university of
groningen

faculty of law

Student manual for:
- approval list of courses
- application degree certificate

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Contents

Introduction

The entire process of getting approval from the Board of Examiners for your programme and applying for your degree certificates within the Faculty of Law is arranged via [Progress](#).

The entire process, from getting approval for your programme down to the degree certificate application, is clearly visible, providing direct insight into the progress per student within this process both to the students themselves, the Board of Examiners, the degree administration and the International Office of the Faculty of Law.

This document is a manual that provides step-by-step instructions for the application process by means of screenshots.

Student registration

Students must follow these steps to get their programme approved and apply for their degree certificate:

- ➢ Start your internet browser
- ➢ Start [Progress](#)
- ➢ Click 'enrolling'
- ➢ Choose 'Faculty of Law'
- ➢ Select 'Application degree certificate / approval courses'

Enrollments

↳ Faculty of Law

    ↳ Enrollment Courses

    ↳ Enrollment Groups (Working groups)

    ↳ Bachelor afsluitend onderdeel

    ↳ Research Colloquium

    ↳ Thesis

    ↳ Enrollment Seminars

    ↳ enrollment Masterclasses / Practice in Law

    ↳ Repair-enrolment exams/resits week 5

    ↳ Aanvragen diploma

    ↳ Application degree certificate / approval courses

    ↳ Registration tracks Dutch-taught bachelor

    ↳ Track LLB programme

screenshot 1

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

	DESCRIPTION	CODE	DATE	ENROLLMENT	
⌄	1st bachelor degree Law; Dutch programme only!	1EBABUL		Open	☐
⌄	2nd bachelor degree Law; Dutch programmes only!	2EBABUL		Open	☐
⌄	3rd bachelor degree Law; Dutch programmes only!	3EBABUL		Open	☐
⌄	1st master degree Law; Dutch programmes only!!	1EMABUL		Open	☐
⌄	2nd master degree Law; Dutch programmes only!!	2EMABUL		Open	☐
⌄	3rd master degree Law; Dutch programmes only!!	3EMABUL		Open	☐
⌄	4th master degree Law; Dutch programmes only!!	4EMABUL		Open	☐
⌄	Pre-master programme	PREMASTER		Open	☐
⌄	1st bachelor degree Law LLB	BABULLLB		Open	☐
⌄	Approval pre-master programme	PRELLM		Open	☐
⌄	1st master degree Law LLM	MABULLLM		Open	☐
⌄	2nd master degree Law LLM	MABUL2LLM		Open	☐

enroll

screenshot 2

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

➢ Select the process by clicking on it.

Registered processes

Graduation process LLM (0 of 13 steps finished)

screenshot 3

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

Choose your programme

Choose education ⌄

Choose education
5005: Exchange student Faculty of Law
50700: B Rechtsgeleerdheid
5138: Graduate School of Law
5205: North Sea Energy Law Programme
56829: B International and European Law
60603: M International Commercial Law ⬅
60606: M Rechtswetenschappelijk Onderzoek (research)
60620: M IT-recht
60669: M Global Criminal Law ⬅
60688: M European Law in a Global Context ⬅
60856: M Public International Law ⬅
66451: M Nederlands Recht
66461: M Recht en Bestuur
66827: M Fiscaal Recht
66828: M Notarieel Recht
66829: M Energy and Climate Law ⬅
75118: M Advanced Master in Energy Law (joint degree)
9910: Contractstudent Faculty of Law

screenshot 4

Variant / specialisation

The LLM International Human Rights Law and the LLM Health and Technology Law officially are tracks within the programme Public International Law and the LLM Technology Law and Innovation is officially a track within the programme European Law in a Global Context. Students in these programme will therefore have to choose their specialisation. The same applies to students in the Research Master: they will have to choose the specialisation 'Research Master Legal Research'.

