

# Education and Examination Regulations Bachelor in Psychology 2018-2019

This is a translation of the document “Onderwijs- en examenregeling Bachelor in Psychology 2018-2019”. In case of a difference of interpretation, this translation cannot be used for legal purposes and the Dutch text of these regulations will be binding.

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## 1. Education and Examination Regulations Bachelor in Psychology 2018-2019

### Section 1 General Conditions

Education and Examination Regulations for the 2018-2019 academic year for the Bachelor's study programme at the Faculty of Psychology and Neuroscience, as meant in Article 7.13 of the Act on Higher Education and Scientific Research (WHW).

#### Article 1.1 Scope of the Regulations

These regulations apply to the education, exams and examination for the Bachelor's study programme in Psychology, hereinafter referred to as the study programme. The study programme is offered by the Faculty of Psychology and Neuroscience, hereinafter referred to as the Faculty. The regulations have been established by the Faculty Board, following a recommendation from the Study Programme Committee and after consent was obtained from or after consultation with the Faculty Council. These regulations will take effect on 1 September 2018 for the 2018-2019 academic year.

These regulations also apply to students from other programmes, faculties or institutions of higher education, insofar as they follow components of the programme to which these Education and Examination Regulations apply.

For components of the programme that students follow at another degree programme, faculty or institution of higher education, the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.

#### Article 1.2 Definitions

In these regulations the following is understood to be:

- a. The Act: the Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW);
- b. Student: he/she who is registered at Maastricht University, for the purpose of attending the courses and/or taking the exams and the examination of the study programme;
- c. Course/Module: a study unit of the study programme as meant by the Act;
- d. Propaedeutic phase: the first period of the programme with a study load of 60 credits, that coincides with the first course year of the bachelor. The propaedeutic phase has no final examination;
- e. Post-propaedeutic phase: the part of the bachelor's programme that follows the propaedeutic phase;
- f. Course year: year 1, year 2 or year 3 of the bachelor's programme;
- g. Academic year: the period for 1 September of a calendar year up to and including 31 August of the following calendar year;

- h. Study Programme: the bachelor's study programme as mentioned by Article 1.1, consisting of a coherent set of programme components;
- i. Bachelor: course years 1 through 3 of the study programme;
- j. Tutorial Group Meeting: a practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act;
- k. Practical Training: a module that provides practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act;
- l. Exam: the exam as part of the examination as meant by Article 7.10 of the Act;
- m. Examination: the final examination for the bachelor's study programme;
- n. Credit: unit expressed in ECTS credits, with one study credit equalling 28 hours of study;
- o. Board of Examiners: the board as meant by Article 7.12 of the Act;
- p. Board of Admission: the board responsible for judging the admissibility of the candidate to the programme;
- q. Programme Committee: the representation and advisory board that carries out the duties described in Article 9.18 and 9.38c of the Act;
- r. Examiner: the person appointed by the Board of Examiners, who is responsible for assessing student performance;
- s. Course Coordinator, alternatively Practical Training Coordinator: an examiner who is responsible for the content of a certain course, or alternatively, responsible for the practical training in a certain course;
- t. Board of appeal: the board of appeal for examinations as meant in Article 7.6o of the WHW;
- u. Rules and Regulations: rules determined by the Board of Examiners regarding the routine and procedures during exams and regulations regarding the evaluation of those who take the exam and regarding the determination of the results of exams and examinations as meant by Article 7.12b paragraph 1, sub b of the Act;
- v. Faculty Board: the Executive Board of the Faculty as meant by Article 9.12 of the Act;
- w. Binding Study Advice: the advice as meant by Article 7.8b of the Act resulting in a rejection, the so called negative binding study advice;
- x. UM: Maastricht University;
- y. Track: The study programme is offered in 2 tracks: the Dutch language track and the English language track.

Other notations are to be understood in accordance with the meaning assigned to them by the Act.

## Section 2 Admission

### Article 2.1 Admission requirements

A person is eligible for admission to the bachelor's programme if the person has obtained a VWO diploma, as meant in article 7.24 of the Act, or is exempt conform the Act.

### Article 2.2 Replacement Requirements concerning Deficiencies in Previous Education

1. The Board of Examiners determines how deficiencies in previous education will have to be fulfilled.
2. The Board of Examiners may in special cases appoint a university examiner to administer one or more exams on the subject in question.

### Article 2.3 Language requirements with non-Dutch diploma

#### Article 2.3.1 Dutch Language Track

1. Persons who possess a non-Dutch diploma on ground of which exemption may be granted conform article 7.24 of the Act, must prove to the satisfaction of the Board of Examiners that sufficient command of the Dutch language is present, before the exemption can be granted.
2. Adequate command of the Dutch language is proven by passing the state examination Dutch as a Second Language (NT2), prior to the beginning of the programme.
3. Those who possess one of the diplomas stated in Appendix 1 of the education and examination regulations are exempt of taking the NT2 examination as referred to in paragraph 2.

#### Article 2.3.2 English Language Track

1. Persons who possess a non-EU diploma on ground of which exemption may be granted conform article 7.24 of the Act, must prove to the satisfaction of the Board of Examiners that sufficient command of the English language is present, before the exemption can be granted.
2. Adequate command of the English language is proven by passing a language exam conform the Code of Conduct International Student Higher Education, prior to the beginning of the programme.
3. Those who possess one of the diplomas stated in Appendix 1 of the education and examination regulations are exempt of taking the language exam as referred to in paragraph 2.

### Article 2.4 'Colloquium Doctum'

1. A person who does not meet the prerequisites referred to in Articles 2.1 and 2.2 can take part in an entrance examination (colloquium doctum), in accordance with Article 7.29 of the Act.
2. A person who wishes to sit the colloquium doctum must be aged twenty-one or over on the date the examination is due to take place. This requirement may be waived if the person in question holds a diploma issued outside the Netherlands that grants admission in the country of origin to a programme at a higher education institution. The age requirement can also be waived if the person in question has refugee status and cannot present his/her diploma for this reason.

The colloquium doctum committee is responsible for conducting this examination.

#### Article 2.4.1 Dutch Language Track

The entrance examination, as referred to in Article 7.29 of the Act, relates to the following subjects and levels:

- Pre-university (VWO) level English
- Pre-university (VWO) level Mathematics
- Pre-university (VWO) level Dutch
- Pre-university (VWO) level Biology

Rules regarding the procedure have been laid down in the 'Colloquium Doctum' Regulation.

#### Article 2.4.2 English Language Track

The entrance examination, as referred to in Article 7.29 of the Act, relates to the following subjects and levels:

- Pre-university (VWO) level English
- Pre-university (VWO) level Mathematics
- Pre-university (VWO) level Biology

Rules regarding the procedure have been laid down in the 'Colloquium Doctum' Regulation.

