



university of  
 groningen

faculty of law

# *Student manual for approval list of pre- master courses*

*Last update: 23 August 2024*



## **Contents**

Introduction .....	3
Student registration .....	4
<i>Variant / specialisation</i> .....	5
Step 1: Compilation of list of courses by students .....	7
<i>Courses passed</i> .....	7
<i>Courses not yet passed</i> .....	7
Step 2 Approval list of courses by the Board of Examiners .....	9
Step 3 All courses in list passed – automated process .....	9
Step 4 Statement final admission to LLM sent to CSA .....	9



## ***Introduction***

The entire process of getting approval from the Board of Examiners for your pre-master programme within the Faculty of Law is arranged via [Progress](#).

The entire process 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 \(Working groups\)](#)
- ↳ [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

- Select the relevant option you want to apply for (tick the box).
- You have to choose the 10<sup>th</sup> option, as this is the specific option for the pre-master programme (with an entire procedure in English!). The code for this process is 'PRELLM').
- 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"/>

screenshot 2

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

- Select the process by clicking on it.

**Registered processes**

Approval pre-master programme Law (0 of 4 steps finished)

screenshot 3

- Select the relevant degree programme.
- You will have to pick '56829: B International and European Law', as the pre-master officially is registered under this programme.

**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**

As the pre-master is part of this programme, you then will have to choose the variant '182: Pre-master'

- 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.

Approval pre-master programme Law  
B International and European Law, Pre-master

	NAME OF STEP	EXPLANATION	BY	FINISHED AT	REMARKS
1	Creating list of pre-master courses (by student)		student		
2	Approval pre-master programme Law	<i>The pre-master programme will be assessed by the Board of Examiners.</i>	Pro6_Adm		
3	Passed all exams		auto		
4	Statement final admission LLM to CSA	<i>The 'Statement final admission LLM' will be forwarded to the Central Student Administration. You will have to take care of the master registration through Studielink yourself.</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.

List of grades

CODE	TITLE	RES.	
LR1013P10	Italian Proficiency Minor 1 (A2)	8	<input type="checkbox"/>
LYX001P05	International Politics	8	<input type="checkbox"/>
LYX006P05	Political Science	7	<input type="checkbox"/>
LRF013B10	French Proficiency Minor Plus 2 (B1/B2)	5,7	<input type="checkbox"/>

screenshot 7

List of courses

Fixed by administrator

CODE	TITLE	RES.	ECTS-CREDITS	
RGBBE50210	Administrative Law and Market Regulation	8	10.0 / 10.0	<input type="checkbox"/>
RGBEE50110	Law of the European Union	6	10.0 / 10.0	<input type="checkbox"/>
RGBEE50505	European Judicial Protection	7	5.0 / 5.0	<input type="checkbox"/>

print list of courses

Please check [Ocasys](#) for the specifics of your programme.

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

Courses: 7 realized from a total of 8

Workload: 50.0 EC realized from a total of 60.0 EC

Average rating: 7.3 

screenshot 8

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 9

### 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.

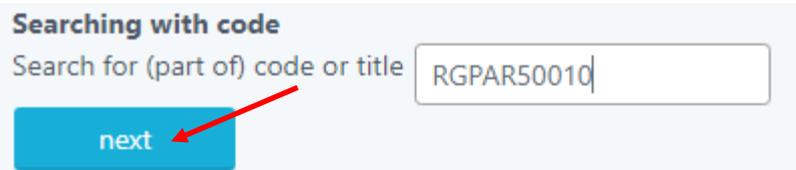
- Click the button ‘search for course to add’.

Search for course to add

Submit list for evaluation

screenshot 10

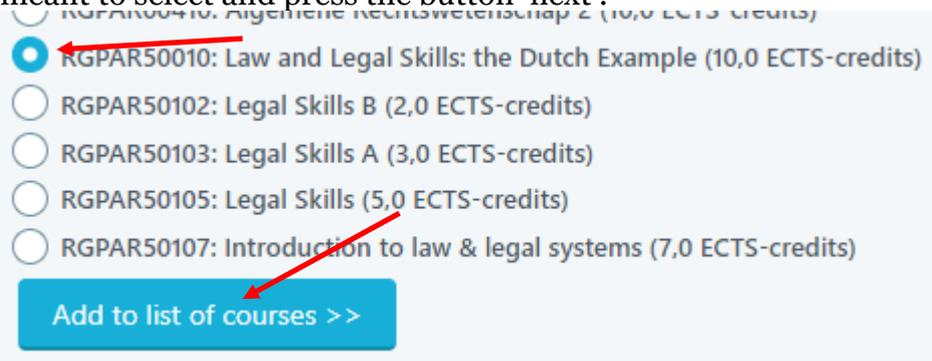
- Enter the course code.
- Click ‘next’.



Searching with code  
Search for (part of) code or title   
next

screenshot 11

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'.



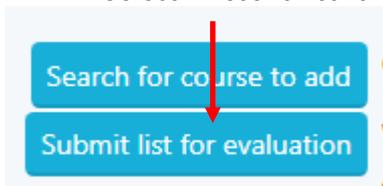
RGPAR50010: Law and Legal Skills: the Dutch Example (10,0 ECTS-credits)  
 RGPAR50102: Legal Skills B (2,0 ECTS-credits)  
 RGPAR50103: Legal Skills A (3,0 ECTS-credits)  
 RGPAR50105: Legal Skills (5,0 ECTS-credits)  
 RGPAR50107: Introduction to law & legal systems (7,0 ECTS-credits)  
Add to list of courses >>

screenshot 12

- Click 'Add to list of courses'.

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

- Select 'Present list for evaluation'.



Search for course to add  
Submit list for evaluation

screenshot 13

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 14

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; they will inform you of their decision by e-mail within a few weeks (maximum six weeks).

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

### ***Step 3 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 3 of 4 has been completed.

Step 3 is completed once all the courses in the approved list of courses have been successfully passed. This is an automated process.

#### **Registered processes**

Approval pre-master programme Law (3 of 4 steps finished) ←

screenshot 15

### ***Step 4 Statement final admission to LLM sent to CSA***

As soon as all your courses have been passed and all documents have been processed and approved, the International Office forwards the 'statement final admission LLM programme' to the Central Student Administration (CSA) and completes step 4 in your graduation process.

**Please be aware** that you still will have to **(timely!) apply for admission to the LLM programme in Studielink yourself!** Without a Studielink application, the document mentioned above cannot be produced.

<sup>i</sup> NB. Please send a message to [LLM@rug.nl](mailto:LLM@rug.nl) if you miss certain information or discover errors in this manual.