



rijksuniversiteit  
 groningen

faculteit rechtsgeleerdheid

# Study Guide 2023-2024

## Faculty of Law

### University of Groningen

---

The online Law Knowledgebase ([www.rug.nl/law/knowledgebase](http://www.rug.nl/law/knowledgebase)) also allows you to do a [topic-based search](#).

\*This document is a snapshot (14-11-2023) of the content of the Law Knowledgebase. Any changes occurring throughout the academic year will only be changed in the Law Knowledgebase.

# Index

Index.....	2
1 Programmes, Course units & Tutoring.....	5
1.1 Programmes and tracks.....	5
1.1.1 Which programmes does the Faculty of Law offer? .....	5
1.1.2 Studying Law after HBO or a non-law WO degree .....	5
1.1.3 Studying in parttime mode.....	5
1.1.4 More than one LLB track .....	5
1.1.5 Open Degree Bachelor programme .....	6
1.1.6 Open Degree Master programme .....	6
1.1.7 Honours college.....	7
1.2 Course units.....	8
1.2.1 Ocasys education catalogue .....	8
1.2.2 Workshops Starting your Academic Career .....	8
1.2.3 Research Colloquium.....	8
1.2.4 Seminars .....	8
1.2.5 Master's thesis .....	9
1.2.6 Law in Practice course units .....	11
1.2.7 Internship .....	11
1.2.8 Study period abroad (exchange) .....	12
1.3 Courses from other faculties & minors .....	13
1.3.1 Courses outside our Faculty .....	13
1.3.2 Minors for Law students.....	14
1.3.3 Minors .....	14
1.4 Study advisers.....	14
1.5 Board of Examiners .....	15
1.6 Studying with extra facilities .....	16
1.7 Careers Services Law .....	17
1.8 Master Learning Communities .....	18
2 Applications and arranging matters .....	18
2.1 Course enrolment (Student Portal) and Group enrolment.....	18
2.1.1 Enrolment.....	18
2.1.2 Exam enrolment .....	19
2.1.3 Course information Student Portal .....	20

2.1.3 Course information (Ocasys) .....	20
2.1.4 Definitions of educational formats & levels of courses .....	21
2.2 Degree certificates & completing a pre-master programme .....	23
2.2.1 First year phase (propaedeutic phase).....	23
2.2.2 Completing a pre-master programme.....	23
2.2.3 Graduation: how to apply? Graduation: how to apply? .....	24
2.2.4 Application degree certificate .....	24
2.2.4.1 Application degree certificat .....	24
2.2.4.2 Diploma production period .....	24
2.2.4.3 Graduation ceremony and title/degree .....	25
2.2.4.4 (Summa) Cum Laude .....	25
2.2.4.5 Acces tot he (Dutch) bar / 'Civiël effect' .....	26
2.2.5 What to do after graduation? .....	26
2.2.6 Graduation and deregistration.....	27
2.3 Aberrant examination regulation.....	27
2.4 Deletion of grade.....	29
2.5 Certified transcript .....	30
2.6 Access to lecture recordings.....	30
2.7 Mid-year registration LLB programme .....	34
2.8 Approval courses .....	34
2.9 Exemptions .....	35
2.10 Ordering readers .....	35
3 Schedules & Regulations .....	36
3.1 Exam schedule. Class schedule & academic calendar.....	36
3.1.1 Class schedule and exam schedule.....	36
3.1.2 Change of exam dates & two exams scheduled at the same day .....	36
3.1.3 Academic calendar .....	37
3.2 Courses and departments .....	37
3.3 Binding Study Advice (BSA) .....	37
3.4 Rules and Regulations .....	39
3.4.1 Teaching and Examination Regulations 2023-2024 .....	39
3.4.2 Regulations examinations .....	39
3.4.2.1 Aberrant Examination Regulation written examinations.....	39
3.4.2.2 Announcement results .....	39

3.4.2.3 Examination Regulation.....	40
3.4.2.4 Dutch educational and grading system .....	40
3.4.2.5 Fraud.....	42
3.4.2.6 Complaints with regards to examinations.....	43
3.4.2.7 Discussion of examinations .....	44
3.4.2.8 Guidelines during examinations .....	45
3.4.2.9 Guidelines calculation study load.....	46
3.4.2.10 Assesment quility plan .....	46
3.4.3 Other Rules and Regulations .....	46
3.4.3.1 Bonus points .....	46
3.4.3.2 Faculty Regulations .....	46
3.4.3.3 Thesis Regulations .....	46
3.4.3.4 Internship Regulations.....	47
3.4.3.5 Student Charter .....	47
3.4.3.6 Admission Regulation .....	47
3.4.4 Transition Regulation 2023-2024 .....	47
3.4.5 Archief regelingen .....	47
3.5 Suggestions of complaints.....	47
3.6 Ill, what to do? .....	47
3.7 Study costs.....	48
4 Contact .....	48
5 Go directly to .....	48

# 1 Programmes, Course units & Tutoring

## 1.1 Programmes and tracks

### 1.1.1 Which programmes does the Faculty of Law offer?

The programmes offered by the Faculty of Law are available in [Ocasys](#).

### 1.1.2 Studying Law after HBO or a non-law WO degree

General	Certain HBO (University of Applied Science) degrees and/or WO (research university) bachelor or master degrees can grant access to education in our Faculty. After a pre-master programme has been completed, admission to a Master's degree programme will be possible.
HBO degree and WO non-law degree students	<p>It is possible for students with a HBO degree International and European Law of The Hague University of Applied Science and WO non-law degree students to get admission to one of the English-taught Master of Laws programmes of the Faculty of Law. This admission can only be granted after the pre-defined deficiency programme (a so-called pre-master programme) has been successfully completed. Not all degrees might lead to admission to all English-taught LLM programmes. More information can be found on the <a href="#">LLM website</a>.</p> <p>For questions you can contact the study advisers of the International Office via <a href="mailto:LLM@rug.nl">LLM@rug.nl</a>.</p>
Want to register?	The registration procedure for the pre-master programmes is available on the <a href="#">LLM website</a> . Please make sure to meet the application deadlines.
	Last update 21-7-2023

### 1.1.3 Studying in parttime mode

All English-taught programmes of the Faculty of Law are taught in full time mode. None of the English-taught programmes have the option to study in part time mode.

Last update: 21-7-2023

### 1.1.4 More than one LLB track

Taking both LLB tracks	<p>LLB students choose one of the two available tracks within the LLB International and European law from year 2 onward. In case you are interested in taking both tracks, you can enrol in all courses you wish to participate in in Progress.</p> <p>You can find the courses per track in both Ocasys and the Teaching and Examination Regulations of the programme. You will only have to participate in the Research Colloquium for one of the two tracks. You will always have to discuss your study planning with <a href="#">astudy adviser</a> of the International Office.</p> <p>By the end of year 1, you need to indicate in Progress which of the two tracks you will participate in. You can only choose one track in Progress. You need to pick the track that is your main programme and which you want to appear explicitly on your diplomasupplement.</p>
Approval list of courses for graduation	The International Office will request you mid-year 3 to apply for approval of your list of courses by the Board of Examiners. You can then complete the list by adding all courses to your list of courses. Please do indicate when selecting the programme which track is your main track (and which will thus be mentioned on your diplomasupplement) and please make a remark when submitting the list that you are participating in both tracks.
Switch tracks	If you wish to switch tracks, you can, until the end of year 1, do so until 1 August. After that (year 2 or 3), you need to contact <a href="#">astudy adviser</a> of the International Office for advice and to discuss your planning. The study adviser is also able to change the chosen track in Progress.

### 1.1.5 Open Degree Bachelor programme

<b>General</b>	<p>Next to the fixed Bachelor's degree programmes it is also possible to compose an individual Bachelor's degree programme in the post-propaedeutic phase, based on article 7.3.4 and 7.3 c WHW (Dutch Higher Education Act).</p> <p>This will lead to a final examination, which content-wise deviates from any other legal post-propaedeutic Bachelor's degree programmes; this is called an Open Degree programme.</p> <p>A request for approve of an Open Degree programme should be sent to the Board of Examiners at least three months before you wish to start such programme. If the request is sent after this deadline, the Board of Examiners can determine that the request will not be taken into consideration.</p> <p>The Board of Examiners also decides to which accredited Faculty Bachelor's degree programme the (deviating) programme would belong. Also check Article 7.9 of the <a href="#">English-taught Bachelor (LLB) Teaching and Examination Regulations (TER)</a>.</p>
<b>Guidelines</b>	<p>The guidelines for an Open Degree Bachelor programme are:</p> <ul style="list-style-type: none"> <li>▪ the programme is post-propaedeutic;</li> <li>▪ the programme must at least be 120 ECTS and should be in accordance with the learning outcomes the programme as stated in art. 3.1 LLB TER;</li> <li>▪ the programme needs to be coherent;</li> <li>▪ should have a minimum of 50% of credits (60ECTS) worth of legal courses;</li> <li>▪ at least 42 ECTS (35%) and maximum 48 ECTS (40%) should deviate from one of the existing post-propaedeutic Bachelor's degree programmes;</li> <li>▪ the programme has a bachelor concluding course unit fitting to the Open Degree programme, e.g. a Bachelor's thesis (10 ECTS) or a Research Project (10 ECTS). This bachelor concluding course unit should be completed at the Faculty of Law of the University of Groningen.</li> </ul> <p>Only courses which are part of an accredited degree programme can be chosen for an Open Degree programme.</p>
<b>No 'civiel effect'</b>	<p>An Open Degree programme in principle does not grant the so-called 'civiel effect', even if it is followed by a Master's degree programme.</p>
<b>Master's degree programme after Open Degree programme</b>	<p>If you have questions with regard to admissibility to a Master's degree programme after an Open Degree Bachelor programme, you can contact a study adviser of the International Office.</p>
	<p>Last update 21-7-2023</p>

### 1.1.6 Open Degree Master programme

<b>General</b>	<p>Next to the fixed Master's degree programmes it is also possible to compose an individual Master's degree programme, based on article 7.3j WHW (Dutch Higher Education Act). This will lead to a final examination, which content-wise deviates from any other legal Master's degree programmes; this is called an Open Degree programme.</p>
<b>Admission</b>	<p>Such individual programme must be discussed with the study adviser and needs prior approval of the Board of Examiners.</p>

	The Board of Examiners also decides to which Master's degree programme the programme would belong.
Duration & size	The size of the Open Degree programme is a minimum of 60 ECTS; the duration is – dependent on the size – at least one year. You can find more information in Article 3.19 of the <a href="#">English-taught Master programmes Teaching and Examination Regulation</a> .
'Civiel effect'	An Open Degree programme in principle does not grant the so-called 'civiel effect', but it also depends on the content of the programme and the bachelor programme. Access to the bar or judiciary is in principle excluded. Check the ' <a href="#">Civiel Effect</a> ' page for more details and possibilities to supplement the programme with extra courses for 'civiel effect'.
Title and degree	The Master's degree programme leads to the degree of Master of Laws. You can use the title LLM behind your name after successful completion of the Master's degree programme.
Programme	The following requirements apply to an Open Degree programme:: <ul style="list-style-type: none"> <li>• The programme should be coherent in relation to the desired degree programme.</li> <li>• The programme needs to fall outside the regular programmes and should deviate at least 50% from the compulsory curriculum of the desired degree programme.</li> <li>• An Open Degree programme comprises of the following components: <ul style="list-style-type: none"> <li>- a minimum of 30 ECTS worth of relevant legal master courses;</li> <li>- a seminar that is offered within the degree programme (6 ECTS; check Ocasys);</li> <li>- a Law in Practice course unit (6 ECTS)</li> <li>- a Master's thesis (12 ECTS)</li> </ul> </li> </ul> <p>Only courses that are part of an accredited degree programme can be chosen for an Open Degree programme. Also check article 3.15 Teaching and Examination Regulation English-taught master programmes.</p>
Open Degree programme after other master	Taking an Open Degree programme after having already completed another Master's degree programme, the following guidelines apply: <ol style="list-style-type: none"> <li>1. The Open Degree programme should have at least 30 ECTS worth of new courses. The student can only get a maximum of 30 ECTS worth of exemptions for courses obtained in a previous Master's degree programme;</li> <li>2. The programme needs to be coherent;</li> <li>3. At least half of the ECTS to be obtained should be legal courses;</li> <li>4. It is not possible to complete this programme within one of the existing Master's degree programmes. At least 21 ECTS should deviate from one of the existing Master's degree programmes.</li> <li>5. No exemptions are granted from having to write a Master's thesis.</li> </ol>
Seminar	Please check the regulations with regard to <a href="#">Seminars</a> .
Master's thesis	You complete the Open Degree programme by writing a Master's thesis which connects to the content of the Master's degree programme. Please also check the entry <a href="#">Master's thesis</a> . General Faculty guidelines with regard to writing a Master's thesis can be found in the <a href="#">Thesis Regulations</a> .
	Last update: 21-7-2023

### 1.1.7 Honours college

All information about the Honours College is available on the [Honours College website](#).

## 1.2 Course units

### 1.2.1 Ocasys education catalogue

All course units are available in the [online coursecatalogue Ocasys](#).