#### Article 2.5 VWO diploma 'old style'

For those who have obtained a VWO Diploma conform the 31 July 1998 regulations applicable to the Act on Secondary Education, deficiency in hereafter named subject will have to be fulfilled at Pre-university (VWO) final examination level to the satisfaction of the Board of Examiners:

- Mathematics

### Section 3 Content and Structure of the Study Programme

#### Article 3.1 Purpose of the Study Programme

The bachelor graduate possesses an academic thinking and working level in the field of Psychology, including the following skills:

##### Study Skills

- working systematically;
- ICT-use;
- reasonable command of English;
- studying of texts;

##### Academic skills

- analysing, conceptualising, reasoning;
- identifying problems and (help) solving them;
- setting up, executing, reporting, and evaluating (simple) research;
- systematically searching and selecting literature ;
- oral and written presentation;

##### General

##### professional skills

##### Specific

##### professional skills

- assessing one's own work and work of others;
- reflecting on the profession and work of researchers and practitioners;
- discussing; reasoning;
- collaborating; project based working;
- observing; communication skills;
- psychodiagnostics;
- psychological interviewing.

The student who has successfully completed the bachelor programme possesses sufficient knowledge and skills of (one of) the field(s) to: *either* in principle be accepted to a master's programme in psychology, *or* to practice a profession in a broad field of psychology in which bachelors can work.

Intended Learning Outcomes (ILOs) of the bachelor's programme	
Level	Content/orientation
<b>Dublin descriptors</b>	<b>ILOs based on domain-specific reference framework and European Federation of Psychologists' Associations (EFPA)</b>
Knowledge and understanding	ILO 1: Has a general orientation in psychology, its subfields and supporting fields, especially biological and cognitive psychology, including general philosophical foundations and historical background of the field.
Applying knowledge and understanding	ILO 2: Is able to apply knowledge, understanding and methodological skills of the field (e.g. in writing a bachelor's thesis). ILO 3: Is capable of setting up and executing basic psychological research.
Making judgements	ILO 4: Is capable of analysing and conceptualising data within the field of psychology. ILO 5: Has sufficient skills and knowledge of research and research-related techniques to understand and judge psychological scientific writing.
Communication	ILO 6: Is capable of reporting (in English or Dutch) on basic psychological research, both orally and in writing, to lay-persons and experts. Sub ILO 6: Can discuss problems in an intercultural group of students.
Learning skills	ILO 7: Can work and reason at an academic level and has acquired the following academic skills: study skills, general professional skills and some specialist professional skills. ILO 8: Has sufficient knowledge and skills to be admitted to a master's programme in the field of psychology.

#### Article 3.2 Organisation of the Study Programme

The study programme is offered on a full-time basis in 2 tracks: the Dutch language track and the English language track. The programme commences once a year in September.

#### Article 3.3 Language of Instruction

1. The programme offers a Dutch language and an English language track. More information can be found in Appendix 2 of the education and examination regulations.
2. The education and assessment in the Dutch language track are in principle conducted in Dutch. Parts can be given in English. For education and testing in the Dutch language track Dutch and/or English texts may be used.
3. Education and assessment in the English language track are conducted in English.

**Article 3.4 Communication and Announcement of Decisions**

1. The Faculty Board, the Board of Examiners and the examiners may use electronic communication devices like the student portal, e-mail via UM-account or AskPsy.nl for communications relating to the programme and exams.
2. The Faculty Board, the Board of Examiners and the examiners are allowed to use the student portal, e-mail via UM-account or AskPsy.nl to announce decisions.
3. The student must regularly check his/her university e-mail address and AskPsy.nl. Information disseminated via e-mail, the digital learning environment or the website will be assumed to be known.

**Article 3.5 Study Load (extent of the programme)**

The study programme has a study load of 180 credits (ECTS), with each credit equalling 28 hours of study load.

**Article 3.6 Composition**

The programme consists of the following parts and accompanying credits:

Bachelor year 1			
Period	Module		
Period 0	Skills I: Learning in groups: (2 credits) <i>Practical:</i> Introduction UM Systems Introduction Library		
Period 1	Social Behaviour (6 credits) <i>Practical:</i> Social Networks	Methods and Techniques (6 credits)	Skills II: Observation of others and yourself (2 credits) <i>Practicals:</i> Observing behaviour Data processing in SPSS Systematic literature search Portfolio year 1, part 1
Period 2	Body and Behaviour (6 credits) <i>Practical:</i> Anatomy	Statistics I (6 credits) <i>Practical:</i> SPSS I	
Period 3	Discover Psychology <i>Choice of:</i> Psychology in society (3 credits) Meet your brain (3 credits) Drugs and the brain (3 credits) Mind your body (3 credits)		
Period 4	Development (6 credits)	Perception (6 credits)	Skills III: Communicating (2 credits) <i>Practicals:</i> Writing Assignment 1 Writing Assignment 2 Writing Assignment 3 Portfolio year 1, part 2
Period 5	History and Foundations of Psychology (6 credits)	Learning and Memory (6 credits) <i>Practicals:</i> Measuring cognitive functions 1 Measuring cognitive functions 2 Cognitive disorders in practice	
Period 6	Evolution and Genetics for Psychology (3 credits)		
Research Participation (1 credit). Can be started in year 1, but credits will be registered in year 3.			

Bachelor year 2			
Period	Module		
Period 1	Complex Cognition (6 credits) <i>Practical:</i> Cognition and Culture	Personality and Differences between Individuals (6 credits) <i>Practical:</i> Personality diagnostics	Skills IV: Academic Writing (4 credits) <i>Practicals:</i> Portfolio year 2, part 1 Portfolio year 2, part 2
Period 2	Psychopathology (6 credits) <i>Practical:</i> Psychiatric Anamnesis	Functional Neuroanatomy (4 credits) <i>Practical:</i> Neuroanatomy	
Period 3	Critical Thinking (6 credits)		
Period 4	Consciousness (6 credits)	Man and Machine (6 credits)	Research Participation (1 credit). Can be started in year 1, but credits will be registered in year 3.
Period 5	Statistics II (6 credits) <i>Practical:</i> SPSS II	Research Practical (10 credits) <i>Practicals:</i> Endnote Student Psychology Symposium	
Period 6			

Bachelor year 3				
Period	Module			
Period 1 t/m 3	Electives (24 credits)	Bachelor's Thesis (6 credits)	Skills V: Regulation and job application (1 credit) <i>Practicals:</i> Quick Career Advice Portfolio year 3	
Period 4	Statistics III (6 credits) <i>Practical:</i> SPSS III	Methods of Cognitive Neuroscience (6 credits) <i>Practicals:</i> Excel for Scientists fMRI data Analysis		
Period 5	<i>Choice between</i> <i>Option 1:</i> Action (5 credits) AND <i>Practical:</i> Group decisions OR <i>Option 2:</i> Action (5 credits) AND <i>Practical:</i> Neuronal Basis of Decision Making	Motivation and Emotion (5 credits)		
Period 6	<i>Choice between</i> <i>Option 1:</i> Psychodiagnostics (6 credits) AND <i>Practical:</i> Constructing a Psychological Test OR <i>Option 2:</i> Psychodiagnostics (6 credits) AND <i>Practical:</i> The Diagnostic Cycle			
Research Participation (1 credit). Can be started in year 1, but credits will be registered in year 3.				

For a more detailed description of the components of the programme, refer to the web catalog at [www.maastrichtuniversity.nl](http://www.maastrichtuniversity.nl) catalogue

### Article 3.7 Electives

In year 3, students have the opportunity to fulfil the indicated electives as mentioned in article 3.6 by choosing from the options given in article 3.7.1 to 3.7.4.