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

screenshot 5

Once you have selected your programme (and specialisation) an overview of the steps to be taken in the process will be shown. A brief explanation is provided next to the process name. The column 'By' indicates who has to take action in that particular step. The other columns may be filled in later.

screenshot 6

Step 1: Compilation of list of courses by students

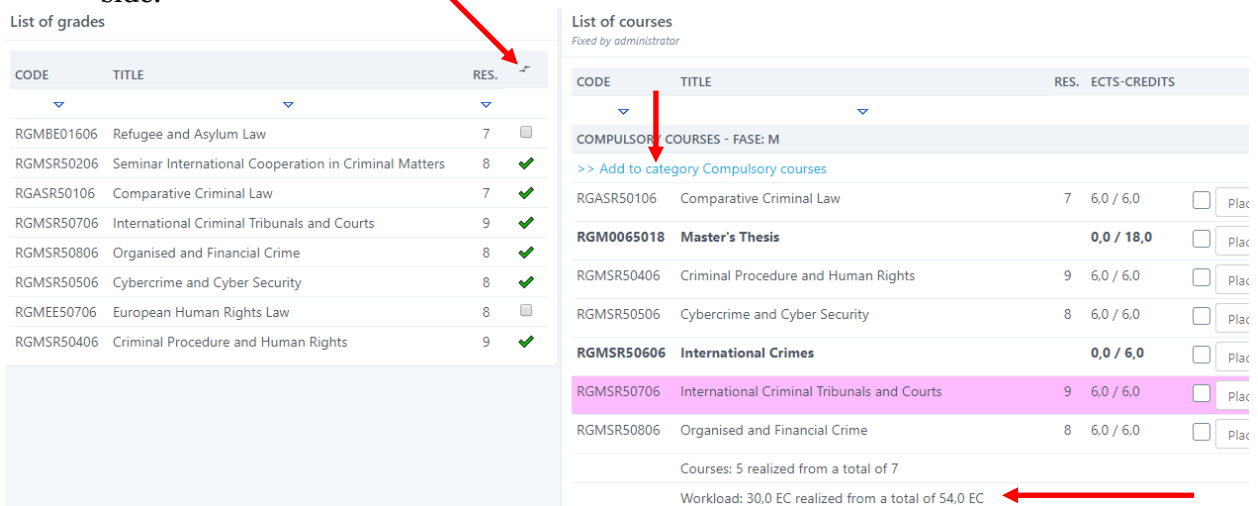Scroll down until you see the text 'Applying for approval of your list of courses'.

This section explains how to select courses for your list and which signals you may encounter.

Courses passed

The left-hand side of the screen contains an overview of your courses and results that have been registered by the Faculty of Law.

➢ Select the courses that you want to include in your list of courses (including any courses that you have not yet passed).

➢ You can select all courses from a block by clicking on the ⤴ button.

➢ Select the category in which you want to place the courses in the list on the right-hand side.

screenshot 7

If you have not passed any courses yet, the left side of the screen will be empty, like this.
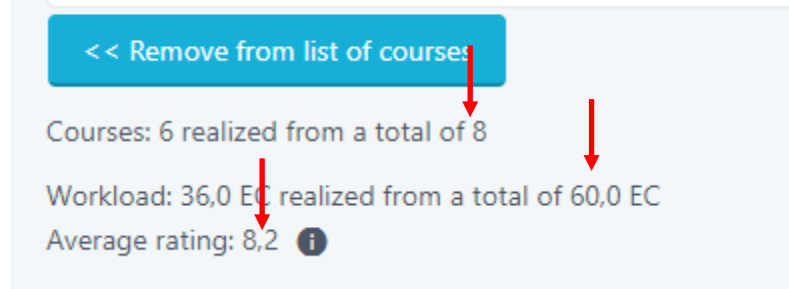
screenshot 8

Please check Ocasys for the specifics of your programme, especially with regard to extracurricular courses.
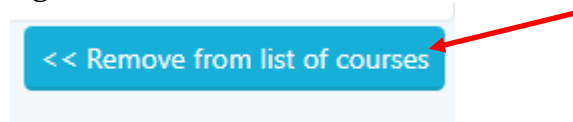
An overview of courses passed, the number of ECTS gained and your (current) GPA is provided below the selected courses.

screenshot 9

If you have added courses that are not part of your programme, please scroll down to see the option 'remove from list of courses'. This is where you can select courses in the right-hand column to remove them from your list.
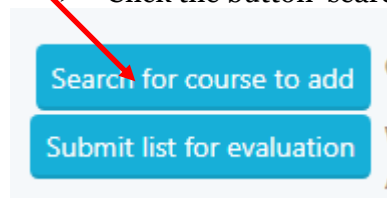
screenshot 10

Courses not yet passed

You can use the option 'search for course to add' to select a course for which you do not have a result yet. A separate explanation is provided for Law in Practice (including internships), GIED and for courses studied abroad (see below). The course code for your Master's thesis is RGM0065012; the code for the Master's thesis for a second LLM is RGM0065112.