### 1.2.2 Workshops Starting your Academic Career

General	All first year LLB students (propaedeutic students) are registered at the start of the academic year for the so-called Workshops Starting your Academic Career (SYAC). The SYAC workshops are meant to ease the transition from high school to university. The SYAC workshop will deal with several topics with regard to study skills of the first year students. The small size of the group (half your working group) will accommodate getting to know your peers.
Mentors	Students are supervised by mentors (advanced Law students). These mentors will help students get acquainted to all study related subjects Law students will face. The mentor is also, as are the study advisers of the International Office, available for students to pose questions to.
	Last update 21-7-2023

### 1.2.3 Research Colloquium

General	<p>The Research Colloquium aims to:</p> <ol style="list-style-type: none"><li>improve the writing and communication skills;</li><li>deepen the research skills;</li><li>add to the academic formation.</li></ol> <p>Students need to write and present their bachelor theses; they are expected to work independently but under the supervision of their supervisor. Students will formulate an academically relevant research question, set up a research plan, collect, analyse and evaluate relevant information and data, and formulate conclusions based on the research conducted. Research results have to be clearly presented in a research paper and orally presented and defended in front of lecturers and fellow students. Students will be evaluated on their research and presentation skills.</p>
Bachelor concluding course unit	The Research Colloquium is the bachelor-concluding course unit within the LLB programme International and European Law. This course is therefore only open to students who are in the final stages of this LLB programme.
Requirements	<p>You can participate in the Research Colloquium when you have obtained at least 90 ECTS including all first year courses. These credits need to be available in Progress.</p> <p>The Board of Examiners can deviate from this rule at the request of a student in case of extraordinary circumstances.</p> <p>For more information, please check <a href="#">Ocasys</a>.</p>
Enrolment	More information about the enrolment procedure can be found <a href="#">here</a> .
	Last update: 21-7-2023

### 1.2.4 Seminars

General	A seminar is an educational form in which academic and legal skills are being dealt with. It has a research-like set-up. You will be conducting research, do assignments, hold presentations, and write papers. It is a training in academic thinking, which, after a thorough analysis has been made, leads to a (creative) solution of a legal question. This solution should be presented clearly and hold all possible arguments.
---------	---



<b>Skills</b>	<p>The following academic skills will be trained:</p> <ul style="list-style-type: none"> <li>• logical reasoning, arguing, creative thinking, analysing problems, making connections;</li> <li>• verbal skills: argumentation and formulating;</li> <li>• communicative skills: communicating, presenting and persuading, listening, reading.</li> </ul> <p>The legal skills include:</p> <ul style="list-style-type: none"> <li>• handling a legal perspective;</li> <li>• adequate usage of the descriptive and prescriptive aspects;</li> <li>• understanding and applying legal texts;</li> <li>• finding and applying jurisprudence/case law.</li> </ul>
<b>Binding enrolment</b>	<p>Enrolment in a seminar is compulsory and binding.</p> <p>Enrolment will lead to a result in all cases; this could be a pass or fail grade after full participation in the seminar or a fail grade when you have participated insufficiently/quit the seminar.</p> <p>The Board of Examiners can deviate from the above at the request of a student, based on special circumstances.</p>
<b>Advice</b>	<p>For more information, please check <a href="#">Ocasys</a>.</p>
<b>Enrolment</b>	<p>The International Office will enrol all LLM students for the compulsory seminar of their programme.</p>
	<p>Last update: 21-7-2023</p>

### 1.2.5 Master's thesis

<b>General</b>	<p>Every master programme is concluded by the writing of a Master's thesis. In this Master's thesis, a student should show his/her command of academic skills in such a way that he/she, with the knowledge provided during the programme, is able to:</p> <ul style="list-style-type: none"> <li>▪ formulate a scientific phrasing in the legal field;</li> <li>▪ set up a research in a responsible scientific manner;</li> <li>▪ assemble, classify, analyse, correlate and value the relevant data;</li> <li>▪ draw relevant conclusions on the basis of the conducted research and to formulate defensible solutions;</li> <li>▪ reproduce the research, the conclusions and solutions in a clear and orderly manner.</li> </ul> <p>The study load of the Master's thesis is arranged for in the <a href="#">Teaching and Examination Regulations</a> of your programme and can also be found in the <a href="#">Thesis Regulation</a>.</p> <p>Per 1 September 2023, the size of the Master's thesis has been reduced from 18 ECTS to 12 ECTS and a Law in Practice module is added to each of the English-taught programmes. You can find more information about this in the <a href="#">Transition Regulation</a>. The old set-up of the programmes can be completed until August</p>
----------------	--

	<p>2024. Therefore, if you are not completing your LLM programme old style before 1 September 2024, you will have to change to the new set-up of the LLM programmes and as such write a 12 ECTS Master's thesis and participate in a Law in Practice module.</p>
<p><b>Thesis enrolment and compulsory elements</b></p>	<p>In order for all students to have all necessary information about writing a Master's thesis, all students are required to enrol for the Master's thesis writing process in the semester before they start the actual research. There are two starting moments for the Master's thesis writing process each academic year. The enrolment and writing periods are as follows:</p> <ul style="list-style-type: none"> <li>▪ Start per 1 February: enrolment in enrolment period block 2 (October/November)</li> <li>▪ Start per 1 September: enrolment in enrolment period block 4 (March/April)</li> </ul> <p>The Master's thesis writing process consists of several elements:</p> <ul style="list-style-type: none"> <li>▪ participate in the Thesis class;</li> <li>▪ participate in the Library instruction;</li> <li>▪ participate in the introduction meeting per LLM programme;</li> <li>▪ participate in the library workshop per programme.</li> </ul> <p>The Thesis class is offered twice a year and can be found in the list of courses available in the <a href="#">schedule generator</a>. At the start of each academic year, the International Office arranges for all students to participate in a library instruction. Only students who have taken their bachelor's degree at the Faculty of Law of the University of Groningen can be exempt from this library instruction.</p> <p>Students will have to stick to all deadlines in the Thesis writing process to be able to finish their Master's thesis within the stated time. The time lines per starting moment are set.</p> <p><a href="#">Time line starting moment 1 February</a></p> <p><a href="#">Time line starting moment 1 September</a></p> <p>The thesis writing process takes careful planning. Feel free to contact a study adviser at the International Office to help you plan.</p> <p>Please be aware that the LLM Governance and Law in Digital Society has a Thesis Project for 20 ECTS and as such does not follow the timelines mentioned above. Separate information about the Thesis Project will be provided by the Thesis Coordinator of the programme.</p>
<p><b>Thesis coordinators</b></p>	<p>Each LLM programme has its own thesis coordinator:</p> <ul style="list-style-type: none"> <li>▪ Energy and Climate Law: <a href="#">Prof. DrE. Woerdman</a></li> <li>▪ European Law in a Global Context: <a href="#">Prof. Dr R.A. Wessel</a></li> <li>▪ Global Criminal Law: <a href="#">Dr W. Geelhoed</a></li> <li>▪ Governance and Law in Digital Society: <a href="#">Dr B. Brink</a></li> <li>▪ International Commercial Law: to be announced</li> <li>▪ International Human Rights Law: <a href="#">Dr A.G. Hallo de Wolf</a></li> <li>▪ Public International Law: <a href="#">Dr A.G. Hallo de Wolf</a></li> <li>▪ <a href="#">Technology Law and Innovation: Dr J. Milaj-Weishaar</a></li> </ul>
<p><b>Thesis Regulations</b></p>	<p>The Faculty has set <a href="#">Thesis Regulation</a> which amongst others hold guidelines for thesis writing and information about:</p> <ul style="list-style-type: none"> <li>• The compulsory elements of the thesis writing process, e.g. Thesis class, Library instruction, introduction meeting per programme, etc.;</li> </ul>

	<ul style="list-style-type: none"> <li>• Choosing a topic;</li> <li>• Thesis supervision;</li> <li>• The size;</li> <li>• The assessment;</li> <li>• The way of handing in the thesis, etc.</li> </ul>
Paper	A student can choose to write a paper instead of taking an optional course. All arranged for above is not applicable to such a paper. Please contact a lecturer with a supervision request if you wish to write such a paper. The paper should at least be 3 ECTS and can be 7 ECTS maximum. The Thesis Regulation indicates which articles are applicable to the writing of a paper.
	Last update: 21-7-2023

### 1.2.6 Law in Practice course units

General	Law in Practice is a collective name for all activities, either inside or outside the Faculty, which allow you in some way to put law or legal science in practice, get in touch with the labour market, and practise important skills according to the labour market. This could e.g. be done by taking up an <a href="#">internship</a> , participation in a Law Clinic, participation in Moot Courts, etc. More information can be found on the <a href="#">Careers Services Law website</a> and in <a href="#">Ocasys</a> (bachelor and master).
Awarding credits	<p>Only the course units which appear in the overview in <a href="#">Ocasys</a> (bachelor and master) can be awarded with ECTS.</p> <p>Rules applied when including Law in Practice course units on your list of courses:</p> <ul style="list-style-type: none"> <li>• In order to be awarded ECTS for a Law in Practice course unit, the course unit must have prior approval of the Board of Examiners via de graduation process approval in Progress.</li> <li>• You will also have to, if applicable for your specific Law in Practice course unit, fulfil the requirements arranged for in the <a href="#">Internship Regulation</a>.</li> <li>• Your job cannot be registered as an internship.</li> <li>• Participation in a Law in Practice module can lead to the awarding of 10 ECTS (bachelor) or 12 ECTS (master) maximum. For the English-taught bachelor programme International and European Law, including the Technology Law track, these ECTS are always extracurricular, so on top of the required 180 ECTS of your LLB programme.</li> <li>• If you are participating in more than one internship or write more than one paper (or a combination thereof), these cannot be dealing with the same topic.</li> <li>• The same activity cannot be part of several lists of courses.</li> </ul>
Contact persons	<p><a href="#">Overview Faculty contact persons Internships</a>.</p> <p>Please check <a href="#">Ocasys</a> for the coordinators of the Law in Practice course units.</p>
	Last update: 21-7-2023

### 1.2.7 Internship

General	<p>It is recommended to take up an internship during your programme. An internship can help you choose your career path and provides you with relevant work experience which is considered to be very important in job application rounds,</p> <p>An appropriate moment to take up an internship would e.g. be in the final year of your Bachelor's degree programme or in your Master's degree programme. To help you choose an internship and</p>
---------	---

	<p>consider the options for your career after your programme, we have made <a href="#">a website</a> which presents you with all information in clear steps:</p> <ul style="list-style-type: none"> <li>• Self-analysis</li> <li>• Exploration internships and labour market</li> <li>• Decision-making</li> <li>• Action</li> <li>• Reflection</li> </ul> <p>These steps will entice you to think about your career options and choices and help you find an internship that is suitable for you..</p>
Faculty internship coordinator / Career Coach	Every programme has an <a href="#">internship coordinator</a> . For general questions about internships you can also contact the <a href="#">Faculty internship coordinator</a> .
Internship Regulation	The Faculty has an <a href="#">Internship Regulation</a> which holds amongst others the guidelines with regard to duration of the internship, the internship supervision, the approval of internships, secrecy, and insurances.
Approval and registration of result	All internships are extracurricular. They can however be part of your degree certificate. If you wish the internship to appear on your diploma supplement as extracurricular course unit, you need to have your internship approved by the Board of Examiners. In addition, the programme internship coordinator should approve your internship before its start. After completion of the internship, the internship will be assessed by the programme internship coordinator, based on the internship report and the assessment by the internship provider.
Formal approval	The internship coordinator of your programme needs to approve your internship before it starts. The internship needs to be formally approved. You need to meet the formal demands for the internship and final report, as arranged for in the Internship Regulation. Next to this, you need to apply for approval from the Board of Examiners.
Combination with a paper	An internship and a paper cannot be dealing with the same topic. This also goes for two internships and two papers when taken in two different programmes. Within a programme, an activity can only lead to the award of ECTS once.
Internships in Gradleaders Career Center	The internships which are offered to the Faculty are offered in Gradleaders Career Center. This information can be found on the <a href="#">Student Portal</a> . Please click the tab 'Career'.
Gradleaders Career Center	The tab 'Career' in the Student Portal offers you an overview of some of the career events and vacancies that can be interesting for you and are offered via the Faculty. In order to allow you to properly search the complete list, we advise you to login to the underlying system in which all this information is stored. You can do so by clicking 'Student Login'. You can find interesting career events and career activities, job offers, internships, (free) workshops in the field of personal development, networking and the writing of a good CV and cover letter.
GoingGlobal	You will find internships in the Netherlands and abroad in the tab Career on the Student Portal under the heading <a href="#">GoingGlobal</a> .
	Last update: 21-7-2023

### 1.2.8 Study period abroad (exchange)

General	If you are interested in a study period abroad within your programme, you can contact <a href="#">the Faculty's International Office</a> . General information can be found on the <a href="#">website</a> . The International Office organises an information session in October or November for students interested in going abroad as part of their studies.
Registration / Deadline	The deadline for registration depends on your destination. You can find more information on the <a href="#">website</a> . It might still be possible to have a spot assigned to you after the deadline. If you are interested, please contact the International Office.

Which courses	<p><b>LLB students</b></p> <p>The study period abroad in the LLB programme International and European Law is scheduled for the first semester of year 3. LLB students are allowed to take any law course, which is not part of the LLB programme and some non-law courses which are related to the programme (e.g. criminology, international relations, political Science, etc.). Please be aware that at least 25 ECTS out of the 30 ECTS should be law credits. The characterisation of the courses is at the discretion of the Board of Examiners.</p> <p><b>LLM students</b></p> <p>It is also possible for LLM students to go abroad. This will usually be on top of their programme in Groningen, as an extracurricular addition to the LLM programme. This will lead to a study delay in most cases. Optional courses can be taken abroad, as long as they are within the scope of the programme in question.</p> <p>Please be aware: the Board of Examiners does not accept any language courses as part of the law degree. Language courses can therefore be taken, but can only appear as extra-curricular courses on the degree certificate.</p> <p>More information about courses can be found on <a href="#">the website</a>.</p>
Approval of courses	<p>All courses need to be approved by the Board of Examiners. This can be done by filling in the correct online form:</p> <p><a href="#">Approval form courses abroad LLB students</a></p> <p><a href="#">Approval form courses abroad LLM students</a></p> <p><a href="#">Approval form courses abroad students of Dutch-taught programmes</a></p>
Registration of results	<p>Results obtained will be registered in Progress as separate courses, provided that the courses are approved by the Board of Examiners. .</p>
Scholarship	<p>More information about scholarships can be found on <a href="#">the website</a>.</p>
	<p>Last update 21-7-2023</p>

## 1.3 Courses from other faculties & minors

### 1.3.1 Courses outside our Faculty

General	<p>As student of our Faculty, you can participate in (separate) courses at other faculties/universities. Please be aware: you cannot participate in a University minor for your degree certificate.</p>
Explanation	<p>Check the entry requirements and registration procedure at the faculty/university of your choosing. Some faculties might request a statement from the Board of Examiners in which they give permission to participate in that specific course. Please keep in mind when applying for the course that this extra step will cost time.</p> <p>If you want to have this course listed as optional and/or extracurricular course in your programme, you need to apply for approval from the Board of Examiners before you participate in such course. If there is no room for optional courses in your programme, you can add the courses in the section 'extra-curricular courses'.</p> <p>You can do so by registering your full list of courses in <a href="#">Progress</a> (Enrolments RUG – Faculty of Law – Application degree certificate). Please keep the requirements of your degree programme with regard to optional courses in mind when choosing such a course. In the bachelor a course should be bachelor (2nd or 3rd year) or M4-level; in the master a course should be M4 or M5 level. Such courses can be added to your list of courses in the section 'extracurricular credits'.</p>

Last modified: 21-7-20023

### 1.3.2 Minors for Law students

#### General

It is not possible to take a minor when you are participating in a Bachelor of Laws programme.

It is possible to participate (under certain conditions) in courses from other faculties and have these approved as optional courses. The courses should be post-propaedeutic in such cases.

For more information, please check the item '[courses outside our Faculty](#)'.

Last update: 21-7-2023

### 1.3.3 Minors

For more information about minors, please check the [minor website](#).

### 1.4 Study advisers

#### General

The study advisers for all English-taught programmes are part of the Faculty's International Office. The study advisers can help you with any questions which have a (possible) relation with or have consequences for your study programme.

Next to advising about your study programme, the study advisers can also arrange for the Faculty to possibly take personal situations (e.g. illness or other special circumstances) into consideration. The study advisers can also be a guide to finding other organs within the University. The study adviser also would like to think along with you when it comes to study planning and additions to your programme (e.g. extracurricular activities).

#### The study adviser can help you with

- Study choice;
- Questions about study planning and options in case of delay or extra course units (e.g. study abroad, extra courses or internships);
- Difficulties starting up/keep going when studying;
- Discuss the possibilities of extra facilities;
- Illness which can influence your studies;
- Mental problems;
- Personal circumstances, like divorce, deaths, illness in the family;
- ... and for any other questions which have a (possible) connection to your study programme.

#### Contact options study advisers

##### Internet

Please check the [Law Knowledgebase](#), our digital Study Guide, first for the questions most frequently asked. If your question does not appear, please contact the study advisers of the International Office. You can do so by emailing them: [LLB@rug.nl](mailto:LLB@rug.nl) (LLB students), [exchangelaw@rug.nl](mailto:exchangelaw@rug.nl) (incoming exchange students), and [LLM@rug.nl](mailto:LLM@rug.nl) (pre-LLM & LLM students).