#### Article 3.7.1 Minor

- a. The student has the right to choose during period 1, 2, and 3 of the third year a Minor offered by another Faculty of the UM.
- b. Minors offered by other faculties may be taken, provided that they are mentioned in the programme guide / course catalogue of the UM.
- c. The minor has a study load of at least 24 credits. In case the study load of the chosen minor is more than 24 credits, these credits will be noted on the list of examination components but will not count towards the study load mentioned in article 3.5.

#### Article 3.7.2 Electives within the Faculty

Electives consist of regularly offered (elective) courses of the faculty who will be determined each academic year and can be different each year (see the Elective Guide FPN at the student portal/AskPsy)

#### Article 3.7.3 Electives outside the Faculty

- a. Students may choose electives, pending approval by the Board of Examiners, which are offered by another faculty of the UM, another Dutch university or a foreign university. Electives taken abroad are subjected to the rules and regulations as stated in appendix 2.
- b. The Board of Examiners can withhold approval as mentioned under a, when the content of a proposed elective substantially overlaps with a course already taken or still has to be taken by the student, or when the content does not relate to the purpose of the bachelor programme.

#### Article 3.7.4 Maastricht Research Based Learning (MARBLE)

- a. The programme has a research-based part: MARBLE.
- b. Annually a limited number of participants is elected by the MARBLE coordinator on behalf of the Faculty Board to participate in MARBLE

For this the following criteria apply:

- The top 20% (based on study results) of the second year students is personally contacted near the end of the second year.
- Application for the remaining students is based on the following criteria:
  - Letter of motivation;
  - Bachelor year 1 has been completed and student is on schedule in year 2.

- c. The procedure is published in the programme guide or on the faculty website.
- d. Requirement for final participation in the MARBLE project in year 3 is that both year 1 and 2 are completed.
- e. Credits for the MARBLE project will only be given when the bachelor thesis is written based on the marble research.
- f. A total of 12 credits will be awarded upon successful completion of the MARBLE project which will be part of the electives.
- g. Upon successful completion of the MARBLE project a separate certificate will be issued with the diploma.

### Article 3.8 The Honours Programme

1. The programme includes an honours programme. The composition of the honours programme is described in appendix 3.
2. Each year a limited number of participants is selected for the honours programme by the Board of Examiners on behalf of the Faculty Board. For this the following criteria apply:
  - Bachelor students are invited to join the honours programme, when they have passed all first year courses/modules without resits and when they are among the top 20 students of their year, according to their GPA.
  - Additionally, the selected students must have a GPA of at least 8.00.
3. The selection procedure is published on the student portal/AskPsy.nl.
4. The credits for the honours programme are added to the study load as named in article 3.5.

### Article 3.9 The Bachelor's Examination

The Bachelor's examination consists of the following parts:

- a. the education parts of course year 1 as named in Article 3.6 of the education and examination regulations;
- b. the education parts of course year 2 as named in Article 3.6 of the education and examination regulations;
- c. the education parts of course year 3 as named in Article 3.6 of the education and examination regulations;
- d. the practical training and accompanying assignments pertaining to the parts as meant under paragraphs a, b and c;
- e. the (tutorial group) meetings pertaining to the parts as meant under paragraphs a - d;

## Section 4 Education

### Article 4.1 Courses/modules; Composition; Actual Design

1. For the programme, courses/modules are given with the study load stated in article 3.6 of the education and examination regulations.
2. The educational programme includes 42 weeks per year.

3. The student can see the timetable for the courses for which he/she is registered via MY UM, as well as where and when exams will take place for the courses for which he/she is registered.

#### Article 4.2 Prior Knowledge; Entrance Requirements

1. The following regulations apply with regard to entrance requirements:
  - a. To be admitted to Statistics II and III, Statistics I has to be passed. To be admitted to Statistics II, Statistics I has to be passed before 15 March of the same academic year.
  - b. To be admitted to Research Practical the following courses have to be passed before 15 March of the same academic year:
    - Statistics I
    - Methods and Techniques
  - c. To be admitted to Psychodiagnostics, Statistics I has to be passed.
  - d. Portfolio year 1, part 2 can only be done if Portfolio year 1, part 1 has been passed, Portfolio year 2 can only be done if Portfolio year 1, part 2 has been passed, and Portfolio year 3 can only be done if Portfolio year 2 has been passed.
2. To be admitted to or to receive approval to take electives abroad, the following requirements have to be met:
  - a. Bachelor year 1 has to be completed (60 credits) (see also appendix 2 of the education and examination regulations);
  - b. all courses/modules of period 1, 2, and 3 of year 2 have to be passed;
  - c. the research participation must have been obtained.
3. A student can switch between tracks, taking into account the following restrictions:
  - a. switching is only possible at the end of the academic year;
  - b. one can only switch once;
  - c. switching has to be approved by the Board of Examiners.
4. If a student takes one of the modules named in paragraph 1 and 2 without having fulfilled the mentioned requirements and without permission from the Board of Examiners, the result of the module in question can be declared invalid by the Board of Examiners.

#### Article 4.3 Course/Module registration

The student may participate in a course/module after he/she has timely registered for it through the student portal. Information and deadlines regarding registration of courses/modules and de-registration of courses/modules can be found on the student portal/AskPsy.nl.

## Section 5 Assessment

#### Article 5.1 General

1. During a course, the student will be tested for academic training and the extent to which the student has sufficiently achieved the stated learning objectives.
2. The course manual describes the requirements students have to fulfil to pass the course and the criteria on which the student is assessed.
3. The Rules of Procedure for Exams describe the exam procedure. The Rules of Procedure for Exams can be found on the student portal/AskPsy.nl

#### Article 5.2 Grades

1. Grades are awarded on a rating scale of 0.0 to 10.0;
2. Grades for course exams and assessments are the scores rounded off to the nearest whole or half number:
  - decimals < .25 or >= .75 will be rounded off to the nearest whole number;
  - decimals >= .25 or < .75 will be rounded off to the nearest half number.
3. Regardless of what is stated in article 5.2, paragraph 2 of the education and examination regulations, exams that are graded as 5.1, 5.2, 5.3, and 5.4 will be rounded off to 5.0 and that are graded as 5.5, 5.6, 5.7, 5.8, and 5.9 will be rounded off to 6.0.
4. A course or assessment is passed when a grade of 6.0 or higher is obtained.

#### Article 5.3 Sequencing of Examination Components

1. In their first course year, students are only admitted to examination components of the first bachelor year. Students who are in their second course year are only admitted to examination components of the first and second bachelor year. Students, who are in their third and subsequent course years, are admitted to all examination components of the bachelor.
2. Conform Article 7.30, paragraph 3 of the Act, the Board of Examiners can admit a student to examination components other than those meant in paragraph 1.
3. If a student deviates from the sequence as described in paragraph 1, without permission from the Board of Examiners, the result of the component in question can be declared invalid.

#### Article 5.4 Periods and Frequency of Exams

1. Exams can be taken twice a year, one regular exam and one resit, at times determined by the Faculty Board: i.e. once during or immediately following the period in which the relevant course/module was offered (regular exam) and once during the academic year (resit). On the student portal/AskPsy.nl times are listed, on which the exams can be taken.
2. In special cases, the Board of Examiners can decide that an exam can be taken at a time different to that set in accordance with the previous paragraph.