➢ Click the button 'search for course to add'.

screenshot 11

➢ Enter the course code.
➢ Click 'next'.

screenshot 12

You should preferably enter a course code because courses may not always be found by their names (due to the use of abbreviations in Progress). Tick the box of the course you meant to select and press the button 'next'. Indicate the category you wish to place the course in.

screenshot 13

> ➤ Select the relevant category.
> ➤ Click 'Add to list of courses'.

Courses studied abroad, GIED and Law in Practice

Courses studied abroad

You can search for course codes starting with RGBUI via 'search for course to add' (see screenshot 13) to add courses that you intend to follow abroad. Search for a course code with the appropriate <u>total</u> number of ECTS:

> ➤ Select the appropriate code.
> ➤ Place it in the appropriate category ('Extracurricular courses).

The Global & Intercultural Engagement Distinction (GIED)

The Global & Intercultural Engagement Distinction (GIED) can also appear on your degree certificate. If you wish this to be the case, please add the five GIED components to your list of courses, as described in the previous section. The course codes are RGGIED1006, RGGIED2006, RGGIED3006, RGGIED4006 and RGGIED5006. GIED can only be approved on your list of courses if all five components have been/will be completed.

Law in Practice / internship

Select the appropriate code for one of the Law in Practice options. You can find them on this page in Ocasys. If the type of internship or moot court is not known yet at the time the list of courses is submitted, please use a temporary internship code. This temporary code starts with **RG0008** and ends with the number of credits the internship/moot court will be valued at.

> ➤ Select the course and its number of ECTS (RG0008...).
> ➤ Select the right category for the course (so Law in Practice for compulsory Law in Practice components or Extracurricular credits for extra Law in Practice components; see screenshot 13).
> ➤ Select 'Add to list of courses'.

So in most cases for the LLMs this will be RG00080006.

The temporary code will be replaced by the final code as soon as the internship grade is added to the system. This will be done as soon as **you have requested the Board of**

Examiners (BoE-Law@rug.nl) to do so when the internship has been added to the system. Internships are always extracurricular and as such should always be placed in the category 'extracurricular courses'.

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

> ➢ Select 'Present list for evaluation'.
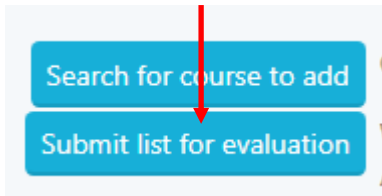
screenshot 14

A screen will appear in which you can provide an explanation to your list of courses or to specific courses. You can copy and paste text from a word processor in this field. If you are sure that no further changes will be needed in your list of courses, please indicate this when you submit your list.

> ➢ Select 'Save commentary' (even if you have not provided explanations).
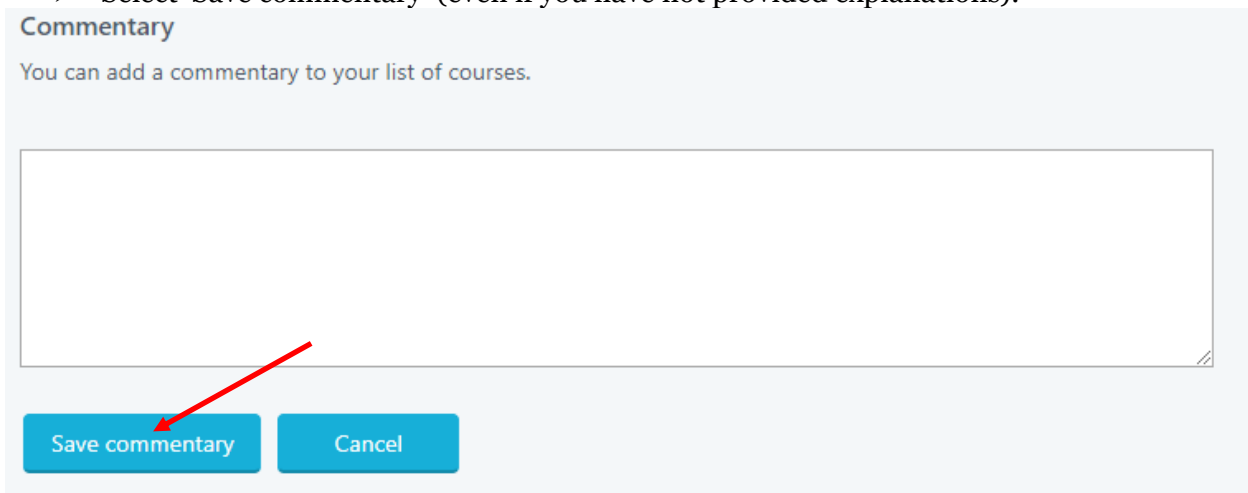
screenshot 15