##### Office hours

The International Office has two kinds of office hours:

- Walk-in office hours

	<ul style="list-style-type: none"> <li>• Office hours by appointment</li> </ul> <p><i>Walk-in office hours</i></p> <p>The study advisers of the International Office have walk-in office hours on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays from 10 am - 12 pm in room 1314.0107. These office hours work on a first come, first served-basis.</p>
The International Office study advisers	<p>The International Office currently has 4 study advisers:</p> <p>Ms E.V. (Emilia) Johnson, MA  Ms M. (Maaïke) Kooijman, MSc  Mr J.J. (Jorden) Veldhuijsen, MA  Ms M.C.C. (Cristiana) Zamfir, LL.M</p> <p>Any questions including questions about the Binding Study Advice can be posed to either of the study advisers.</p> <p>All incoming exchange students can pose their question to Ms I.B. (Berenice) Dominguez Armenta.</p>
	Last update: 21-7-2023

## 1.5 Board of Examiners

General	<p>The members of het Board of Examiners are appointed by the Faculty Board based on their expertise regarding the programme or group of programmes.</p> <p>The Board of Examiners is the organ which in an objective and expert way determines if a student fulfils the requirements the Teaching and Examination Regulations set for knowledge, insight, and skills needed for obtaining a degree. It also watches over the quality of examinations and the final assessment.</p>
Explanation	<p>Based on the Higher Education and Academic Research Act, the Executive Board should constitute a Board of Examiners for every programme or group of programmes it offers.</p> <ul style="list-style-type: none"> <li>• Members of the Board of Examiners are appointed from the faculty responsible for the education in that (those) programme(s).</li> <li>• The members of the Faculty's Board of Examiners represent each programme or group of programmes.</li> <li>• An external assessment expert has been appointed as external member of the Board of Examiners.</li> </ul>
Authority of the Board of Examiners	<p>The Board of Examiners has authority with regard to administering examinations and with regard to the organisation and coordination of examinations.</p> <p>The Board of Examiners has, amongst others, the following duties:</p> <ul style="list-style-type: none"> <li>• ensures the quality of the examinations and the final assessment;</li> <li>• checks via the course approval forms if the requirements of a final assessment is met;</li> <li>• establish rules with regard to the correct course of events during the examinations and with regard to any measures to be taken in that context;</li> <li>• has the authority to pass judgement on students who are suspected of fraud and to impose sanctions when fraud is determined;</li> <li>• has the authority to extend the validity of examinations;</li> <li>• can decide in special circumstances to have examinations be conducted in a different manner than determined by the Executive Board;</li> </ul>

	<ul style="list-style-type: none"> <li>• can determine if an exemption for certain courses can be obtained based on previously taken and passed examinations or examinations in higher education, be it for knowledge or skills gained outside higher education.</li> </ul> <p>Next to this, the Board of Examiners has other duties, which can be found in the Teaching and Examination Regulations, in the Examination Regulation and in the Aberrant Examination Regulation of the Faculty of Law.</p> <p>Some of its duties have been mandated to the study advisers and the Official Secretary of the Board of Examiners.</p>
<p><b>Contacting the Board of Examiners</b></p>	<p>You can file an individual request or complaints about (the procedure with regard to) examinations in writing to the Board of Examiners. Check if your request falls within the duties (see above) of the Board of Examiners.</p> <p>You can contact the Board of Examiners by using this email address: <a href="mailto:BoE-Law@rug.nl">BoE-Law@rug.nl</a></p> <p>Or you can send a letter to the address below:</p> <p>Board of Examiners</p> <p>P.O. Box 716 9700 AS Groningen the Netherlands</p>
<p><b>Do not agree with a decision?</b></p>	<p>If you do not agree with a decision of the Board of Examiners or the decision from an examiner (e.g. your grade), you can appeal that decision at the Board of Appeals for Examinations.</p> <p>Explanation: The Board of Appeals for Examinations will ask the Board of Examiners to hold a reconciliation meeting with you before they will actually start assessing the complaint.</p> <p>Period: Please be aware: this appeal must be filed within six weeks after the official decision date.</p> <p><u><a href="#">For more information, please check 'complaint, objection and appeal' in the Knowledgebase.</a></u></p> <p>NB: This information is offered and maintained by <u><a href="#">SIA</a></u> (Student Information &amp; Administration). For questions and remarks, please contact them directly.</p>
	<p>Last update: 21-7-2023</p>

## 1.6 Studying with extra facilities

<p><b>General</b></p>	<p>The Faculty offers the possibility to students with an impairment to participate in examinations in a way that is geared towards their specific situation.</p> <p>Such examination facilities are granted by the Board of Examiners and executed by either the departments responsible for a course or the Student Administration and Student Affairs Office.</p>
<p><b>Procedure temporary impairment</b></p>	<p>Is your impairment temporary, e.g. a broken wrist, please contact a study adviser of the International Office as soon as possible. Make sure to provide the study adviser with a recent expert statement (e.g. a doctor's statement). Based on these documents, it can be assessed what kind of temporary facilities, e.g. the use of a laptop, can and should be arranged for. The study adviser will contact the Board of Examiners on your behalf with a possible request for temporary facilities.</p> <p>You will then receive notification from the Board of Examiners about the possible allocation of the facility. This allocation is temporary.</p>



<p><b>Procedure non-temporary impairment</b></p>	<p>If you have a non-temporary impairment, please complete the information tool. Some circumstances can immediately be applied for via the <a href="#">information tool</a>, for others you will have to make an appointment with a student counsellor first. Please complete this information tool first to find out which steps to take.</p> <p>As soon as you have received the advice letter from the student counsellor, you can apply for extra facilities, using this <a href="#">application form</a>. Please be aware: you will have to forward the advice letter from the student counsellors yourself to the Faculty. For privacy reasons these advice letters are not forwarded to the Faculty by the student counsellors.</p> <p>The Board of Examiners will subsequently contact you about the possible allocation of facilities; if need be, you will be invited for a meeting. When allocating the facilities, it will be indicated whether the facilities are granted to you permanently or for a certain period of time. The facility therefore does not have to be applied for each examination period. You can find these specifications in the approval letter.</p> <p>You are responsible for the timely application of the facility/facilities, handing in the expert statement(s), and the advice of the student counsellor. If the application is not done in time, it cannot be guaranteed that the facilities will be arranged for before the examination period. Please keep the following deadlines in mind:  For block 1: 29 September 2023  For block 2: 8 December 2023 For block 3: 1 March 2024  For block 4: 10 May 2024</p>
<p><b>To do</b></p>	<ol style="list-style-type: none"> <li>1. Arrange for an advice letter by a <a href="#">student counsellor</a>. <i>Should you need facilities for a short period, this step can be skipped (e.g. arm in plaster)</i>. In some cases it will be necessary to make an appointment with a student counsellor, and in others your application can be taken care of digitally. The correct procedure can be found via <a href="http://www.formdesk.nl/rug/examfacilities">www.formdesk.nl/rug/examfacilities</a>.</li> <li>2. As soon as you have received the advice from the student counsellor or if you cannot produce an official advice before the deadlines mentioned above, you need to contact a <a href="#">study adviser</a> of the International Office <b>before the above mentioned deadline(s)</b>. You can contact the study advisers through <a href="mailto:LLB@rug.nl">LLB@rug.nl</a> (bachelor students) or <a href="mailto:LLM@rug.nl">LLM@rug.nl</a> (pre-LLM and LLM students). You need to include your advice letter from the student counsellor or – should you not have received that yet – a statement by a (medical) expert.</li> </ol>
<p><b>Taking exams</b></p>	<p>You will receive notification from the coordinator examination facilities a week before the start of the examination period at the latest. Should you not receive such mail, please contact <a href="mailto:voorzieningen-rechten@rug.nl">voorzieningen-rechten@rug.nl</a>.</p> <p>Organising examination facilities is very labour intensive. Should you therefore decide to not participate in an examination you registered for, you need to inform the secretariat of the department responsible for the course or the department dealing with the facilities, as specified in the approval letter. Not informing the organisation might mean that the facilities cannot be offered to you any more in the future or that the costs incurred will be invoiced to you.</p>
	<p>Last update: 21-7-2023</p>

## 1.7 Careers Services Law

<p><b>Careers Services Law</b></p>	<p>Careers Services Law (CSL) is available for personal advice and supervision regarding internships and jobs. To this effect you can schedule a career planning meeting. They also organise workshops and information sessions, which can help you along in your career after your studies. They also offer you the opportunity to search for a mentor who can help you in case of career questions.</p> <p>After all, your career does not only start after graduation, but already during your programme. This website will provide you with diverse information about your career perspectives and the way to get there. The Career Planner offers support in this. In</p>
------------------------------------	--

	<p>addition, you can find information about internships, studying abroad, applying law in practice, competences and career events organised by the study associations.</p> <p>All these possibilities offer you a chance to already start developing your competences and thus distinguish yourself on the labour market later.</p> <p>Please check the <a href="#">Careers Services Law website</a> for more information.</p>
Student Portal, tabblad Career	In de Student Portal in the tab Career you will find a database Gradleaders Career Center in which you can see all internships and jobs offered to our university and faculty. You also find the full offer of career events and workshops to improve your job hunting skills. You can search in the system by using the student login and using the advanced search option to select your preferences.
Going Global	You can find a database called Going Global in Gradleaders Career Center. This database holds internships and jobs in several countries, including the Netherlands. It also provides you with guidelines on how to apply in several countries.
Get in contact!	If you have any questions regarding your (study)career, internship possibilities, doubts on your future career, please do not hesitate and contact Marjolijn Groendijk, <a href="mailto:csl@rug.nl">csl@rug.nl</a>
	Last update: 21-7-2023

## 1.8 Master Learning Communities

## 2 Applications and arranging matters

### 2.1 Course enrolment (Student Portal) and Group enrolment

#### 2.1.1 Enrolment

Enrolment periods	<ol style="list-style-type: none"> <li>1. Please check the enrolment periods <a href="#">here</a>.</li> <li>2. Check whether you fulfil the entry requirements of the course in <a href="#">Ocasys</a>. The course enrolment is open to all. If you do not fulfil the entry requirements, your course enrolment will not lead to an exam enrolment.</li> <li>3. Check the <a href="#">schedule</a> to see which working groups fit your schedule to avoid overlap in working groups.</li> </ol>
Enrolling for a course and a working group	<p><u>Enrol by taking the following steps:</u></p> <ol style="list-style-type: none"> <li>1. Go to <b>Progress</b>.</li> <li>2. Click 'Enrolling' at the top menu.</li> <li>3. Choose 'Faculty of Law' and click 'Enrolment Courses (Nestor and Exams)'.</li> <li>4. Tick the boxes of courses that you will take and click 'enrol' (at the bottom of the list).</li> <li>5. The <b>courses</b> marked in bold require an extra group enrolment (working group).</li> <li>6. Click 'Enrolment Groups (Working groups)' (under the folder of "Faculty of Law"), choose the correct block and choose the correct category (LLB or Exchange).</li> <li>7. Tick the boxes of the working groups you want to enrol for and click the button 'enrol'.</li> </ol> <p>There is a limitation of 30 ECTS each block with regard to course enrolment. Each block 30 ECTS will be added. This will add up to 60 ECTS for block 1 and 2 combined, 90 ECTS for blocks 1, 2, and 3 and 120 ECTS for block 1-4. The course enrolments of last block will be part of the calculation of ECTS in the next block. If you want to enrol for more than the maximum number of ECTS available, you need to contact a <a href="#">study adviser</a> to discuss your planning. You can also de-enrol for courses, which might provide for more room. The</p>

	reason for this maximisation is to prevent unnecessary no show for exams and as such more efficient use of locations.
Seminar registration	The International Office registers all LLB students for their compulsory seminars. No course registration is therefore necessary for these courses, as the seminar registration done by the International Office will provide students with access to the course information at the Student Portal.
Rules with regard to working group registration	<p><u>Year 1</u> All LLB students will be registered for a working group for the full first year. No working group enrolment is therefore necessary in the first year.</p> <p><u>Repeating year 1 courses</u> Students repeating a year 1 course can only participate in the repeaters spots that are reserved in each (regular) working group. There is only limited capacity for repeaters, especially for courses offered in block 1 and 2, so please make sure to enrol right at the start of the enrolment period. The enrolment for the working groups of these courses is available under the LLB/Exchange courses in Progress.</p> <p><u>Year 2 and 3</u> All LLB (and exchange) students need to register for working groups for the second and third year courses themselves.</p> <p><b>Please be aware:</b>the registration for the Research Colloquium will be in August of the 2<sup>nd</sup>year!</p>
Group full?	<p>You can still enrol for a different working group that still has places available. Only in cases where insurmountable scheduling problems occur (for instance if the times of the remaining working groups are interfering with other compulsory courses) you can contact the administration. The administration is available in the enrolment periods on working days from 10.30-11.30 am at +31503635721. Check in advance which working groups would be an option according to your course schedule.</p> <p>If all working groups are full during the enrolment period, the administration will discuss the option of opening up extra working groups with the lecturer.</p>
Missing deadline enrolment groups	<p>If you have not enrolled for a working group during the enrolment period, you should:</p> <ul style="list-style-type: none"> <li>• 1st year LLB students should contact the International Office (<a href="mailto:LLB@rug.nl">LLB@rug.nl</a>);</li> <li>• all other students should contact the <a href="#">departments</a> in charge of the particular course as soon as possible.</li> </ul>
Contact	<p>Questions or problems with regard to enrolment? You can reach the Education Coordination office by email (<a href="mailto:octa-rechten@rug.nl">octa-rechten@rug.nl</a>). Please always mention your student number, telephone number and courses you have questions about.</p> <p>Questions or problems with regard to exam enrolment and table numbers? Please contact the Exam Administration (<a href="mailto:tentamens-rechten@rug.nl">tentamens-rechten@rug.nl</a>).</p>
	Last update: 21-7-2023

### 2.1.2 Exam enrolment

Course enrolment is exam enrolment	You will be automatically enrolled for the exam and possible resit if you have enrolled correctly for the course; provided of course you meet the entry requirements of the course and you have a valid registration as a UG student.
------------------------------------	---

<b>Confirmation exam enrolment and table number</b>	<p>At the latest three weeks before the start of the examination period you will receive an email about the automatic enrolment for written examinations. You have to check the actual exam enrolments yourself in Progress. At the latest one week before the examination period you will receive an email with your table number. Therefore: check your University email regularly! Bring the proof of your exam enrolment to the examination (digital Progress printscreen or on paper). The lecturers will not allow you to enter the examination room without such proof of enrolment.</p> <p>Should you decide not to participate in the (resit) examination: please de-enrol as soon as possible for the (resit) examination.</p>
<b>Forgot to register? Possibility to repair!</b>	<p>If you have forgotten to enrol for the course or did you not meet the requirements for the course yet when the exam enrolments were created, but this situation has now changed?</p> <p>There is a repair possibility in week 5 of each block for enrolment for the (resit) examination in Progress. This enrolment also grants you access to the Student Portal and enrolment for a possible resit examination. After week 5, there is no repair possibility for a (resit) examination in that block any more. According to the Examination Regulation, you are obliged to enrol for a written examination. If you have not fulfilled the enrolment obligation, you cannot participate in the examination and/or the examination is invalid.</p> <p>Check the academic calendar to see in which weeks the repair-possibility is available.</p>
<b>Resit examination</b>	<p>If you have failed or have not participated in the examination of a course, you will be automatically enrolled for het resit.</p> <p>If you only want to participate in the resit, you must also enrol for the course, but then de-enrol for the first examination as soon as the exam enrolment comes through.</p>
	<p>If you have any questions or problems regarding the exam enrolment, please contact <a href="mailto:tentamens-rechten@ruq.nl">tentamens-rechten@ruq.nl</a>.</p>
	<p>Last update: 21-7-2023</p>

### 2.1.3 Course information Student Portal

<b>General</b>	<p>The Student Portal (Brightspace) holds the digital learning environment of the University of Groningen. Via the Student Portal, section 'Courses', students and lecturers can exchange information and course materials irrespective of time and place.</p> <p><a href="#">Please click here for the webpage holding general information about the Student Portal.</a></p>
<b>How can I access the course information in the Student Portal?</b>	<p>When you enrol for a course in Progress, you will be automatically enrolled for access to the course information in the <a href="#">Student Portal</a>.</p> <p>Please be aware: it might take a day before the course shows up in the Student Portal.</p>
<b>Problems?</b>	<p>When you have enrolled for a course in Progress and the course still does not appear on the Student Portal the next day, it is possible the lecturer has not opened the course up yet. In this case, please contact the lecturer.</p> <p>If you are experiencing problems with regard to checking the course information on the Student Portal, you can contact the <a href="#">Faculty's Nestor Support</a>.</p>
	<p>Last update: 21-7-2023</p>

### 2.1.3 Course information (Ocasys)

All course information is available in the [online course catalogue Ocasys](#).