**Article 5.5 Exam Registration and Deregistration**

The student may take a course/module exam after he/she has timely (been) registered for it through the student portal. Information and deadlines regarding registration of exams and resits and de-registration of exams and resits can be found on the student portal/AskPsy.nl.

**Article 5.6 Form of Exams**

1. As a rule, tests are in written form. This includes tests done on a computer. A written test can consist of open questions, multiple choice questions, true-false questions, an individual paper, a research article, an essay or portfolio testing. A combination of open questions and true-false or multiple choice questions is also allowed. The Board of Examiners can in special circumstances allow another form of exam or weighing, in which case the Board of Examiners will establish the conditions under which this will take place.
2. A requirement for taking exams is compliance with the minimum requirements for attendance in tutorial group meetings (see also Articles 4 and 5 of the Rules and Regulations).
3. The Rules of Procedures for Exams describe how and under which conditions the written exams are taken.
4. In case an examiner wants to use a different exam format, the examiner must ask permission from the Board of Examiners at least four weeks before the starting date of the course/module.
5. Students with a functional disability may request permission from the Board of Examiners to take the exam in a manner which is, as far as possible, adapted to their individual disability. The Board of Examiners, can ask for expert advice from the academic advisor of the faculty and/or the student counselor of the Student Service Center before arriving at a decision.
6. In exceptional cases, the Board of Examiners may grant a student permission for an oral exam. For this purpose a written request must be submitted to the Board of Examiners. If the Board approves the request, the following conditions apply:
  - a. During an oral exam, only one person is tested, unless the Board of Examiners states otherwise;
  - b. An oral exam is administered by two examiners, unless the Board of Examiners states otherwise;
  - c. An oral exam takes place in public, unless the Board of Examiners or the concerning examiner state otherwise in exceptional circumstances or if the student has raised objections to this.

**Article 5.7 Written Papers and Assignments**

The Board of Examiners can draw up guidelines for papers and assignments. These guidelines will be included in the manual pertaining to the relevant part.

**Article 5.8 Attendance at Tutorial Group Meetings**

1. The Board of Examiners lays down the minimum percentage of attendance in tutorial and practical group meetings in the Rules and Regulations, articles 4 and 5, and determines how the actual attendance of each student is registered.
2. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year.

**Article 5.9 Determination and Publishing Results**

1. The Board of Examiners determines the norms for the exam of each part of the examination.
2. The examiner determines the result of a written test within 15 working days after the day on which the test took place, and provides the education office with the information needed for publishing the result to the student.
3. When the result of a written exam is announced, it will be indicated on the student portal/AskPsy how the student can review the exam and file an appeal as referred to in Article 6.4 of the education and examination regulations.
4. With respect to an exam that has been administered in a different way than in writing, the Board of Examiners determines the way and period in which the result will be announced.

**Article 5.10 Exam Inspection**

1. Within 25 working days of the date on which the exam was given, including a computer-based exam, students may inspect their exam.
2. Within the period referred to in paragraph 1, interested students are allowed to inspect their own exam results and may, upon request, inspect the questions and assignments for a written test and the standards based on which the test was assessed.
3. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form.

**Article 5.11 Proof of Having Passed Courses/Modules**

1. Once a student has taken part in a sufficient number of tutorial group meetings and has successfully completed the exam and any associated practical training, this will count as proof of having passed the relevant course/module. The proof will be obtained after an examiner has declared that the requirements for that part of the examination have been complied with. A condition for obtaining proof of having passed a part is that the student has complied with the admission requirements for the relevant part of the examination. The Board of Examiners can revoke the decision of the examiner if the admission requirements have not been complied with.
2. In case the examiner mentioned in paragraph 1 doubts if the requirements for passing the part have been met, the examiner will submit the case to the Board of Examiners to come to a decision.

**Article 5.12 Period of Validity**

1. As a rule, the period of validity of examination components is unlimited. Contrary to the above, the Board of Examiners may require the student to take an additional or replacement exam or exam component for an exam which was passed more than six years ago if the student's knowledge or insight that was examined is demonstrably outdated or the skills that were examined are demonstrably outdated.
2. If exceptional circumstances apply as referred to in Article 7.51 paragraph two of the Act, the period of six years in paragraph one will be extended by the duration of the financial support the student receives from the profiling fund.
3. Sub-exams and assignments which were passed within a course/module which was not passed can lose validity after the academic year in which they were passed unless the Board of Examiners states otherwise.

**Article 5.13 Retention Period of Exams**

1. Assignments, results and assessments of written exams will be saved two years after the exam results have been determined.
2. Theses and the assessment of theses will be saved at least seven years after the thesis has been assessed.
3. The diploma and the list of examination components will be saved 30 years.

**Article 5.14 Exemptions**

1. The Board of Examiners can, at the request of the student and having heard the relevant examiners, grant the student an exemption from taking an exam or other assessment, if the student provides satisfactory written proof that the student:
  - a. has already successfully completed a similar part at a university, which is equivalent in content and level;
  - b. possesses sufficient knowledge and skill in relation to the relevant test by way of work, or professional experience.
2. The same period of validity applies to exemptions as to examination results (see article 5.12).
3. The Board of Examiners will not grant any exemption based on exams passed by a student outside the programme during the period in which the student was barred from taking exams for the programme by the Board of Examiners because of fraud.

**Article 5.15 Grade Point Average (GPA)**

1. A weighted average score (GPA) is calculated for all parts of the examination which are assessed on a ten-point rating scale with the exception of the elective courses and, if applicable, the honours programme. Scores will be weighted according to the number of course credits (see also article 3.6 of the education and examination regulations).
2. An insufficient grade can be included in the GPA.
3. On a provisional transcript, an exam that has not been taken will not be included

in the GPA. In that case the number of credits obtained will be reported in relation to the number of credits that could have been obtained in the form of a progress rate.

4. At a final transcript a GPA will only be registered when at least 60 credits have been obtained for courses/modules included in the GPA as stated in paragraph 1.

**Article 5.16 Fraud**

1. Fraud, including plagiarism, is understood as a student's act or failure to act that makes it partially or fully impossible to correctly assess his/her knowledge, insight and skills.
2. Plagiarism is understood as the presentation of one's own or other people's ideas or words without adequate reference to the source.
3. If the Board of Examiners establishes that a student has committed fraud in an exam or exam component, it may impose suitable measures.
4. In serious cases of fraud, the Board of Examiners can propose to UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
5. The Rules and Regulations (RR) further detail what is understood as fraud and what measures can be imposed by the Board of Examiners.

**Article 5.17 Invalid exam**

If an exam involves irregularities that make it impossible to accurately assess the student's knowledge, insight and/or skills, the Board of Examiners may declare the exam invalid for both the student and a group of students.

**Article 5.18 Unsuitability (Judicium Abeundi)**

1. In exceptional circumstances and after carefully weighing the interests at stake, the Board of Examiners and the Dean/Faculty Board may request the Executive Board to terminate or deny a student's registration for a programme if, through his/her conduct or statements, the student shows that he/she is unsuitable to practice one or more professions for which the programme he/she is enrolled in, is training him/her for, or is unsuitable for the practical preparation for the profession. The Dean/the Faculty Board, the Board of Examiners and the Executive Board will reach a decision in accordance with the Judicium Abeundi Protocol adopted by the Dutch Federation of University Medical Centres on 1 November 2010.
2. The relevant clauses of Maastricht University's Enrolment Provisions apply.