Your list of courses has now been submitted to the Board of Examiners for approval. The current date is automatically registered – you can check this in the on-screen step overview. *NB. From this moment onwards, it is no longer possible to change your list of courses yourself!*

Step 2 Approval list of courses by the Board of Examiners

Your list of courses will now be assessed and approved (or rejected) by the Board of Examiners. The Board of Examiners will inform you of their decision by e-mail (University email) within a few weeks (maximum six weeks).
Once your list of courses has been approved, you can proceed to step 3. If your list is rejected, your process reverts to step 1 and you must adapt your list of courses in accordance with the explanation provided by the Board of Examiners.

Changes to list of courses

Please send an e-mail to BoE-Law@rug.nl if you want to change your list of courses. Please indicate the changes you want to make, so the Board of Examiners can change the list and check if the approval still stands. The history of previous steps will remain stored. You can apply for your degree certificate as soon as you have passed all the courses in your list and you no longer wish to make any changes **or before any deadline** the International Office sets for this.

Step 3 Finalising your list of courses

The Law in Practice code and completion of courses studied abroad are made final in this step. Any temporary internship/moot court codes or codes for courses studied abroad will now be replaced by final ones. ***Please contact the Board of Examiners (BoE-Law@rug.nl) to alert them when these results are available in the system!***

Step 4 Applying for your degree certificate

If you are at the end of your programme, you can apply for your degree certificate by completing and submitting the application form for the LLM degree certificate. The degree administration will complete this step in Progress once the application form has been received.

Step 5 All courses in list passed – automated process

You can follow the progress of the process in the registration screen. The screenshot below shows that step 5 of 14 has been completed.
Step 5 is completed once all the courses in the approved list of courses have been successfully passed. This is an automated process.

Registered processes

Graduation process LLM (5 of 13 steps finished) ⬅

screenshot 16

Step 6 Document check and registration at CSA

As soon as all your courses are passed and all documents have been processed and approved, the degree administration applies for your degree certificate with the Central Student Administration (CSA) and completes step 6 in your graduation process.

Step 7 Confirmation student

After step 6 has been completed, a confirmation of the graduation date and judicium (pass/cum laude/summa cum laude) is sent. Students need to confirm that they agree with both the graduation date and judicium by informing the International Office (degree-law@rug.nl). This can either be a separate email in which date and judicium are mentioned and confirmed or a forward of the graduation notification to degree-law@rug.nl and confirm both date and judicium in that forward. If you do not take this action, the diploma production process will be **delayed by at least two weeks**.

Step 8 Creating concept degree certificate

The degree administration will produce a concept degree certificate in the degree certificate application system.

Step 9 Check concept degree certificate

The degree certificate is sent to the Board of Examiners for a final check. The Board of Examiners conducts the final check and will indicate approval in step 9 of your graduation process.

Step 10 Completing degree certificate and statement of graduation

The official degree certificate will be produced by the Central Student Administration. This is also the moment the statement of graduation is automatically sent to each graduate.
Normally students will receive their degree certificate at the annual LLM graduation ceremony.

Step 11 Signing of degree certificate

The Board of Examiners signs the degree certificate to make it official.

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

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

Step 13 Date handing over degree certificate

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

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