## 2.1.4 Definitions of educational formats & levels of courses

<p><b>Lectures</b></p>	<p>Lectures are sessions during which the lecturer speaks and the students mainly listen to the lecturer. Depending on the nature of the course, the inclination of the lecturer and the programme phase, a lecture can be characterized as:</p> <ul style="list-style-type: none"> <li>▪ showing the main issues;</li> <li>▪ providing insight in the structure of the course;</li> <li>▪ discussion of bottlenecks;</li> <li>▪ focusing on current issues in the field of expertise;</li> <li>▪ showing links between theory and practice;</li> <li>▪ providing insight in methods of problem solving.</li> </ul>
<p><b>Working groups</b></p>	<p>Working groups aim at supporting the lectures. They also serve to teach skills. Students are expected to take a proactive stance in working groups. This would e.g. mean:</p> <ul style="list-style-type: none"> <li>• to prepare assignments which will be discussed during the working groups;</li> <li>• to act actively and in a participating manner during a working group session.</li> </ul> <p>It is always advisable to attend working groups. Some courses however have a compulsory attendance. Please check the course information in Ocasys carefully. For some courses not meeting the compulsory attendance requirements have consequences for examination participation. Some courses also have the possibility to earn a bonus.</p> <p>The number of students in a working group is usually 25 to 30.</p>
<p><b>Practicals</b></p>	<p>Practicals have a practical approach: you will practice skills and carry out assignments. Assessment usually takes place at the end of the practical in the form of an assignment. The lecturers only have a guiding and supporting role.</p>
<p><b>Seminars</b></p>	<p>A seminar is a way to impart both academic and legal skills. It has a research approach. Students will undertake research, carry out assignments, give presentations and write papers.</p> <p>It is a training in academic reasoning, in which, after a proper analysis has taken place, a (creative) solution for a legal question is clearly presented with arguments.</p> <p>The following <b>academic skills</b> will be trained:</p> <ul style="list-style-type: none"> <li>• logical reasoning, arguing, creative thinking, analysing problems, making links;</li> <li>• verbal skills: arguing and formulating;</li> <li>• communicative skills: communicating, presenting and persuading, listening, reading.</li> </ul> <p><b>Legal skills</b> include:</p> <ul style="list-style-type: none"> <li>• employ a <b>legal</b> perspective;</li> <li>• adequate usage of descriptive and prescriptive aspects;</li> <li>• understanding and applying legal texts;</li> <li>• finding and applying jurisprudence.</li> </ul> <p>A seminar includes these <b>activities</b>:</p> <ul style="list-style-type: none"> <li>• selection of relevant literature;</li> <li>• developing a research question;</li> <li>• to make a written and an oral presentation of the findings plus a defence thereof or a discussion about it;</li> <li>• to comment on the findings of fellow students;</li> </ul>

	<ul style="list-style-type: none"> <li>• if possible, a joint final publication, preferably on the internet.</li> </ul>
Law in Practice	<p>Law in Practice is a generic name for all activities that offer you the option to apply law or legal science in practice, get acquainted with the labour market and to practice skills that are deemed important when working as a law. These Law in Practice options can be conducted either within the Faculty or outside the Faculty. This can include internships, legal aid work in Law Clinics, joining Moot Courts, Masterclasses, etc. More information about Law in Practice can be found on the Career Services Law page, in Ocasys (at both bachelor and master-level) and in the item 'Law in Practice' in this Law Knowledgebase.</p>
Definitions of levels of courses	
P	<p>Indicates that the course can only be taken in the Bachelor's programme and the course belongs to the propaedeutic phase (1<sup>st</sup> year).</p> <p><b>Accessible for:</b> Students registered in the first year (propaedeutic phase) of a Bachelor's degree programme or students who are enrolled in a pre-Master programme or special admission programme.</p>
BA	<p>Indicates that the course can only be taken or recognised in the Bachelor's degree programme. The course belongs to the post-propaedeutic stage (2<sup>nd</sup> and 3<sup>rd</sup> year).</p> <p><b>Accessible for:</b></p> <ol style="list-style-type: none"> <li>1. Students registered in the post-propaedeutic phase of a Bachelor's degree programme <i>and/or</i></li> <li>2. Students registered in the first year (propaedeutic phase) of a Bachelor's degree programme who are conditionally admitted by the Board of Examiners to the post-propaedeutic stage <i>and/or</i></li> <li>3. Students who have received a positive binding study advice <i>or</i></li> <li>4. Students who are registered in a pre-Master programme or special admission programme.</li> </ol>
M4	<p>Indicates that the course can be taken or recognised by students either in the Bachelor's degree or the Master's degree programme.</p> <p><b>To be taken for both Bachelor students and Master students</b></p> <p>Courses at M4 level can be recognised both in the Bachelor's and the Master's examinations. Students must decide to take such course during the Bachelor or the Master. An M4 course which is part of the Bachelor's examination cannot be part of the Master's examination. The course should be included in the programme for which you are registered at the time of successful completion of this course.</p> <p>If you have passed such course in the Bachelor's degree programme and the course is a compulsory part of the Master's degree programme, students can request an exemption for the course in the Master's degree programme. The exempted credits should then be complemented by (an) extra optional course(s). Please also check the Teaching and Examination Regulations for the master programmes.</p> <p><b>Accessible for:</b></p> <ol style="list-style-type: none"> <li>1. Students registered in a Master's degree programme <i>and/or</i></li> <li>2. Students registered in a Bachelor's degree programme and who have completed their propaedeutic phase <i>and/or</i></li> <li>3. Students registered for a pre-Master programme or special admissions programme.</li> </ol>

<b>M5</b>	<p>Indicates that the course can only be taken or recognised in the Master's degree programme.</p> <p><b>Accessible for:</b></p> <ol style="list-style-type: none"> <li>1. Students enrolled for a Master's degree programme</li> </ol>
<b>External/minor</b>	<p>Indicates that the course is only open to students from other faculties.</p> <p><b>Reasons:</b></p> <ol style="list-style-type: none"> <li>1. the course is specially designed for that other faculty</li> <li>2. the course is specially designed as a minor course for students from other faculties.</li> </ol>
	<p>Last update on 21-7-2023</p>

## 2.2 Degree certificates & completing a pre-master programme

### 2.2.1 First year phase (propaedeutic phase)

<b>First year phase (propaedeutic phase )</b>	<p>The propaedeutic phase is the full first year. The administration will check after each block if students are fulfilling the requirements of the first year. When you fulfil these requirements, the administration will change your 'propaedeutic phase' registration to a bachelor registration.</p>
<b>First year ceremony</b>	<p>For all students who manage to complete the full first year of their LLB programme within their first year of registration, the International Office will organise a first year completion ceremony. All concerned will receive an invitation to this event. Excellent students will be paid extra tribute to during this ceremony. Repeaters of first year courses are not eligible for this ceremony.</p>
	<p>Last update: 21-7-2023</p>

### 2.2.2 Completing a pre-master programme

<b>Application</b>	<p>You will need to offer your pre-master programme through <a href="#">Progress</a> for approval. This can be done by clicking 'enrolling', 'Faculty of Law', 'Application degree certificate / approval courses' and finally tick the box behind 'Approval pre-master programme'. Then follow the steps mentioned in the process. It is important this is done correctly to provide a smooth transition into the Master's degree programme. The pre-master's programme needs to be completed within two academic years.</p> <p>For more information, please check the <a href="#">manual</a>.</p> <p>When all courses have been successfully completed, you need to apply yourself for the Master's degree programme via Studielink. As soon as you have done this, you send a message to <a href="mailto:LLM@rug.nl">LLM@rug.nl</a> with the subject 'completing the pre-LLM'. This will allow the International Office to produce a Statement Admission to the Final Examination and forward that statement to the Central Student Administration. This statement will allow them to change your master application into a registration.</p>
<b>Registration master in Studielink</b>	<p>Be aware! :You yourself are responsible for a correct registration in Studielink for the Master's degree programme. You can register for the Master's degree programme as soon as you have completed and submitted the application for your pre-master programme. It is only possible to start with one of the English-taught LLM programmes as per 1 September. You will also have paid the full tuition fee before that date.</p>
	<p>Last update: 21-7-2023</p>

## 2.2.3 Graduation: how to apply?

[Graduation: how to apply?](#)

## 2.2.4 Application degree certificate

### 2.2.4.1 Application degree certificate

General	When all course units of your approved list of courses have been completed and all course units have been registered in Progress, you will receive an email from the Board of Examiners explaining how to obtain your degree certificate. If you wish to add or drop courses from your list still, you have two weeks to inform the Board of Examiners of this. Without any response, the Board of Examiners will automatically issue your degree certificate.
Application	Students can apply for their degree certificate themselves beforehand by filling in the application form which is available in step 5 of the graduation process. If students want to participate in the annual graduation ceremonies, these application forms should be submitted before 1 July.  <a href="#">Application form LLB degree certificate</a> <a href="#">Application form LLM degree certificate</a>
To speed up the process	The degree administration is allowed to start the degree production process after you have: <ol style="list-style-type: none"><li>1. Forwarded the email sent by the Board of Examiners to <a href="mailto:LLB@rug.nl">LLB@rug.nl</a> or <a href="mailto:LLM@rug.nl">LLM@rug.nl</a> and have indicated in that forwarded message that you agree with the graduation date and judicium that was granted to you;</li><li>2. Not responded to said email and two weeks have lapsed.</li></ol>
	Last update: 21-7-2023

### 2.2.4.2 Diploma production period

General	The production of degree certificates usually takes about 2-3 weeks.
Graduation ceremony	Students can still participate in the annual graduation ceremonies if their grades are available on 10 August for both the LLB graduation ceremony and the LLM graduation ceremony. Both ceremonies will take place in August each year. :
Statement of graduation	All students who have graduated will automatically receive a statement of graduation.
Graduation date	In principle the date of graduation is the date at which the final course unit of your approved list of courses has been successfully completed. If this final course unit is: <ul style="list-style-type: none"><li>• an examination: the date of the examination;</li><li>• a thesis or internship: the date mentioned on the result slip of this module.</li></ul> The Board of Examiners determines this date of graduation provided you hold the correct registration and your list of courses was approved timely (at least two months before the date of obtaining your last result). If your list of courses is not approved by the time you complete your final course unit, the date of approval of your list of courses will become your graduation date.  <b>Exception:</b> if you decide to change your list of courses after having received a notification from the Board of Examiners, the Board of Examiners can decide to change your date of graduation. This is only possible if you have responded to the email from the Board of Examiners within two weeks after it was sent.
	Last update: 21-7-2023



### 2.2.4.3 Graduation ceremony and title/degree

Graduation ceremony	The International Office arranges for a graduation ceremony for the LLB programme and for the LLM programmes in August of each year. This will be the first opportunity for students to receive their degree certificate. Students who do not attend this graduation ceremony can arrange for their degree certificates to be picked up at the International Office after the graduation ceremony dates.
Diploma pick-up	You will receive a message on your university email account as soon as your degree certificate is available.
Authorising pick-up	It is only possible to have your degree certificate picked up by someone else if this person carries an authorisation to this extent, which holds your signature. In addition, you need to provide that person with a copy of your identity papers. The authorised person should also bring his/her own identity papers.
Title/degree	<p><b>Bachelor:</b> If you have fulfilled all requirements of the bachelor examination, you will be awarded the degree of Bachelor of Laws (LLB).</p> <p><b>Master:</b> If you have fulfilled all requirements of the master examination, you will be awarded the degree of Master of Laws (LLM).</p>
	Last update: 21-7-2023

### 2.2.4.4 (Summa) Cum Laude

General	The distinction cum laude or summa cum laude can be registered on the degree certificate if students demonstrate exceptional competence in the examination.									
Conditions	<p>The Board of Examiners assesses if a bachelor or master degree certificate can be awarded the distinction cum laude or summa cum laude. This assessment is based on the conditions as arranged for in article 19a of the <a href="#">Examination Regulation</a>.</p> <p>Main conditions:</p> <table border="1"> <thead> <tr> <th></th> <th>Cum Laude</th> <th>Summa Cum Laude</th> </tr> </thead> <tbody> <tr> <td>Grade for Research Colloquium or Master's thesis</td> <td>Minimum 8.0</td> <td>Minimum 9.0</td> </tr> <tr> <td>Non-rounded Grade Point Average (GPA) for all other course units of the compulsory programme</td> <td>Minimum 8.0</td> <td>Minimum 9.0</td> </tr> </tbody> </table> <p>All conditions for (summa) cum laude can be found in the <a href="#">Examination Regulation</a>.</p>		Cum Laude	Summa Cum Laude	Grade for Research Colloquium or Master's thesis	Minimum 8.0	Minimum 9.0	Non-rounded Grade Point Average (GPA) for all other course units of the compulsory programme	Minimum 8.0	Minimum 9.0
	Cum Laude	Summa Cum Laude								
Grade for Research Colloquium or Master's thesis	Minimum 8.0	Minimum 9.0								
Non-rounded Grade Point Average (GPA) for all other course units of the compulsory programme	Minimum 8.0	Minimum 9.0								
No (summa) cum laude is awarded when:	<ul style="list-style-type: none"> <li>• an examination has been taken more than once* or</li> <li>• you have score lower than a 7 for one or more courses or</li> <li>• you have committed fraud as arranged for in Article 15 Examination Regulations during your programme.</li> </ul> <p>The Board of Examiners can deviate from these conditions in extraordinary cases. If you are of the opinion that a deviation of these rules with regard to the distinction (summa) cum laude, you can request this to the Board of Examiners, according to art. 19a.8 Examination Regulation.</p> <p>* Resitting a passed course based on art. 8.13 TER LLB programme or art. 4.9 TER LLM programmes does not prevent awarding a (summa) cum laude.</p>									
Which courses are used to calculate (summa) cum laude?	<p>The average grade is calculated about the curricular (optional) courses, excluding the thesis.</p> <p>Any courses listed in the category 'extra-curricular courses' will not be calculated for (summa) cum laude.</p> <p>Please be aware: if you are participating in two specialisations within one master programme, but you place</p>									