## Section 6 Examination

### Article 6.1 Examination

1. The Board of Examiners determines the result of the examination and grants the diploma as meant in art. 6.3 as soon as the student has fulfilled all the requirements of the examination programme.
2. Before determining the result of the examination, the Board of Examiners can decide to examine the student's knowledge with respect to one or more parts of the study programme, should the results of the relevant exam give reason for this.
3. To pass the examination, the student must have passed all components as defined in art. 3.6 of the education and examination regulations or an exemption has been granted.
4. To pass the examination and receive the certificate, the student must also have been registered for the programme during the period that the exams were taken, the student was supervised or work of the student was assessed.
5. A certificate may only be issued after it has been shown that the student has satisfied all the obligations, including paying the tuition fees.
6. The last day of the month in which the student fulfilled all the examination requirements will be considered the examination date (graduation date).
7. Students who have passed the examination and who are entitled to the issuance of a certificate may, stating reasons, ask the Board of Examiners not to do this yet. This request must be submitted at least one month before the final assignment is turned in or the final exam is taken. The Board of Examiners in any event grants the request if the student has held/will hold a board position for which a financial support from the "Profilingsfonds" was/will be granted for at least nine months or a Student Introduction Committee ('INKOM') board position.

### Article 6.2 Degree

He/she who has passed the examination successfully will be awarded the degree of "Bachelor of Science" and will receive the diploma associated with the Bachelor's examination as proof of this.

### Article 6.3 Diploma and Statements

1. As proof that the assessment was successfully completed, the Board of Examiners issues a diploma, after it has been stated by or on behalf of UM's Executive Board that the procedural requirements for receiving the diploma have been met. The diploma is based on the model that UM's Executive Board has adopted.
2. The diploma issued as a result of having passed the examination successfully will contain:
  - a. the name of the institution;
  - b. the name of the study programme;
  - c. the degree awarded;
  - d. the date on which the programme was most recently accredited or was subjected to the new programme test.

3. Students who are entitled to a diploma may, stating reasons, ask the Board of Examiners not to issue this yet.
4. The diploma will be signed by the Chair of the Board of Examiners and the Dean of the Faculty.
5. The diploma is awarded in public, unless the Board of Examiners decides otherwise, in special cases.
6. The certificate includes a list of the examination components. For the Dutch language track a Dutch and English list will be included, for the English language track an English list will be included;
7. An English diploma supplement will be issued with the diploma as referred to in Article 7.11 paragraph 4 of the Act. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.
8. The Board of Examiners can award the diploma with the qualifications of 'Cum Laude' or 'Summa Cum Laude' in accordance with the Rules and Regulations for the Bachelor's Examination.
9. Students who have passed more than one exam and who cannot be issued a certificate will upon request, receive a statement issued by the Board of Examiners which at least indicates the exams that they passed.

### Article 6.4 Certificate Honours Programme

1. Upon the successful completion of the honours programme as referred to in article 3.8 of the education and examination regulations, a separate certificate will be issued with the diploma. The certificate is based on the model adopted by the UM's Executive Board.
2. To obtain this certificate the following conditions apply in addition to the regular requirements of the bachelor's examination:
  - a student must have obtained a sufficient result for the exams and assessments of all parts. In case an insufficient result for a part of the honours programme is obtained, students will be excluded from further participation in the programme;
  - when students fail a part in the regular Bachelor's programme, they will also be excluded.
3. The Board of Examiners will decide whether a student has complied with the specific requirements of the honours programme.

### Article 6.5 Right of Appeal

Within six weeks after a decision is announced by an examiner or the Board of Examiners a person concerned can file an appeal against this decision with the Complaint Service Point of the UM. The appeal needs to be signed and dated and needs to bear the name and address of the petitioner, as well as the grounds for appeal and, if possible, a copy of the decision against which the appeal is lodged.

## Section 7 Study Advice

### Article 7.1 Study Progress Administration

1. The Faculty registers the individual study results of the students in such a way that they can be consulted by the students via the student portal.
2. To each student, the Faculty points out at least once a year (preferably in May) to check his/her overview of the study results obtained by him/her.

### Article 7.2 Study Guidance

The Faculty sees to the introduction and study advice and guidance of the students who are enrolled in the study programme.

### Article 7.3 Mentoring

As part of mentoring a mentor is assigned to each first-year student at the start of the study. An important objective of mentoring is to provide guidance and support, particularly to stimulate and motivate study performance and progress. To that account, the mentor will discuss twice the study progress with his/her students in the first year. Additionally, during mentoring the acquisition of study and academic skills is started.

### Article 7.4 Study Advice Propaedeutic Phase

1. At the end of the first year of enrolment in the propaedeutic phase of the full-time bachelor programme the Faculty Board will issue a study advice to each student whether the student should continue the study or not.
2. In the first year of enrollment in the propaedeutic phase, the student receives 2 progress reports, once in January and once in May.

### Article 7.5 Binding (negative) Study Advice (BSA)

1. If the study advice as stated in Article 7.4 is negative, the advice will include exclusion to the bachelor's programme.
2. The exclusion stated in paragraph 1, is binding, meaning that the student will not be allowed to register for the bachelor's programme for the next four academic years.
3. A BSA will be issued to a student who was enrolled at any time in the first year of study for the full-time bachelor's programme and who, at the end of the first year, has not met the norms as stated in article 7.6 of the education and examination regulations.
4. Before the negative study advice is issued, the student has the right to be heard.
5. If the negative study advice pertains to the Dutch or English language track, this advice will also include exclusion to the other language track as meant by article 7.8b, paragraph 3 of the Act.

### Article 7.6 Norms

1. At the end of the first year of enrolment in the full-time bachelor's programme students must have passed at least 1 of the following 2 courses/modules:

- Statistics I
- Methods & Techniques

and must have obtained at least 42 credits of the first year of the Bachelor programme.

2. Students who were granted exemptions from the Board of Examiners must by the end of the first year of enrolment have obtained minimally 70 % of the first year bachelor credits, after subtraction of the credits for parts for which exemption was given, inclusive Statistics I or Methods & Techniques.

### Article 7.7 Procedure

1. At the latest in the months of January and May of the first year of study students who are eligible will be issued a written warning advice.
2. Before mid August of the first year of study, students who are eligible for a negative study advice will be informed in writing that the Faculty Board is intending to issue such an advice.
3. Students have the right to be heard, before a negative study advice is issued. Students will be notified about the hearing in the writing stated in paragraph 2. Hearings will be held in July / August.
4. The academic adviser will be informed which students are eligible for a negative study advice. The academic adviser may give advice to the Faculty Board, either invited or uninvited.
5. After a student has been heard, the Faculty Board will determine if a negative study advice will be issued.
6. The decision regarding a BSA will be communicated to the student in writing no later than 31 august.
7. The student has the right to file an appeal against the decision for a negative study advice with the Complaint Service Point of Maastricht University within 6 weeks after the decision is announced.

