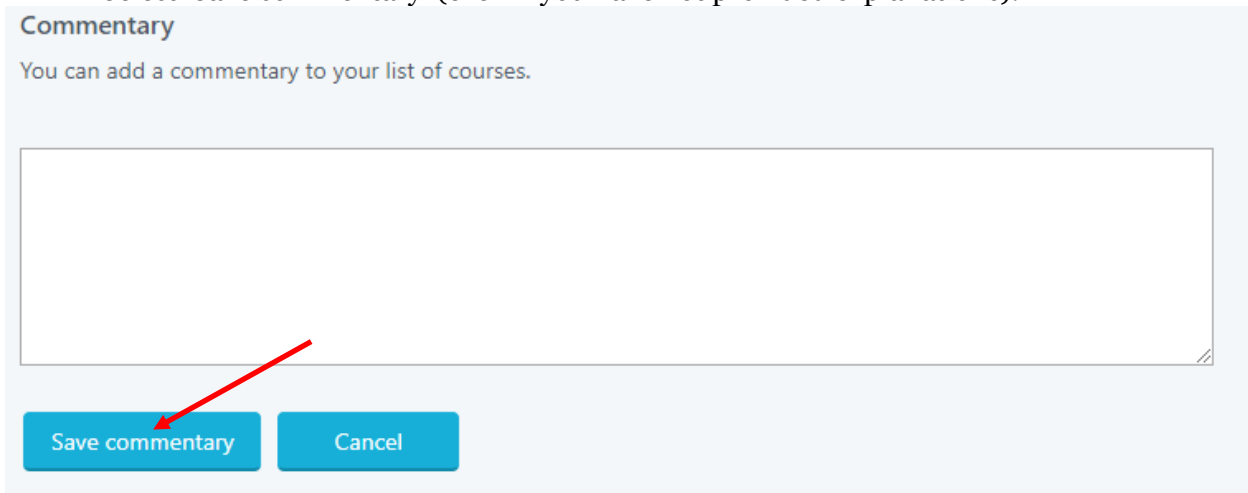
- Select 'Present list for evaluation'.



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).



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 your list of courses 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. 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.

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 LLM 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 how step 1 of 13 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.

1st master degree Law LLM MAI

details

Registered processes

Graduation process LLM (4 of 13 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 International Office applies for your degree certificate with the Central Student Administration (CSA) and completes step 7 in your graduation process.

Step 8 Sending statement of graduation

Please indicate in your application form for your degree certificate whether you wish to receive a statement of graduation. If you indeed wish to receive such a statement, you will receive another e-mail (on your University email account) informing you about the status/progress of your degree certificate application once this step has been completed.

Step 9 Creating concept degree certificate

The International Office will produce a concept degree certificate in the 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 LLM graduation ceremony.

Step 12 (if applicable) Degree certificate pick up (no ceremony)

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

Step 13 Date handing over degree certificate

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

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