	<p>the courses of one of the specialisations in the category 'extra-curricular courses', this specialisation will not be registered on your degree certificate.</p> <p>If you have put 'do not correct' on an exam, or have removed a pass grade, you are deemed never to have taken the exam in question. This does not stand in the way of awarding a (summa) cum laude.</p>
	Last update 21-7-2023

### 2.2.4.5 Access to the (Dutch) bar / 'Civiel effect'

General	<p>Our LLB programme International and European Law programme does not grant access to the bar or judiciary. It is possible however to gain access to the bar or judiciary in some cases; it differs per country how this can be done however. The Faculty is only aware of a few options available, but will continue to add to the list.</p>
The Netherlands	<p>In order to gain access to the bar or judiciary in the Netherlands, students need to have acquired the so-called 'effectus civilis' ('civiel effect'). This 'effectus civilis' can be obtained by participating in several Dutch law courses dealing with all main fields of law. The University of Groningen offers a <u>shortened Bachelor of Laws programme</u> (taught in Dutch) for students who would be interested in getting this 'effectus civilis' and who are currently enrolled in the LLB International and European Law.</p> <p><i>Please be aware that the Technology Law track students can only join the shortened bachelor <i>Rechtsgeleerdheid</i> after taking 25 ECTS worth of courses from the regular track on top of their Technology Law track.</i></p> <p>Other Dutch Law faculties in the Netherlands might have different requirements. More information about the specific requirements for access to the Dutch bar can be found at the site of the <u>Dutch Bar Association</u> (the 'Nederlandse Orde van Advocaten'). Please keep in mind that all courses that will lead to the 'effectus civilis' will be offered in Dutch and thus your level of Dutch language proficiency needs to be a minimum of C1 (CEFR).</p>
United Kingdom	<p>Currently all students who want to convert their degree to be eligible to access the UK bar, have to participate in a conversion degree called the <u>Graduate Diploma of Law (GDL)</u>. It is also possible to go through an <u>MA Law</u> or a <u>Legal Practice Course (LPC)</u>.</p> <p>Recently the <u>Solicitors Regulation Authority (SRA)</u> announced their decision to reform the solicitor qualification in England and Wales by introducing the <u>Solicitors Qualifying Examination (SQE)</u>. All foreign lawyers will have to take 2 tests and gain 2 years of legal experience in England or Wales to qualify as a solicitor. This legal experience can be gained before taking the test. The test is meant to come into effect in 2021. More information about the SQE can be found <u>here</u>.</p>
Zimbabwe	<p>In Zimbabwe students have to participate in a conversion degree for 1 year. It entails 14 exams, but possibly students can get exemptions. More information is available at the <u>Zimbabwean Law Society</u> or <u>their page on Facebook</u>.</p>
	Last update: 21-7-2023

### 2.2.5 What to do after graduation?

University of Groningen Career Services	<p>Studying is more than merely obtaining your degree; it is also the preparation for a successful career. The University of Groningen Career Services was set up for the purpose of supporting the University of Groningen students in this field. Career Services wants to help students to make conscious choices and to offer them the opportunity to realise those choices. For this purpose Career Services organises workshops and training sessions, offer help in writing a CV and cover letter and/or give personal advice.</p>
---	---

	<p>Career Services by the University of Groningen is the central desk with regard to career support. The University Career Services network contains all involved parties, like all <a href="#">faculties</a>, <a href="#">study- and alumni associations</a>, <a href="#">employers</a> and its own <a href="#">student pool</a>.</p> <p>For more information, please check the website of <a href="#">Career Services</a>.</p>
<p><b>Careers Services Law</b></p>	<p>Law students can use the facilities of Careers Services Law (CSL). Careers Services Law provides personal advice and support regarding internships and jobs in the legal field. It organises workshops and information sessions which can offer support in career choices and entering the labour market after graduation. It also offers the opportunity to find a mentor who can help you with your career questions or to plan a career planning appointment.</p> <p>Your career does not start after your degree programme, but already during your programme. On the <a href="#">Careers Services Law website</a> you can find all kinds of information about career possibilities and the way to get there. The career planner offers support for this. Next to this you can find information about internships, studying abroad, the application of law in practice, career events and the study associations.</p> <p>All these opportunities offer the option to already work on your competences and later on distinguish yourself on the labour market.</p> <p>For more information, please check the website of <a href="#">Career Services Law</a>.</p>
<p><b>Alumni</b></p>	<p>The University of Groningen would like alumni to remain in contact with both the university and one another after graduation. Not only to enhance their careers or support the University of Groningen, but also just for 'sociability and fun'. You will e.g. receive the magazine Broerstraat 5 after graduation.</p> <p>For more information, please check: <a href="http://www.rug.nl/alumni">www.rug.nl/alumni</a></p>
	<p>Last update on 21-7-2023</p>

## 2.2.6 Graduation and deregistration

[Graduation and deregistration](#)

## 2.3 Aberrant examination regulation

<p><b>General</b></p>	<p>An aberrant examination regulation deals with a deviation of the set-up or scheduling of examinations because not granting such deviation would lead to a disproportionate delay in the study programme.</p> <p>In most cases the aberrant examination regulation will take the form of an oral examination, but this is not necessarily the case. It is for the examiner to decide when the aberrant examination regulation will take place and what form the aberrant examination regulation will have.</p> <p>Once the request is granted, the student has to contact the lecturer in charge of this course for the exact arrangements. Please be aware that the examination should take place within two months from the decision of the Board of Examiners.</p> <p>Students need to be registered as a student of the University of Groningen at the time of the aberrant examination regulation. If the student cannot demonstrate this fact to the examiner, the examiner is not allowed to conduct the examination. Without a valid registration as a UG student the result will not be processed.</p>
<p><b>Categories</b></p>	<p>In principle, all examinations should be conducted in the way, order and at the times, stated in the Teaching and Examination Regulation including the Examination Regulation, Ocasys, and the examination schedule. If an unacceptable delay of the degree programme impends, the Board of Examiners might grant an aberrant</p>

	<p>examination regulation. Aberrant examination regulations can only be granted the Board of Examiners (<b>sonot the examiner</b>) in extraordinary cases of a pressing nature.</p> <p>Examinations conducted in a different fashion than arranged for by this examination regulation (and thus which are not determined by the Board of Examiners), are <b>invalid</b>. Deviation with regard to the set-up of the degree programme (spreading, acceleration, change in order of examinations) can only be granted if they have been requested beforehand and have been approved by the Board of Examiners.</p> <p><b>Aberrant examination regulations are possible in case of:</b></p> <ul style="list-style-type: none"> <li>• Illness or personal circumstances <i>Please be aware: this will only be awarded when both exam opportunities offered were missed as a result of these circumstances and this can be supported with documentation and provided you have enrolled for the examinations according to the proper procedure</i></li> <li>• Administrative/managerial duties</li> <li>• Final course(s) bachelor (LLB) or (pre-)master ((pre-)LLM).</li> </ul> <p>No aberrant examination regulations are granted to participants of the Study Abroad programme or students in the propaedeutic phase (1<sup>st</sup> year) of the LLB programme International and European Law.</p> <p><b>Requests are only granted under very strict conditions. For more information and the conditions per category, please check the <a href="#">regulation</a>.</b></p> <p>In order to facilitate students with an impairment, several options are available. Considering the fact that the nature and severity of the impairment differs per student, the Faculty aims to assist and support each student individually, since every impairment demands different facilities. The first point of contact is the study adviser of the International Office. The office hours of the study advisers of the International Office are available on <a href="http://www.rug.nl/law/io">www.rug.nl/law/io</a>. Students who need extra facilities, need to contact the study adviser timely.</p>
<p>Conditions final course (LLB/(pre-)LLM)</p>	<p>The Board of Examiners will in principle only grant an aberrant examination regulation for the final course of your LLB or LLM programme if these conditions are met:</p> <ul style="list-style-type: none"> <li>• an unacceptable delay in the degree programme impends, <i>and</i>,</li> <li>• you only have to take an examination for one* more course in order to fulfil the requirements of your LLB or LLM programme, <i>and</i>,</li> <li>• you need this examination indeed to graduate, <i>and</i>,</li> <li>• you have participated in the two most recent examinations for this course, <i>and</i>,</li> <li>• you have shown that you prepared for the exam properly by scoring at least one five**, <i>and</i>,</li> <li>• The next regular examination is not taking place within the next three months.</li> </ul> <p>NB. If you have chosen for the option '<b>do not correct</b>' on one of these most recent examination changes, the Board of Examiners will regard this as an examination opportunity that <b>was not used</b>.</p> <p>A request to take an extra examination in the period between two regular examinations within one semester are not granted.</p> <p>* By exception a request for two final courses can be granted. This only happens in very exceptional cases.</p> <p>** Proper preparation needs to be visible in the results obtained by having obtained at least one 5. Students who e.g. have score a 3 for one of the two regular examinations will <b>not</b> be granted an aberrant examination regulation. Should you be of the opinion that you are eligible for an aberrant examination regulation despite such a bad result, you will have to explain this carefully in your request. The Board of Examiners will always consider the circumstances of a case.</p>
<p>Applications</p>	<p>Please complete the form to file a request at the Board of Examiners.</p>
	<p>Last update: 21-7-2023</p>

## 2.4 Deletion of grade

<p>Pass grade</p>	<p>The Board of Examiners offers, under certain circumstance, the possibility of retaking an examination which has already been successfully passed.</p> <p><b>Conditions:</b></p> <ul style="list-style-type: none"> <li>• The option can only be used for only one examination per academic year.</li> <li>• You need to apply to the Board of Examiners for this deletion within three (3) days after the result of the examination is published. You can do so by using the form '<a href="#">deletion grade</a>'.</li> <li>• The grade cannot be for a (research) seminar, practical or thesis (both Research Colloquium and Master's thesis). A pass grade for such courses cannot be deleted.</li> </ul> <p><b>Consequences:</b></p> <ul style="list-style-type: none"> <li>• The grade is deleted from the administration. This deletion is final; the examination is supposed not to have been taken. You cannot rescind this decision.</li> <li>• The last grade is the final grade: the result of the repeated examination will be registered in the administration.</li> <li>• If your grade is deleted, you are considered to have never participated in the exam. This will affect your eligibility for an aberrant examination regulation</li> <li>• For block 1, 2, and 3 courses, you need to register yourself for the resit of the course in week 5 of the adjacent block.</li> <li>• In block 4 you will be enrolled for the resit. However, please be aware: the Faculty <u>cannot</u> guarantee that the room will have sufficient capacity to include you. This risk is all yours.</li> </ul> <p>You must be able to show the decision of the Board of Examiners as proof of registration.</p> <p><b>What are the options if the original grade is raised during the post mortem?</b></p> <p>If during the post mortem of the examination of which you have had your grade deleted your grade is raised, you can request the examiner to pass this result on to the Examination Administration as to make the grade count as an official examination. Your request to have your grade deleted will then be declared null and void (according to Article 9.14.3 TER LLB programme International and European Law or Article 4.9.3 TER LLM programmes).</p> <p><b>Participation in the resit examination</b></p> <p>You can register for the resit of block 1, 2, and 3 courses during the repair possibility-week in <b>week 5</b> of the adjacent block. For courses in block 4 this option does not exist. As a result of this, you will be granted admission to participation in the resit examination in block 4 next to your grade deletion. The Faculty cannot guarantee sufficient capacity in the examination room for the resit.</p>
<p>Fail grade</p>	<p>Fail grades cannot be deleted from your list.</p> <p>You can request the International Office for a so-called 'clean' transcript. Such transcripts only hold the pass grades.</p>
	<p>Last update: 21-7-2023</p>

## 2.5 Certified transcript

<b>Certified transcript</b>	<p>You can request a (certified) transcript from the International Office (<a href="mailto:LLB@rug.nl">LLB@rug.nl</a> or <a href="mailto:LLM@rug.nl">LLM@rug.nl</a>).</p> <p>You can choose between the following options:</p> <ul style="list-style-type: none"><li>• a 'clean' transcript (only the passing grades)</li><li>• a full transcript (holding all results)</li></ul> <p>Transcripts requested during office hours (9 am – 5 pm) can be picked up during the walk-in office hours of the International Office as from the next working day. If you apply for your transcript on Friday, the first day to pick up your transcript is Monday!</p> <p>Transcripts can be sent to you by post or by email or picked up in the consulting room during walk-in office hours.</p>
	Last update: 21-7-2023

## 2.6 Access to lecture recordings

<b>Lecture- recordings</b>	<p>The Faculty of Law has the objective to train capable and academically skilled legal experts. With this in mind, the Faculty has consciously chosen to offer academic education on site. This means that the standard for teaching is offering the education in physical form. Only in case of proven (long-term) exceptional circumstances, access to lecture-recordings can be requested. Seminars and working groups are never recorded; these formats require active participation and protection of the privacy of the active participants.</p> <p>Unfortunately, it is not possible to make recordings in all lecture rooms. This limits the offer of lecture-recordings. The schedule shows which courses are recorded under 'remarks'. If recordings are made for courses, the recordings of the lectures are published five working days before the (resit) examination. This does not apply to courses in year 1, with the exception of the 10 ECTS course in block 4.</p> <p><b>Important:</b>if lecture-recordings are being made, you will find information about those recordings for each course in the schedule under 'remarks'. Some master courses will have the recordings available to students as default. Therefore, first check the schedule before you request access.</p> <p><b>Please be aware:</b> for courses offered at master-level, it is up to the lecturers to decide whether or not the lecture will be recorded. It is therefore possible that for some courses no lectures are recorded whatsoever. That automatically leads to the impossibility of offering the recordings within five working days before the (resit) examination.</p>
<b>Access possible if:</b>	<p>As described above, it is only possible to apply for access to lecture-recordings in case of proven (long-term) exceptional circumstances. Such a request could then lead to having access to the lecture-recordings prior to the exam period. Your circumstances should fit one of the categories mentioned below for a request to possibly be successful:</p> <ul style="list-style-type: none"><li>• Overlap compulsory courses</li><li>• Board membership</li><li>• Pre-master students Taks Law and Legal Public Administration</li><li>• Studying in part-time mode</li><li>• Compulsory Law in Practice internships</li></ul>