### Article 7.8 Postponement of study advice

1. If it is impossible to issue advice on the student's suitability for the programme due to personal circumstances that occurred in the first year, contrary to Article 7.4 this advice may be postponed to a later moment during the propaedeutic phase. An adapted standard may be used for the student in question.
2. If the advice is postponed, the advice will be issued no later than at the end of the second year of registration in the programme. The postponed advice will be positive if the (adapted) BSA standard is met. The student will receive a negative advice if he/she has not achieved the agreed standard.
3. At the student's request, the Faculty Board will take personal circumstances into account when deciding to issue a BSA. This decision will also be based on the student's study behaviour, agreements and/or study plan made with the student adviser, the time at which the personal circumstances were reported and the study results achieved at the end of the first year of study.

**Article 7.9 Personal Circumstances**

1. Personal circumstances which will be taken into consideration when issuing a study advice are:
  - a. illness of the student in question;
  - b. physical, perceptual or any other dysfunction of the student in question;
  - c. pregnancy of the student in question;
  - d. special family circumstances;
  - e. administrative activities as referred to in Article 2.1, paragraph 1 under e, f and g of the Act.
2. Students who, as a result of personal circumstances, can reasonably expect study delays, should notify this promptly to the academic adviser to limit study delay as a consequence of the circumstances in question, and to set up an individual study plan when needed as judged by the academic adviser. The notification is considered timely when it is reported within 4 weeks after the circumstances were revealed. If circumstances are such, that the student or the student's representative does not have the opportunity to report them within 4 weeks, the question whether or not notification was reported in time will be assessed in light of the circumstances.

**Article 7.10 Hardship Clause**

In special cases, the Faculty Board may, in favour of the student, deviate from the determined rules on the study advice, when application of the above mentioned regulations would lead to extreme iniquity.

**Section 8 Transitional and Concluding Conditions****Article 8.1 Amendments**

1. Amendments in these regulations will be determined by special decision of the Faculty Board following a recommendation of the study programme commission and after permission is obtained from or after consultation with the Faculty Council.
2. An amendment in these regulations will not apply to the academic year in which it occurs, unless the interests of the students are not adversely affected by such a change.
3. Furthermore, an amendment cannot be to the detriment of students by affecting any other decision that has been taken by the Board of Examiners on the basis of the original regulations.

**Article 8.2 Publication**

1. The Faculty Board sees to the proper publication of this regulation, of the Rules and Regulations which have been determined by the Board of Examiners, and also of any changes in these, by, for example, placing a notice on the faculty website/the student portal/AskPsy.
2. Interested persons can obtain a copy of the documents referred to in paragraph 1 from the secretariat of the Board of Examiners.

**Article 8.3 Evaluation**

The Faculty Board will ensure that the education of the programme is regularly evaluated, assessing at least – for the purpose of monitoring and if necessary adapting the student workload – the amount of time students need to complete their duties as set out therein.

**Article 8.4 Unforeseen Cases / Hardship Clause**

1. The Board of Examiners decides on behalf of the Faculty Board in cases that have not been foreseen by these regulations.
2. The Board of Examiners has the right to deviate from these regulations, with the exception of the study advice rules, in individual cases, if a strict adherence will, in their opinion, result in an unfair outcome for the individual, in view of the special circumstances.

**Article 8.5 Date of Taking Effect**

These regulations will come into force on 1 September 2018 and will be effective for the 2018-2019 academic year.

**Adopted by the faculty Board on 15 May 2018.**

## Appendices with the Education and Examination Regulations Bachelor in Psychology

### Appendix 1 Language Requirements with non-Dutch Diplomas

#### Dutch Language Track

Persons holding one of the following diplomas are exempted from the Dutch language test (NT2) referred to in article 2.3.1, paragraph 3:

- an international Baccalaureate Dutch A at “higher” and “standard level”;
- an international Baccalaureate Dutch B at “higher” level;
- an European Baccalaureate written exam taken in Dutch as first or second language;
- Belgian Secondary Education Dutch as examination course (ASO, KSO, TSO, as well as BSO);
- a French Baccalaureate Dutch as first, second or third language;
- United Kingdom GCE A-level of (I) GCSE in Dutch (written exam).

#### English Language Track

Persons holding a diploma issued in a country in which English is the official language of communication and instruction (Australia, Canada, Ireland, New Zealand, United Kingdom or United States) are exempted from the English language test referred to in article 2.3.2, paragraph 3.

### Appendix 2 Accountability for the language of instruction

The choice for the language of instruction of the Bachelor in Psychology is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) art. 7.2. Because of the specific educational nature and profile of the Bachelor in Psychology, teaching and examinations are conducted in Dutch and English. The programme offers a Dutch language and an English language track. Students have freedom of choice regarding the language track. This guarantees the quality of education, because:

- **The programme prepares students for a (inter)national master’s programme and for the (inter)national labour market. Therefore, the content of the programme has a national as well as an international orientation and focus.**  
Labour markets within the region of Maastricht University (positioned within the Euregion) go beyond borders, and many large companies in this region are international. The bachelor’s programme fulfils the (inter)national and domain-specific requirements specified for a bachelor’s programme in psychology, and offers students up-to-date knowledge, methods and skills that will allow them to continue studying in a master’s programme. Moreover, with the use of the

English language, also in the Dutch language track, the programme prepares the students for a national and international master’s programme and labour market. Furthermore, the bachelor’s programme is research-oriented within the field of psychology. Psychology is an international discipline, implying that most scientific literature is in English. For students aiming to pursue a clinical master’s programme in the Netherlands, it might be essential to master specific skills in Dutch. Therefore, tutorial meetings, skills training and exams are offered in Dutch for students enrolled in the Dutch language track, and in English for students enrolled in the English language track. Joint lectures are offered in English, as are also the literature and the course manuals.

- **The academic community (including the programme’s teaching staff) is internationally oriented.**

The Faculty has naturally grown into an international and diverse community. The international community facilitates the quality of the education and research at our faculty. By offering education in English, we can recruit high quality staff on an international level, and thus be more selective regarding our quality standards for staff members.

The Faculty of Psychology and Neuroscience also fosters internationalisation and diversity within the programme. This enables the students to obtain competencies related to communicating with people from various backgrounds and learn about inclusiveness in an international classroom. Offering English education facilitates more diversity within the student population and this within the problem based tutorial groups (PBL). In order to develop the intercultural skills even further, the programme regards a period of study abroad as a valuable learning experience for the students. The Faculty of Psychology and Neuroscience has agreements with over 80 renowned foreign universities. Every year, over 200 students take electives abroad and about 70 foreign exchange students study at the Faculty of Psychology and Neuroscience.

- **The student intake and current population is internationally diverse and Dutch and English are the common language.**

The yearly intake in the bachelor’s programme represented 29 nationalities in 2018-2019.

### Appendix 3 Implementation Regulation Exchange Programme and Electives Abroad

1. Courses, obtained as part of an exchange programme as established by the Faculty Board, may be registered as part of the programme for which the student is enrolled.
2. Students, who want to do part of their study abroad, have to do this in the context of the Exchange Programme of the Faculty with one of its exchange partners.