	<ul style="list-style-type: none"> <li>• Elite Sports Student Programme</li> <li>• Proven special circumstances</li> </ul> <p>For each category, please find the specific conditions here below.</p>
<p><b>Overlap compulsory courses</b></p>	<p>When you have an overlap of <b>lectures of compulsory courses within your Law programme</b>, you can submit a request for access to the lecture-recordings. In the <a href="#">online application form</a>, please attach a screenshot of your schedule that shows the overlap. You will also have to indicate for which of the overlapping courses you are requesting access to the lecture-recordings.</p> <p>Please be aware: overlap with working groups is not part of this arrangement, since you can choose your own working group when enrolling. Please keep this in mind when choosing your working group.</p> <p>A request can only be approved if you meet the following requirements:</p> <ul style="list-style-type: none"> <li>• You are enrolled in the courses in Progress <i>and</i></li> <li>• It concerns lectures of <u>compulsory courses</u>, taught at overlapping (and therefore not adjacent) times* <i>and</i></li> <li>• You have met the norm for Binding Study Advice for the specific programme <i>and</i></li> <li>• It applies to compulsory <u>post</u>-propaedeutic or master courses.</li> <li>• In case of overlap between courses in two different tracks, you must be enrolled in Progress for both tracks and your planning must have been approved by a study adviser. In this case, access to lecture recordings will be granted for a maximum of one course per block.</li> </ul>
<p><b>Board membership</b></p>	<p>Students holding a board position will be given access to lecture-recordings with a maximum of one course per block, provided that:</p> <ul style="list-style-type: none"> <li>• The student has passed all first-year courses of the Bachelor 'Rechtsgeleerdheid' (Law) or the Bachelor International and European Law, or is enrolled in a master's programme of the Faculty of Law, and,</li> <li>• The student falls into one or more of the following categories: <ul style="list-style-type: none"> <li>a. Co-governance: <ul style="list-style-type: none"> <li>- student assessor Executive Board</li> <li>- Student assessor Faculty Board, Faculty of Law</li> <li>- Member of the University Council</li> <li>- Member of the Faculty Council, Faculty of Law</li> </ul> </li> <li>b. Board member of a study association of the Faculty of Law, for which the board member receives a CUOS grant for at least five months or more in the relevant academic year.</li> </ul> </li> </ul> <p>By filling in this <a href="#">online application form</a>, you can apply for access to the lecture-recordings of individual courses. You should attach the grant letter of the CUOS Administrative Body Membership Grant to the form and proof of the overlap of compulsory board activities and the lecture,</p> <p>You will only be granted access when you are actually enrolled in the specific course(s) in Progress.</p>
<p><b>Pre-master students Tax Law and Legal</b></p>	<p>Pre-master students of Tax Law and of Law and Legal Public Administration who are working in a profession which is relevant to their studies for more than 0.6 FTE have</p>

<b>Public Administration</b>	<p>the option to request access to lecture-recordings. <b>Please note:</b> this does not apply to courses in the propaedeutic phase. You can submit your request by filling in the <a href="#">online application form</a>. You will only be granted access when you are actually enrolled in the specific course(s) in Progress.</p> <p>Please send the proof that you are working for more than 0.6 FTE in a profession which is relevant to your studies to <a href="mailto:LLB@rug.nl">LLB@rug.nl</a> or <a href="mailto:LLM@rug.nl">LLM@rug.nl</a> before or right after you have sent in the application form.</p>
<b>Studying in part-time mode</b>	<p>The English-taught programmes can only be taken in full-time mode. This option therefore is not applicable to the English-taught programmes.</p>
<b>Compulsory Law in Practice internships</b>	<p>All master's degree programmes have a compulsory Law in Practice component. One of the possibilities within this compulsory Law in Practice component is doing an internship. If you do an internship within the framework of this compulsory Law in practice component and simultaneously follow a master's course, it is possible to request access to the lectures of that master's course. For this, you have to provide proof of the internship you are following by providing your internship agreement. You will only be granted access if you are actually enrolled in the specific course in Progress.</p> <p>Please note: in the master phase, the lecturer of each courses decides whether a course is recorded or not. It is therefore possible that no recordings are made at all for some lectures in the master phase, but also that the recordings are immediately available to everyone. Take this into account when planning your programme. For each (master's) course the schedule states under 'remarks' whether recordings will be made and, if so, when they will be available.</p> <p>Doing an internship on a voluntary basis, so not within the framework of the Law in Practice module in the master programme, cannot lead to access to lecture-recordings.</p>
<b>Elite Sports Student Programme</b>	<p>The University of Groningen has an arrangement for top-level athletes (<a href="#">Elite Sports Student Programme</a>). This arrangement entails that students with a granted top-level athlete status can adjust their study programme to their top-level athlete programme. Students that think they are eligible for this top-level athlete arrangement should turn to the top-level athlete sports coordinator of the University of Groningen, <a href="#">Mr Cees Reitsma</a> as soon as possible after the start of the academic year. The Faculty will be informed about which students have been allocated top-level athlete status.</p> <p>By filling in this <a href="#">online application form</a>, you can submit a request for access to the lecture-recordings for individual courses.</p> <p>You will only be granted access when you are actually enrolled in the specific course(s) in Progress.</p>
<b>Special circumstances</b>	<p>Are you faced with extraordinary and demonstrable circumstances, which make that you are not physically able to attend lectures for a longer period of time? In such cases, it may be possible to submit a request for access to lecture recordings. The Faculty will assess your situation.</p> <p>In this <a href="#">online application form</a>, you can indicate for which courses you would need access to the lecture recordings and for which reason. If you have already submitted proof to the Board of Examiners e.g. for being granted exam facilities, you will not need to submit this again. If you have not sent in such proof, please forward your documents for assessment to <a href="mailto:LLB@rug.nl">LLB@rug.nl</a> (bachelor and exchange students) and <a href="mailto:LLM@rug.nl">LLM@rug.nl</a> (pre-LLM and LLM students).</p> <p><b>The Faculty does not regard the following reasons as a reason for access to lecture recordings:</b></p>



	<p>ADHD, ADD, side job, non-compulsory Law in Practice components, non-compulsory electives, non-compulsory internships, not having childcare available, dyslexia, quarantine obligation due to Covid, travel distance, travel time between classes.</p> <p>In principle, having ADHD and ADD is not a reason to gain access to lecture recordings. Should your situation give cause for this due to special circumstances, we advise you to submit a request. <b>Please note:</b> you must be able to demonstrate these special circumstances.</p> <p>It is not possible to be granted access due to a short-term (shorter than one block) circumstance.</p> <p>You will only be granted access when you are actually enrolled in the specific course(s) in Progress.</p>
<p><b>Application deadlines</b></p>	<p>Access to lecture recordings can be requested per block through the <a href="#">online application form</a>. Below you will find the dates from which you may submit your request:</p> <p>block 1: from 21 August</p> <p>block 2: from 23 October</p> <p>block 3: from 15 January</p> <p>block 4: from 25 March</p> <p>Requests for access to the lecture recordings that have been submitted <b>before</b> the set dates per teaching block (dates of the course enrolments) will <b>not</b> be processed. Requests for access without course enrolment will be denied. The processing time is seven working days on average.</p>
<p><b>Problems &amp; questions</b></p>	<p>If you are experiencing technical difficulties with the lecture recordings, please send an email to <a href="mailto:brightspace.law@rug.nl">brightspace.law@rug.nl</a>. For other questions, please send an email to <a href="mailto:lecture-recordings-law@rug.nl">lecture-recordings-law@rug.nl</a>.</p>
<p><b>Disclaimer and Code of Conduct</b></p>	<p>The disclaimer below is applicable to all approved requests for access to the lecture recordings:</p> <p>The Faculty of Law will strive to make the lecture recordings available in Brightspace no later than the next working day.</p> <p>The Faculty accepts no liability for malfunctions or other causes, which lead to the impossibility to make lecture recordings available.</p> <p>Please also check our <a href="#">Code of Conduct</a> for the use of the lecture recordings. Please read these regulations carefully.</p> <p>Access to lecture recordings is applicable from the moment you have been granted access taking into account the disclaimer and Code of Conduct.</p> <p>No rights can be derived from the access granted.</p>
	<p>Last update on 21-7-2023</p>

## 2.7 Mid-year registration LLB programme

<b>Procedure</b>	<p>Students can only register in the University of Groningen LLB programmes per 1 September. Do you want to restart your programme at a different moment – e.g. to temporarily interrupt your programme – you can only do so with the permission of the Admissions Board.</p> <p>With such permission, you can register at one of the following registration dates:</p> <p>1 November 1 February 1 April</p> <p>A registration request should be sent to the Admissions Board at least 6 weeks before the intended registration date. Are you planning on interrupting your LLB programme temporarily? Discuss your study plan with a study adviser of the International Office beforehand. The Admissions Board will take this step into consideration when reaching a decision.</p>
<b>Request</b>	<p><a href="#">Mid-year registration request LLB programme</a></p>
	<p>Last update: 21-7-2023</p>

## 2.8 Approval courses

<b>General</b>	<p>Every student, bachelor, master, and pre-master, should ask for course approval. This should be done at least three (3) months before graduation/completing their programme. For master and pre-master students it is strongly advised to ask for approval immediately after the start of the programme. This approval can be obtained via Progress.</p> <p>This approval has two functions:</p> <ul style="list-style-type: none"> <li>• It is the first step in the graduation process (both bachelor and master) or a step in the transition from pre-master to master;</li> <li>• It is an extra check for you to see if you are not missing any courses.</li> </ul> <p>If your courses are not approved timely this will lead to delays in the graduation process and possibly to problems when registering for a Master's degree programme.</p> <p>Your degree certificate is produced based on the approved list of courses. Therefore always check your list of courses to see if it correct and complete. A bachelor list of courses should at least be 180 ECTS, a master list of courses should at least be 60 ECTS; you will also have to add course units which you still have to complete in the list of courses. You will need to place any courses on top of the minimum 180 / 60 ECTS in the 'extracurricular courses' section.</p>
<b>Register your list of courses in Progress</b>	<p>To register for the graduation process, please follow these steps in Progress:</p> <ol style="list-style-type: none"> <li>1. Go to 'enrolling', then click 'Faculty of Law'.</li> <li>2. Go to 'Application degree certificate' and click the degree you wish to apply for (1stbachelor degree LLB or 1stor 2ndmaster degree LLM).</li> <li>3. Go through the steps in the graduation process.</li> </ol> <p>Your degree certificate (diploma) will be based on your approved list of courses. Therefore check your list of courses to see if it is correct and complete. An LLB degree should be 180 ECTS, an LLM degree 60 ECTS. Also make sure to place the courses in</p>

	<p>the correct category (first year courses, second &amp; third year courses, compulsory courses, etc.). Courses which are not needed to complete your bachelor's or master's degree programme should be placed in the section 'extra-curricular credits'.</p> <p>Please make sure to hand in your list of courses when asked for. This can already be done before you have passed all courses.</p>
Manual	<p>You can find the manual in the graduation process in Progress. You go to the graduation process through 'enrolling' and clicking the graduation process. You can find the link to the manual at the top of the process in Progress.</p> <p>You can also find the <a href="#">LLB graduation manual</a>, <a href="#">pre-master completion manual</a> and <a href="#">LLM graduation manual</a> here.</p>
Changes	Any changes to your list of courses can be sent to <a href="mailto:BoE-Law@rug.nl">BoE-Law@rug.nl</a> .
Optional courses	For all requirements with regard to your programme, please check the Teaching and Examination Regulations of your programme (TER).
	Last update: 21-7-2023

## 2.9 Exemptions

Applying for exemptions	In order to apply for an exemption, you need to fill in an <a href="#">exemption request form</a> . You can fill this form in online and attach all necessary documentation.
Assessment	<p>The Board of Examiners can, at your request, grant an exemption for an examination if you have passed an examination of a course which is similar in content, size/workload and level which is part of an already obtained bachelor or law master degree.</p> <p>For exact regulations with regard to exemptions, please check the <a href="#">Teaching and Examination Regulations</a>.</p> <p>The Board of Examiners decides within six weeks after receiving your request. You need to provide the Board of Examiners with information with regard to your diploma, examinations, and assessments based on which you apply for an exemption. You will also have to hand in some documentations, like a certified transcript or diploma, a list of literature of the course and a course description. You should hand in a file which is as complete as possible; an incomplete file can only for this reason be rejected.</p> <p>As rule of thumb: HBO courses (courses from a University of Applied science) cannot lead to exemptions from post-propaedeutic courses (bachelor or master courses).</p>
Deadline	Applications need to be handed in by the end of week 2 of the block in which the course is taught.
	Last update: 21-7-2023

## 2.10 Ordering readers

You can ordering readers on the [website](#).

## 3 Schedules & Regulations

### 3.1 Exam schedule. Class schedule & academic calendar

#### 3.1.1 Class schedule and exam schedule

Schedule	<p>The schedule of both the lectures and the examinations can be found in the <a href="#">Schedule Generator</a>. Please be aware: the examination times are subject to change. Always check the Schedule Generator for the latest information.</p> <p>- Schedule online - Block 1 and 2 – 1 August at the latest Block 3 and 4 – 2 January at the latest</p>
Examination schedule for the entire academic year	<p>Please check the <a href="#">examination schedule of the entire academic year</a> (without examination venues and times). --&gt; will be published asap. You can check the schedule generator for the (draft) exam dates block 1 en 2.</p> <p>Please be aware that it is possible to have exams on Friday evenings and Saturdays.</p>
Schedule changes	<p>Please check the schedule generator for any schedule changes. The changes will be marked in red with the message 'CHANGE'.</p>
Synchronize the schedule with your own calendar	<p>There are two ways to import your schedule into your own calendar. The 1st option will not automatically adjust any schedule changes in your calendar; the 2nd option will.</p> <ol style="list-style-type: none"><li>1. You can use iCal (this is a function of the <a href="#">Schedule Generator</a> which appears after you have selected your courses) to save your timetable as an iCal file which can be imported in your own calendar. This is a snapshot, so schedule changes will not be automatically adjusted.</li><li>2. You can copy the iCal-link and save it in your Google calendar. The schedule changes will then be automatically adjusted in your Google calendar.</li></ol> <p>For more information, please take a look at the <a href="#">manual</a>.</p>
Create your schedule	<p>You can generate a schedule by using one of the options 'Courses', 'Programmes', or 'Groups'.</p> <p>- Groups – This option only provides for complete schedules per working group for first year LLB students (semester 1).</p> <p>- Programmes – This option allows you to select a programme (and your year) so you can find all (optional) compulsory courses of your programme in that year in the schedule.</p> <p>- Courses – This option offers all courses separately. You can create a list of multiple courses by using the button 'multi-select'.</p> <p>The options 'Courses' and 'Programmes' can be combined. By clicking the selected courses and/or programmes, you can click the course units that are applicable to you. This is useful for courses with multiple working groups for instance. Be careful though that sometimes a working group consists of various parts (e.g. part A and part B, where both parts should be taken).</p>
	<p>Last update: 21-7-2023</p>

#### 3.1.2 Change of exam dates & two exams scheduled at the same day

Can the Faculty change examination dates?	<p>The Faculty strives to hold all examinations on the date they are scheduled. However, experience has shown that sometimes serious problems arise, not only for our Faculty, but also for other faculties and</p>
---	---

	educational institutions, as to securing acceptable examination rooms on the stated dates due to accumulation of examinations. Therefore, the Faculty must reserve the right to reschedule the examination dates if necessary. Students should therefore be available during the entire examination period considering possible changes.
Two examinations scheduled at the same day	<p>If it appears that the examinations you want to take are scheduled on the same day, you are strongly advised to adjust your study plan (contact your study adviser for this if necessary). Should you still want to take both examinations on the same day, this will be at your own risk.</p> <p>If compulsory examinations within the same programme are scheduled on the same day at the same time, you can submit a request to schedule the examinations at different times of the day. Such a request will only be considered when submitted it well before the start of the semester by emailing to <a href="mailto:octa-rechten@rug.nl">octa-rechten@rug.nl</a>.</p>
	Last update: 21-7-2023

### 3.1.3 Academic calendar

Academic calendar	<a href="#">Click here for the academic calendar 2023-2024</a>
	Last update: 21-09-2022

## 3.2 Courses and departments

You can find a list of all courses and the department responsible for them via the link '[Courses and contact details departments](#)'

## 3.3 Binding Study Advice (BSA)

General	<p>The University of Groningen has a 'Binding Study Advice' (BSA). In the academic year 2023-2024 the BSA entails that a student needs to earn 45 out of a possible 60 ECTS of the propaedeutic phase</p> <p>A student whose advice was postponed in 2020-2021 and/or 2021-2022 and/or 2022-2023 needs to earn 45 out of a possible 60 ECTS of the propaedeutic phase in the academic year 2023-2024.</p> <p>If a student does not meet this requirement, s/he can no longer participate in the programme for a period of two years.</p> <p>Students who deregister from the programme before March 1 2024 will not receive a BSA. Please note: DUO has a '<a href="#">1 February regulation</a>'.</p>
More informatie	<p>More information about 'Binding Study Advice' can be found in section 5 of the <a href="#">Teaching and Examination Regulations</a> for the Bachelor's degree programme. Some of the information you can find there is:</p> <ul style="list-style-type: none"> <li>• how the Faculty will inform the student about his/her study progress and which support it offers</li> <li>• when, how and by whom the Binding Study Advice will be given</li> <li>• under which conditions personal circumstances can influence the decision (report those a.s.a.p. to your study adviser)</li> </ul>

	<ul style="list-style-type: none"> <li>• before a binding study advice is given, the student will be given the opportunity to be heard.</li> </ul> <p>Please make sure to report any circumstances that (negatively) affect your study results to the <a href="#">study advisers</a> of International Office as soon as possible. Failure to report can have a negative influence on the binding study advice.</p> <p><a href="#">More general information about the Binding Study Advice</a></p>
<p><b>Procedure and hearings</b></p>	<p>The BSA procedure is as follows:</p> <ul style="list-style-type: none"> <li>▪ first year students who have obtained less than 45 ECTS of the Bachelor degree's first year programme and who have not registered special circumstances (or these circumstances are deemed not to warrant an exception) will receive a notification in which the faculty will indicate the intend to give a negative BSA on 19 July 2024. This notification of intend will be sent by email.</li> <li>▪ first-year students who have received a notification of an intended negative BSA, will have the option to be heard by the Faculty's BSA Committee on 22 and 23 July 2024 (and if necessary also 24 July 2024);</li> <li>▪ registration for these hearings will start in <a href="#">Progressas</a> from 15 July 2024. Students are allowed to be accompanied by someone at the hearing.</li> <li>▪ the BSA committee can advise to postpone giving an Binding Study Advice in case of special circumstances. The BSA committee advises the Faculty Board who will ultimately take the decision.</li> </ul> <p>The formal Binding Study Advice will be sent out by the Faculty Board through e-mail, on 26 July 2024. It is possible to appeal this decision. The procedure for appealing this decision will be explained in the decision.</p>
<p><b>Faculty criteria in case of special circumstances</b></p>	<p>In line with the Higher Education and Research Act (WHW;Wet op het hoger onderwijs en wetenschappelijk onderzoek), a binding (negative) study advice can only be issued 'if the student (...), after taking his or her personal circumstances into account, is not deemed suitable for the degree programme because his/her study results do not meet the requirements which the Board has determined for that degree programme.'</p> <p>This is operationalized by the BSA Committee as follows:</p> <p>I.The committee assesses the suitability of the student for the programme based on the study results.</p> <p>Leading in this assessment is:</p> <p>I.1 the number of ECTS credits attained and study progress in relation to:</p> <ul style="list-style-type: none"> <li>•the seriousness of any individually identifiable personal circumstances (hereinafter referred to as 'personal circumstances')</li> <li>•and the extent to which these personal circumstances may or may not have influenced the study results</li> </ul> <p>I.2 the perspective of successful completion of the Bachelor's phase within a reasonable period of time.</p> <p>Furthermore, in this assessment the following is considered:</p> <p>I.3 the extent to which the student has taken responsibility, for example demonstrated by study behaviour and a timely report to the study advisers of the personal circumstances and problems concerning study progress.</p>

Ad. I.1 The personal circumstances to be considered when assessing suitability are exclusively the following:

- a. illness and mental problems of the student
- b. physical, sensory or other functional disability of the student
- c. pregnancy of the student
- d. extraordinary family circumstances
- e. membership, including the presidency, of forums such as the University Council, the Faculty Council and the board of a student organization of a significant size
- f. circumstances related to the combination of study and elite sport for students who have been recognized as elite athletes by the University of Groningen in accordance with the elite sport regulation.

II. If there are personal circumstances, which prevent an assessment of the student's suitability for the programme, the advice will be to postpone the decision to a later point in the propaedeutic phase.

Laatst aangepast op 19-09-2023

## 3.4 Rules and Regulations

### 3.4.1 Teaching and Examination Regulations 2023-2024

[Onderwijs- en Examenregeling \(OER\) Bachelor - Rechtsgeleerdheid \(in Dutch\)](#)

[Onderwijs- en Examenregeling \(OER\) Duale Masters \(in Dutch\)](#)

[Onderwijs- en Examenregeling \(OER\) Promotieopleiding \(in Dutch\)](#)

[Onderwijs- en Examenregeling \(OER\) Master \(in Dutch\)](#)

[Onderwijs- en Examenregeling \(OER\) Master Rechtswetenschappelijk Onderzoek \(in Dutch\)](#)

[Teaching and Examination Regulation \(TER\) Bachelor - International and European Law](#)

[Teaching and Examination Regulation \(TER\) LLM programmes](#)

[Teaching and Examination Regulation \(TER\) – PhD programmes](#)

### 3.4.2 Regulations examinations

#### 3.4.2.1 Aberrant Examination Regulation written examinations

[Aberrant Examination Regulation written examinations](#)

#### 3.4.2.2 Announcement results

Written examinations	The Education Administration and Coordinator Office of the Faculty is responsible for publishing results of written examinations through <a href="#">Progress</a> .
Between the 4th and the 10th working day after the examination date	Publication of examinations results will take place before the tenth working day after the examination date (holidays as well as the days between 26 December and 1 January are not considered to be working days in this context).

15 working days after the examination date	Some (main) courses have been granted a longer grading period. Notwithstanding the foregoing, the publication of the results of these examinations shall take place no later than 15 working days after the examination date. For further information, please check the <a href="#">Teaching and Examination Regulations</a> .
Oral examinations	Unlike written examinations, the results of oral examinations are determined immediately after the examination and the result is provided to students in a written form.
Examinations conducted in another way	If examinations are conducted in another way than mentioned above, the Board of Examiners will decide beforehand in which way and within what period you shall receive a written statement of the result.
Right of inspection	The written statement of the result holds the right of inspection (when and how students can check their examinations) as well as the possibility of appeal at the Board of Appeal for Examinations.
Validity of examination results	The examination results are valid indefinitely.
	Last updated on 21-7-2023

### 3.4.2.3 Examination Regulation

#### [Examination Regulation](#)

### 3.4.2.4 Dutch educational and grading system

Classes: no tutor system	<p>Groningen has quite big classes especially for courses at bachelor level. Working groups have fewer students (maximum 30 in general), but not every course has working groups, especially not at master level</p> <p>Groningen does not have a tutor system, which also means that students should plan their studies themselves. Students need to make a workable study schedule and to start studying right from the beginning. This will avoid not having enough time to prepare for exams.</p> <p>Our University's <a href="#">Student Service Centre</a> offers special workshops for students who have difficulties planning their studies. These workshops can be very helpful.</p>
DIY-attitude	<p>The Dutch educational system is built on the notion that it is the student's own responsibility to actually study. As a result, the University informs the student of what is expected of him/her in each course. This is mentioned in the course information on the Student Portal or by the lecturer(s) in the individual courses. Students are supposed to keep track themselves to see if they are still on schedule with their reading and preparations.</p> <p>This also means that if they get stuck, it is strongly advised for them to contact either the lecturers directly or the <a href="#">study advisers</a> at the International Office. Help will surely be offered, but only when asked for.</p>
Build-up of programmes in Groningen	<p>As the Faculty strives to deliver self-sufficient students at the end of each programme, the programmes are set up in such a way that students become more and more independent throughout the programme.</p> <p>For a bachelor programme this e.g. means that all courses in year 1 have working groups.</p> <p>Not all courses in year 2 will have working groups though, as students should already be able to go through the materials by themselves.</p>



	<p>In year 3 hardly any working groups are offered.</p> <p>The same goes for the master programmes: no working groups are offered, only lectures.</p>
<p><b>Keep up with the reading</b></p>	<p>Our lecture blocks are immediately followed by the exams of that block. Students should be aware of this and should start studying right from the start of the lecture block.</p> <p>The entire system is based on the idea that students prepare well for their lectures and working groups. No preparation means that the lectures will be a lot more difficult to comprehend. Working groups can only add value to your studying if you have prepared the materials beforehand. In working groups, lecturers will start discussions with students and ask questions; students are supposed/expected to engage and actively participate.</p>
<p><b>Contact hours per course</b></p>	<p>In general, a course has 4 contact hours per week; some courses offer an additional working group per week. This means that students will have to do a lot of studying on their own. It is therefore very important for students to make a workable study schedule right from the start of lectures which will enable them to keep up with the weekly workload and assignments.</p>
<p><b>Answering exam questions and example exams</b></p>	<p>Usually lecturers provide examples of exams/exam questions on the Student Portal. These examples usually come with model answers and can be used to practice taking exams in the Dutch system.</p> <p>Answering exam questions may also be different from what students are used to: in our exams, students are supposed to strictly answer the question, be to the point (and please write legibly!) and mention the applicable (treaty) articles and case law. They should not just write down everything they know about the subject/question as this will not give them any extra points if it is not the answer to the question. Not the quantity but the quality of the answer will count.</p> <p>Each exam should mention the number of points allocated to each correct answer, so that students will know what to expect when examiners review their work.</p>
<p><b>Grading system</b></p>	<p>The Dutch grading system is using a 1 to 10 grading scale in which 10 is the highest grade, 6 the minimum pass grade, and 1 the lowest grade. However, the grade 10 is rarely awarded. The scale used translates as follows:</p> <p>10 = outstanding  9 = excellent  8 = very good  7 = good pass  6 = pass  1-5 = fail</p> <p>In the Netherlands, grades are given on an absolute basis. Results of exams will hardly ever be adjusted to a curve, because we do not use a comparative system for grading. The Groningen Law Faculty does not use class rankings and no statements to imply class rankings can be produced.</p> <p>The distinction Cum Laude is awarded, when a degree programme is completed with an average grade of at least 8.0 or higher, including a Bachelor's or Master's thesis marked 8.0 or higher.*  The distinction Summa Cum Laude is awarded, when a degree programme is completed with an average grade of at least 9.0 or higher, including a Bachelor's or Master's thesis marked 9.0 or higher.*</p> <p>All assessments are graded in full marks. The only exception to this are the Bachelor's thesis (Research Colloquium), seminars and the Master's thesis. These can be graded in half grades. The grade 6.0 is considered to be a pass grade in this respect. For all other assessments only full marks are given.</p> <p>* The precise regulations for awarding the distinctions Cum Laude and Summa Cum Laude can be found <a href="#">here</a>.</p>
	<p>Last update: 21-7-2023</p>

### 3.4.2.5 Fraud

#### Definition of fraud

Article 15 of the Examination Regulation.

#### Article 15 Fraud

15.1 By fraud is meant an act or omission by the student which partly or wholly hinders the forming of a correct assessment of his or her or someone else's knowledge, insight and skills.

15.1a The following actions are considered to be fraud, though this is not a limitative list:

1. Having available during an examination – toilet visits included – at any other place than in a closed bag on the floor: texts, other data carriers or electronic devices; unless the use of them is explicitly allowed.
2. Having available during an examination: written notes in legislations, including any codes that may be hidden in underlining or marking.
  - i. reusing texts of others or generated by artificial intelligence in papers without mentioning the source
1. Presenting ideas which were developed by others as your own work.
2. In case of individual assignments: taking note of papers of other students that are applicable to the same assignment; in case of group assignments: taking note of papers of others students not part of the group.
3. The making available of papers to other students, including uploading papers to websites which are available to others, when it concerns an individual assignment for which the deadlines has not passed yet; in case of group assignments: the same applies when papers are made available to students that are not part of the group for the assignment.

15.2 When a suspicion of fraud arises during an examination, the student will in principle be allowed to finish the examination, provided it does not lead to disruption of the examination; in the case of disruption of the examination, the examiner can exclude the student from further participation in that examination.

15.3 The examiner must ensure that a report of the observed or suspected fraud is sent to the Board of Examiners immediately, with a copy to the student, within a reasonable period of time after the suspicion of fraud has been established.

15.4 The student may lodge an appeal against the exclusion with the Board of Examiners.

15.5 If a student commits fraud, the Board of Examiners can declare the obtained result of the course in question to be invalid, deprive that student of the right to participate in one or more examinations, to be determined by the Board of Examiners, during a period, also to be determined by the Board of Examiners of maximum one year. In cases of severe fraud, the Board of Examiners can request the Executive Board of the University to terminate the registration for the programme in question of said student indefinitely.

15.6 The Board of Examiners will not make its decision before the student and the examiner have been heard, or has at least given them the opportunity to be heard.