3. Study completed in the context of the Exchange Programme is part of the study programme at the UM.
4. The selection procedure for electives at a partner university abroad is done by the International Relations Office (IRO). The selection takes place in year 2 of the Bachelor programme (fall). For participation in the selection, students need to have passed all first-year educational requirements within their first year of enrollment at the time of the registration deadline. For more information about the selection procedure and deadlines, please refer to <https://www.askpsy.nl/iro>. Students who didn't fulfil the requirements for participation in the regular selection procedure at the time of the registration deadline, can still apply for electives at an FPN partner university abroad as soon as all first-year educational requirements are fulfilled. Allocation is done at a first-come, first served-basis, based on availability.
5. The bachelor diploma cannot be issued before module PSY3378 (Intercultural Awareness) is completed and the credits obtained abroad have been processed, based on an official grade transcript from the host university.
6. Students are selected on a provisional basis. To get approval from the Board of Examiners to take electives abroad, apart from year 1, also all education requirements of period 1, 2 and 3 of year 2 and the research participation need to be completed at the latest 6 weeks before the start of the exchange programme. For more information about the requirements for electives abroad, please refer to the Elective Guide on <http://www.askpsy.nl/electives-bachelor>.
7. In relation to the requirements regarding level and content applicable to the examination of the programme in question certain conditions apply. The decision to whether or not a course will be considered as part of the programme will be effected by the Board of Examiners and will only be possible with the approval of the Board of Examiners. The following conditions apply:
  - a. the course has to be taught at an academic level and at least at a second year level;
  - b. there is little or no overlap between the course and other parts of the bachelor's programme while the content has to relate to the purpose of the bachelor's programme (Article 3.1 of the education and examination regulations);
  - c. the course has been passed in the context of the exchange programme;
  - d. students have to ask approval in advance and in writing. In principle, students need to submit an application with supplements to the Educational Office, which will forward the application to the Board of Examiners,
  - e. when requested by the Board of Examiners, students will have to submit additional information to the Board of Examiners.
  - f. if electives abroad are offered and taken in a language other than the native language or English, a maximum of 6 credits can be awarded for a language course in the language in question, provided that the course was taken at an academic level and that a minimum of 12 credits have been obtained for electives in that language.

8. Regarding the processing of results obtained abroad by the Board of Examiners the following rules apply:
  - a. results obtained abroad will only be registered if the Portfolio Elective has been passed;
  - b. results must be submitted to the Board of Examiners in clear, original, written transcripts from the university in question; these transcripts must contain the following information -aside from personal information about the student and the university-: code and name of the course, course level, study load, exam date and exam result; c. registration is only possible in case of a sufficient result; course results stating that the course was taken or attended or similar assessments are not sufficient. A result that is (in)sufficient at the university in question will also be considered (in)sufficient at FPN; d. the study load awarded by the foreign university is adopted here without changes; if for example 6 credits have been awarded by a particular university, the course will also be valued at 6 credits by the faculty, regardless of the degree of difficulty that has been experienced;
  - e. when the study load abroad is not expressed in ECTS credits but in other units, the Board of Examiners will convert these into ECTS. The conversion is based on the study load of a complete study year or a complete programme in relation to the study load of 60 ECTS for a year in Maastricht or 180 ECTS
9. The Board of Examiners will decide on matters regarding registration of courses followed elsewhere, as far as they have not been addressed in the Education and Examination regulations and in this article.

#### Appendix 4 Composition of the Honours Programme

The honours programme consists of the following parts and corresponding study load:

• Behavioural Economics	2 ECTS
• Computational Models	2 ECTS
• Genetics	2 ECTS
• Historical Book Review	2 ECTS
• Honours+	5 ECTS
• Introduction	1 ECTS
• Philosophy & Psychology of Consciousness	2 ECTS
• Science in Action	2 ECTS

*Total credits honours programme* *18 credits*

## 2. Rules and Regulations Bachelor in Psychology 2018-2019

### Article 1 Scope of the rules and regulations

1. These rules and regulations apply to the education, exams and examination for the Bachelor's study programme in Psychology of the Faculty of Psychology and Neuroscience.
2. The rules and regulations apply to all students who are registered for the study programme.
3. Contrary to what is stated in 1 and 2 of this article, the regulations as mentioned in the Education and Examination Regulations that applied to a student at the start of the study programme, will be applicable to that student.
4. The rules and regulations are each year adjusted and enacted by the Board of Examiners.

### Article 2 Board of Examiners

The Board of Examiners sees to the execution of the Regulation for the bachelor's examination and its parts, taking into account the Act and the education and examination regulations concerning the organisation and scope of the examinations of the psychology study programme of the Faculty of Psychology and Neuroscience. The Board of Examiners will designate examiners to conduct the interim examinations. In particular cases the Board of Examiners can annul decisions taken by the examiners, when, e.g., a student has not complied with the admission requirements for a part of the examination which he/she has taken.

### Article 3 Examiners

1. Academic staff, who are appointed coordinator of a teaching component/course/module, also have, as the responsible examiner, final responsibility for the examination of that teaching component/course/module.
2. Academic staff, who are teaching in a teaching component/course/module, are authorised to act as executive examiner/assessor, meaning that they can, under the final responsibility of the course coordinator, construct, correct and assess exam questions, correct and assess papers and assignments, and assess presentations.
3. The Board of Examiners can appoint other members of the academic staff and experts from outside the programme as executive or responsible examiner.
4. Experts from outside the Faculty cannot act as (executive) assessor unless the Board of Examiners has approved a reasoned request by the relevant director of studies.
5. The Board of Examiners can revoke the appointment as examiner if the examiner does not act in accordance with the law and regulations or guidelines of the Board of Examiners, or if the examiner has repeatedly shown a lack of competence in the area of examining (constructing, administering, assessing).

### Article 4 Proof of Having Passed a Course/Module

A student can have a course/module registered as passed if the following requirements have been met:

- a. having met the attendance requirements for the tutorial meetings as stated in article 5, paragraph 1 in the rules and regulations;
  - A student who arrives more than 10 minutes after the official starting time of the meeting or leaves more than 10 minutes before the ending time of the meeting shall be considered not to have attended.
  - For admission to the course exam, a student must have met the attendance requirements as stated in article 5, paragraph 1 in the rules and regulations.
  - If a student has not complied with the attendance obligation he/she will be inadmissible to the course exam.
- b. if applicable, a satisfactory assessment and 100% attendance for the practical training. A student who arrives more than 10 minutes after the official starting time of the practical training shall be considered not to have attended;
- c. at least a sufficient assessment for the final course exam. A course exam is passed when a grade of 6.0 or higher has been obtained;
- d. contrary to paragraph c, a student can compensate once. A grade of 5.0 may be compensated with a grade of 8.0 or higher. In the bachelor's programme, only one insufficient grade of 5.0 can be compensated. A grade of 4.5 or lower cannot be compensated. Insufficient grades for statistics parts (M&T, Statistics I, Statistics II and Statistics III), Skills training, Research Practical, electives (see article 3.7 of the education and examination regulations) and the bachelor's thesis cannot be compensated or be used as compensation. Psychodiagnostics cannot be compensated, but it can be used as compensation. A course with an insufficient grade can only be compensated when the following requirements are met: a) the attendance requirement has been fulfilled, b) all practical parts have been passed if applicable, and c) both courses have at least the same number of credits (courses of 5 or 6 ECTS are considered equal with regard to compensation). Requirements a and b apply to the compensated course, as well as to the course used to compensate with. A course of 3 ECTS can be compensated by a course of 6 ECTS (but not the other way around). Once a request for compensation has been submitted and granted, it cannot be reversed.