<p><b>General</b></p>	<p>In cases of fraud during an examination, the examiner or invigilator is authorised to exclude the student in question from participation in the examination (articles 11.5 and 15 Examination Regulation). The examiner makes sure that a full report of the determined or suspected fraud will be sent to the Board of Examiners and that a copy of that report is sent to the student. If there is a serious suspicion of fraud, the examiner or invigilator has the right to inspect the student's belongings which were brought into the examination room.</p> <p>The Board of Examiners is authorised to pass judgement on students who are suspected to have committed fraud. The Board will invite the student for a hearing. Both the reporting examiner and the student will be given the opportunity to present their views on the matter.</p> <p>The Board of Examiners will only decide after both student and examiner have been heard or at least they have been given the opportunity to be heard.</p> <p>If the Board of Examiners determines that fraud was committed, the student can amongst others be excluded from participating in one or more examinations during a period to be set by the Board of Examiners, which can be a maximum of one year.</p> <p>In cases of serious fraud, the Board of Examiners can request the Executive Board of the University to indefinitely revoke the registration for het programme fort his student (iudicium abeundi).</p>										
<p><b>Appeal</b></p>	<p>The sanction decision of the Board of Examiners can be appealed at the CBE. This appeal can be submitted via <a href="http://www.rug.nl/clrs">www.rug.nl/clrs</a>, within 6 weeks after the decision date.</p>										
<p><b>Examples of fraud</b></p>	<table border="1"> <thead> <tr> <th data-bbox="504 1005 1018 1037">Fraud case</th> <th data-bbox="1024 1005 1431 1037">Sanction</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 1046 1018 1218">Student printed an empty examination from Nestor and used the standard answers to add to answers given on the examination sheet; this new examination sheet was handed in with the examiner at the post mortem with the sole purpose of getting a higher grade.</td> <td data-bbox="1024 1046 1431 1218">The examination in question was declared invalid, one year exclusion from participating in examinations</td> </tr> <tr> <td data-bbox="504 1227 1018 1339">Student had brought four pages of case law to the examination while the first page of the examination clearly showed that this was not allowed.</td> <td data-bbox="1024 1227 1431 1339">The examination in question was declared invalid, the student was only allowed to take examinations to a maximum of 15 ECTS in the next semester</td> </tr> <tr> <td data-bbox="504 1348 1018 1415">Student used a paper produced by another student in writing a paper.</td> <td data-bbox="1024 1348 1431 1415">The examination in question was declared invalid, exclusion of 10 ECTS.</td> </tr> <tr> <td data-bbox="504 1424 1018 1570">Student circled certain letters in treaties in several places; together these letters formed the name of a case. All combined it enumerated to about 80% of the case law of the examination.</td> <td data-bbox="1024 1424 1431 1570">Examination was declared invalid, the student was excluded from taking the next regular examination, no possibility of an aberrant examination regulation and no exemptions till after the resit examination</td> </tr> </tbody> </table> <p>No rights can be derived from this overview. The Board of Examiners will assess the merits of each case separately and will sanction accordingly.</p>	Fraud case	Sanction	Student printed an empty examination from Nestor and used the standard answers to add to answers given on the examination sheet; this new examination sheet was handed in with the examiner at the post mortem with the sole purpose of getting a higher grade.	The examination in question was declared invalid, one year exclusion from participating in examinations	Student had brought four pages of case law to the examination while the first page of the examination clearly showed that this was not allowed.	The examination in question was declared invalid, the student was only allowed to take examinations to a maximum of 15 ECTS in the next semester	Student used a paper produced by another student in writing a paper.	The examination in question was declared invalid, exclusion of 10 ECTS.	Student circled certain letters in treaties in several places; together these letters formed the name of a case. All combined it enumerated to about 80% of the case law of the examination.	Examination was declared invalid, the student was excluded from taking the next regular examination, no possibility of an aberrant examination regulation and no exemptions till after the resit examination
Fraud case	Sanction										
Student printed an empty examination from Nestor and used the standard answers to add to answers given on the examination sheet; this new examination sheet was handed in with the examiner at the post mortem with the sole purpose of getting a higher grade.	The examination in question was declared invalid, one year exclusion from participating in examinations										
Student had brought four pages of case law to the examination while the first page of the examination clearly showed that this was not allowed.	The examination in question was declared invalid, the student was only allowed to take examinations to a maximum of 15 ECTS in the next semester										
Student used a paper produced by another student in writing a paper.	The examination in question was declared invalid, exclusion of 10 ECTS.										
Student circled certain letters in treaties in several places; together these letters formed the name of a case. All combined it enumerated to about 80% of the case law of the examination.	Examination was declared invalid, the student was excluded from taking the next regular examination, no possibility of an aberrant examination regulation and no exemptions till after the resit examination										
	<p>Last update: 21-7-2023</p>										

### 3.4.2.6 Complaints with regards to examinations

<p><b>General</b></p>	<p>If you have a complaint about the procedures with regard to, the organisation of or the examinations themselves, you can, after you have made your objections known to the lecturer/invigilator, file a formal complaint with the Board of Examiners.</p>
-----------------------	--

	<p>Examples of complaints about examinations:</p> <ul style="list-style-type: none"> <li>• The lecturer/invigilator arrived too late;</li> <li>• The examination questions were formulated ambiguously;</li> <li>• There were technical issues with the digital examination;</li> <li>• There was noise disturbance during the examination;</li> <li>• The examination was assessed carelessly;</li> </ul> <p>Even in case of a well-founded complaint, the Board of Examiners can never bring about a change in the grade. They can, however, take measure to prevent (further) damage in the future, or request examiners to take well-founded complaints into account.</p>
<p><b>Complaint regarding the content of an examination or assessment</b></p>	<p>In case you do not agree with the content or the assessment of the examination (and as a result of that: with the grade you were awarded), you first should discuss your complaint with the lecturer involved. Should this not lead to a resolution, you can file a complaint with the Board of Appeals via the <a href="#">online legal protection portal</a>.</p>
<p><b>Complaint about the situation during the examination</b></p>	<p>You can file an online complaint with the <a href="#">Board of Examiners</a>. They will respond within six weeks to your complaint.</p>
	<p>Last update: 21-7-2023</p>

### 3.4.2.7 Discussion of examinations

<p><b>Availability of the examination questions</b></p>	<p>If a written examination has been conducted, the examination must be made available to students after the examination at a fixed time.</p>
<p><b>Information to be taken after the examination</b></p>	<p>Every examination sheet will be provided with information about time, place and type of consultation, when the examination taken can be discussed such that students can take it along with them after the examination. (The appendix to) the examination form should also state that an appeal may be lodged against a decision of examiners within six weeks with the Board of Appeals for Examinations, in accordance with Article 7.60 of the Higher Education and Research Act (WHW). This appeal should be lodged through the <a href="#">Central Portal for the Legal Protection of Student Rights</a>.</p>
<p><b>Exam discussion or inspection</b></p>	<p>The lecturer involved, will arrange a time and place where:</p> <ul style="list-style-type: none"> <li>• the corrected examination will be returned to the examinees for inspection and a general discussion will be held, or</li> <li>• the corrected examinations with standard answers will be shown or handed out to examinees.</li> </ul> <p>The time of the discussion must be no later than two weeks after the announcement of the exam results and if possible no later than four working days before the resit examination. In deviation of the aforementioned, the consultation of resit examinations of block 4 can be scheduled in the period before the start of the adjacent first semester. If an examination has been taken in written form, the questions posed in the exam must be made available to the student for inspection after the examination, at the latest at the aforementioned time. In deviation of this, the period for examinations for the second semester may fall in the period around the start of the next first semester.</p> <p>Discussion must aim at clarifying errors or omissions in an answer given by a student(s). Students may take notes during the discussion as long as this is not done on the examination sheet.</p> <p>If an examination has been taken digitally, the questions posed in the exam and the answers given by the student must be made available for inspection for a reasonable period of time.</p>

	During the exam discussion, students are responsible for having their answers available, in a manner specified by the lecturer (print or digital).
Check at distribution examination papers	<p>At the time of the discussion or inspection, the examinations will be returned to the examinees by members of the relevant department in such a way that name, student card number and/or registration number can be checked during the inspection or taking out of the exam.</p> <p>A student who is not present during the exam discussion without prior notice and which notice holds reasonable grounds, does not have the right to have an exam discussion. However, a student is given the opportunity to inspect the examination made at a predetermined and announced moment. The examiner assesses the reasonable grounds for the absence.</p>
Individual discussion	<p>The lecturer involved, will provide students with the opportunity to discuss the examination individually, either at a time immediately subsequent to the discussion or inspection, or on a later day.</p> <p>If an individual student does not attend the discussion at the time and place of discussion or inspection and does not submit a notice of absence based on reasonable grounds, an individual discussion may be refused.</p> <p>The Board of Examiners does not accept holidays or vacations as a reasonable ground for absence. The student will be given the opportunity to inspect the examination at a pre-set and published time.</p>
Conduct of students during a discussion	<p>Students are expected to remain polite at all times and only discuss their individual case with lecturer(s) if they disagree with the assessment of the lecturer(s) of their specific answer. It is expected of students to only argue based on the content of the answer given by the student in the examination compared to the answer provided by the lecturer during the exam discussion. No general statements can be made during these exam discussions, only individual cases can be taken into consideration. It is not expected of lecturers to discuss and re-assess all examinations once more during the exam discussions.</p> <p>The intention of the exam discussion is to explain what the correct answer should have been and perhaps in individual cases, explain why the answer provided is correct or insufficiently correct to receive the maximum number of points.</p>
Copy of examination when appealing the result	<p>If a student appeals the result, the student will, at their request, be provided with a copy of the corrected examination paper.</p> <p>Every examinee is allowed to arrange for the copy of his or her corrected examination to be collected by someone else at the time of the exam discussion. The responsible lecturer should be informed by the student in writing or by email. The person picking up the examination paper must present the registration number, their own identification, and proof of identification of the examinee.</p>
	Last update: 21-7-2023

### 3.4.2.8 Guidelines during examinations

Examination Regulation	Check Examination Regulation <a href="#">here</a> .
Arriving too late	<p>You will not be allowed to participate in the examination if you arrive more than half an hour late. The invigilator(s) may refuse you to sit in the examination if you do not have a valid reason for showing up late.</p> <p>This could be found in article 11 of the Examination Regulation.</p>

<b>“Do not grade”</b>	<p>If you notice, while taking a written examination, that you might fail this examination, you could prevent from getting a failing grade in the following way: during or immediately after the examination, you can inform the lecturer or invigilator that you do not want your exam paper to be graded. You need to do this by writing down “Do not grade” on your answer sheets. You should, however, hand in the written examination papers and answer sheets to the lecturer/invigilator. This is not possible for oral exams or other assessment forms.</p> <p>Please be aware! By writing ‘do not correct’, you are assumed not to have participated in the examination. All rights linked to examination participation will become null and void for this student for such examinations. This also excludes you from a possible future appeal to the <a href="#">Aberrant Examination Regulation</a>.</p>
<b>Law books</b>	<p>Prohibited:</p> <ul style="list-style-type: none"> <li>• Adding notes: words, numbers, article numbers, etc.</li> <li>• Placing arrows</li> </ul> <p>Permitted:</p> <ul style="list-style-type: none"> <li>• Highlighting</li> <li>• Underlining</li> <li>• Use of coloured tabs (if blank)</li> </ul> <p>These rules are used to prevent fraud. Having a text with annotations at your disposal during the examination will be considered fraud as arranged for in article 15 Examination Regulation.</p>
<b>Dictionaries</b>	In principle, you are not allowed to use dictionaries during examinations.
<b>Mobile phones</b>	Your mobile phones are not allowed to be switched on and/or be available during the examinations. The invigilator can check that you do not have your mobile phone switched on or available. An invigilator is also allowed to (temporarily) confiscate similar devices.
	Last updated on 21-7-2023

### 3.4.2.9 Guidelines calculation study load

Please click here for the [Guidelines calculation study load](#).

### 3.4.2.10 Assessment quality plan

Please click here for the [Assessment quality plan](#).

## 3.4.3 Other Rules and Regulations

### 3.4.3.1 Bonus points

It is possible to earn bonus points in some courses. These points will be added to your examination result. Please check the course descriptions in [Ocasys](#) for more details.

Last update: 21-7-2023

### 3.4.3.2 Faculty Regulations

[Click here for the Faculty Regulations.](#)

### 3.4.3.3 Thesis Regulations

[Thesis Regulation](#)

### 3.4.3.4 Internship Regulations

[Internship Regulation](#)

### 3.4.3.5 Student Charter

[Student Charter](#)

### 3.4.3.6 Admission Regulation

Please click here for the [Admission Regulation](#).

## 3.4.4 Transition Regulation 2023-2024

[Wijziging bachelor Rechtsgeleerdheid, afstudeerrichting IT-Recht \(in Dutch\)](#)

[Transition regulation 12 ECTS Master's thesis](#)

## 3.4.5 Archief regelingen

[Transition regulations from previous academic years](#)

[Old rules and regulations](#)

## 3.5 Suggestions of complaints

[Complaint, objection and appeal \(formal\)](#).

## 3.6 Ill, what to do?

### Sudden illness or personal circumstances?

If illness or special circumstances prevent you from participating in an examination, in principle no aberrant examination regulation is awarded to you. An aberrant examination can only be awarded if you cannot participate in the two subsequent examination opportunities (again due to illness or special circumstances) and this will concretely result in unreasonable study delay. Please be aware: you thus have no right to two examination chances, but can use two examination opportunities.

Procedure in case of sudden illness or personal circumstances:

- Have you fallen ill for the first sit of an examination, please inform the International Office as soon as possible but at the day of the examination at the latest by sending an email [LLB@rug.nl](mailto:LLB@rug.nl), [exchangelaw@rug.nl](mailto:exchangelaw@rug.nl), or [LLM@rug.nl](mailto:LLM@rug.nl)) or call Student Service Law (050 363 5727).
- Are you (still) ill for the resit of the same course, you again need to inform the International Office as soon as possible, but at the day of the resit examination at the latest.

You then need to request the Board of Examiners for an aberrant examination regulation. This can be done by using [this form](#). You need to include your medical statement or other proof of illness or special circumstances. **Please note you cannot apply for an aberrant examination regulation if you have not informed the International Office timely as mentioned above.**

If you are participating in courses which have an attendance requirement, you will also have to inform the lecturers of these courses. Therefore, keep close track of the regulations in the courses you are participating in.

### Long-term illness or personal circumstances?

Do you have a long-term illness or are not able to study due to force majeure, you need to contact the study adviser of the International Office as soon as possible. Examples of force majeure situations are: illness, pregnancy, a functional impairment, special family circumstances or educational force majeure.

This report to the International Office is particularly important in relation to the Binding Study Advice which is given at the end of your first year of studies. This allows the International Office to assess whether or not an aberrant examination regulation is needed (and possible) and how this would work out. We would like to stress that no such appeals can be made *afterwards*.

<b>Graduation Fund</b>	Students who have study delays as a result of those special circumstances can, under certain conditions, in some cases be supported by a contribution from the University's Graduation Fund. It is vital that you immediately contact the study advisers of the International Office in cases of (expected) study delay. They will open a report for you with the Graduation Fund and will refer you if necessary to the student counsellors in case of delays of 15 ECTS or more. Also check the <a href="#">Graduation Fund Regulations</a> for more information.
<b>Ill and having extra facilities?</b>	If your impairment has led to the Board of Examiners granting you extra facilities during your examinations and these facilities are taken care of by the Office for Student Affairs and you turn ill, you need to inform the administration of this illness at least on the day of the examination. You can do so by sending an email to <a href="mailto:voorzieningen-rechten@rug.nl">voorzieningen-rechten@rug.nl</a>
<b>Contact</b>	Please contact the International Office ( <a href="mailto:LLB@rug.nl">LLB@rug.nl</a> , <a href="mailto:exchangelow@rug.nl">exchangelow@rug.nl</a> , or <a href="mailto:LLM@rug.nl">LLM@rug.nl</a> ) for your questions.
	Last update: 21-7-2023

### 3.7 Study costs

Link to <https://student.portal.rug.nl/infonet/studenten/begeleiding-carriere-advies/geldzaken/studiekosten>

## 4 Contact

- [Student Service Law](#)
- [Request a transcript](#)
- [Send a message to a study adviser](#)
- [Send a message to the Board of Examiners](#)
- [International Office, Faculty of Law](#)
- [Address Faculty of Law](#)
- [Board and committees](#)
- [Offices & Facilities](#)
- [Departments](#)
- [Study associations](#)
- [Language Centre](#)

## 5 Go directly to

- [Studentportal \(brightspace\)](#)
- [Class schedule](#)
- [Ocasys](#)
- [Progress](#)
- [University email account](#)
- [Careers Services Law](#)