### Article 5 Attendance Obligation

1. There is an attendance obligation of 100% with respect to the tutorial group meetings. However, students can miss a certain number of meetings if they report their absence personally to the tutor at the latest on the day of the tutorial meetings:
  - For courses/modules of 7 or more tutorial meetings, two meetings can be missed;
  - For courses/modules of 5 to 6 tutorial meetings, one meeting can be missed;
  - For courses/modules of 4 or less tutorial meetings, all meetings need to be attended.

2. Practical trainings have an attendance obligation of 100% and all training sessions need to be attended.
3. For each course/module, attendance in the tutorial group meetings and the practical training sessions will be registered on a form.
4. When a student has not complied with the attendance obligation, the relevant part will not be registered as having been passed.
5. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year.

#### **Article 6 Cum Laude / Summa Cum Laude Pass**

1. The pass 'cum laude' is attached to the bachelor's examination if each of the following requirements have been met:
  - a. a weighted grade point average (GPA) of at least 8.00 for all parts of the examination which are graded on a ten-point rating scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the first attempt and not been compensated;
  - b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the education and examination regulations);
  - c. Bachelor's thesis: a grade of at least 8.0.

Cum laude will not be awarded if more than 20 credits are exempted. When the bachelor's thesis is exempted, the 'cum laude' pass will not be awarded, regardless of the number of credits that have been exempted.

2. The pass 'summa cum laude' is attached to the bachelor examination, if each of the following requirements have been met:
  - a. a weighted grade point average (GPA) of at least 9.00 for all parts of the examination which are graded on a ten-point rating scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the first attempt and not been compensated;
  - b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the education and examination regulations);
  - c. Bachelor thesis: a grade of at least 9.0.

Summa cum laude will not be awarded if more than 20 credits are exempted. When the bachelor's thesis is exempted, the 'summa cum laude' pass will not be awarded, regardless of the number of credits that have been exempted.

#### **Article 7 Exemptions**

1. Request for exemption from taking an exam or undergoing another part of the examination on the strength of what has been determined by the Act will be submitted to the Board of Examiners. Written proof must be submitted to support the request.
2. The Board of Examiners makes a substantiated decision within four weeks after having received the request. The Board of Examiners is entitled to extend this

period of four weeks by an additional period of four weeks. The student will be informed of the Board of Examiners' decision in writing.

3. A request for exemption will only be considered if it has been submitted by a student who is enrolled at FPN and who has fulfilled his/ her financial requirements.

#### **Article 8 Reassessments/ Re-sits**

The following reassessment/resit arrangements apply to students who in the first instance have not passed a part of the bachelor's examination. The relevant reassessments/resits are available only to students who have complied with the attendance requirement.

##### **1.Exams**

The student who failed a course assessment will get one opportunity to resit that exam per academic year. If a student passes the initial assessment he/she cannot resit the examination. In the case of a reassessment the highest grade counts.

##### **2. Practical and Skills Training**

A student who has missed a practical or skills meeting or obtained an unsatisfactory assessment for a practical/skill assignment is offered one resit per academic year. If not more than one practical or skills meeting has been missed, it will be possible to make up for the missed meeting. For some practical or skills training an extra meeting will be scheduled, for others a catch-up assignment needs to be done. A student will only qualify for a resit when the practical coordinator was notified on time. A student who has been assigned to a practical or skills meeting or who has registered for such a meeting but could not participate has to notify the practical coordinator within one week after the missed meeting. A student who did not register or who failed to notify the practical coordinator in time does not qualify for a resit of the practical or skills training.

An exception is made for the SPSS practical that is part of the Statistics courses.

For those the same procedure will be applied as for courses/modules (see article 4, paragraphs a and b in the rules and regulations).

When a practical or skills training has to be concluded with a report, this has to be turned in before the deadline. There will be one chance to redo the report per academic year. This will consist of rewriting the relevant report. A report can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed (see article 8, paragraph 3 in the Rules and Regulations).

##### **3. Papers**

There will be one chance to redo papers (including the bachelor's thesis) per academic year. This will consist of rewriting the relevant paper. A paper can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed.

**Article 9 Extra exam or other form of exam**

1. In special cases the Board of Examiners may decide to grant a student a different test form of exam and/or an extra exam opportunity in addition to the regular exam and resit. This decision will only be taken if it is based on exceptional demonstrable personal circumstances of a student, which would cause disproportionate study delay. Special personal circumstances that can be considered are:
  - a. illness of the student in question; physical, perceptual or any other dysfunction
  - b. physical, perceptual or any other dysfunction of the student in question;
  - c. pregnancy of the student in question;
  - d. special family circumstances;
  - e. administrative activities as referred to in Art. 2.1 paragraph 1 under e, f and g of the Act
2. Students whose bachelor's graduation would be delayed more than 6 months because of failing one module/course, may be granted the opportunity to take an extra exam at the end of period 1 or period 5 in addition to the regular exam and resit. The criteria for obtaining an extra exam are:
  - a. participation in all exams (regular and resit) of this course is required;
  - b. at least a grade of 4.5 was obtained for one of the previous exams of this course;
  - c. it should be a compulsory course (electives are excluded);
  - d. an extra exam is only offered once.

For more detailed information see the Procedure Extra Exam at AskPsy.nl

**Article 10 Fraud including plagiarism and fabricating and/or falsifying survey or interview answers or research data**

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student, in any exam or exam component:
  - a. has had any unauthorised aids/devices at his or her disposal, or has used unauthorised aids and/or (communication) devices as mentioned in the Rules of Procedures for Exams;
  - b. has communicated or tried to communicate with another student, either verbally or through gesture, without permission from an invigilator, examiner, or Board of Examiners member;
  - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
  - d. has posed as someone else or let someone else pose as him/her;
  - e. has deliberately misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
  - a. using or copying his/her personal or other people's texts, data, ideas or thoughts without adequate reference to the source;

- b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
  - c. not clearly indicating in the text, for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
  - d. paraphrasing the content of his/her own or other people's texts without adequate reference to the source;
  - e. copying video, audio or test material, software and program codes from others without adequate reference to the source and thus passing them off as his/her own;
  - f. copying work from other students and thus passing it off as his/her own;
  - g. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has fabricated and/or falsified survey or interview answers or research data.
  4. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
  5. In case of fraud / plagiarism in group assignments, all students in the group are in principle responsible for fraud / plagiarism unless it is clear that only one student has committed fraud. In that case only the student in question will be penalized.
  6. If the Board of Examiners establishes that a student has committed fraud in any way in any exam or exam component, it can impose a measure set down in paragraph 7.
  7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures:
    - a reprimand
    - exclusion from participation or further participation in one or more exams in the programme for a period of at most one year.
  8. In serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
  9. Before the Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
  10. If fraud is established, this is included in the student's dossier.
  11. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.

12. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.

**Article 11 Implementation and Date of Taking Effect**

1. The Board of Examiners will decide in all cases that have not been foreseen by the Rules and Regulations.
2. These Rules and Regulations take effect in the academic year 2018-2019.

**Thus enacted by the Psychology Board of Examiners at its meeting of 27 April 2018.**

**Appendix with the Rules and Regulations Bachelor in Psychology**

**Appendix 1 Regulations Bachelor's Thesis**

1. The bachelor's thesis is an individually and independently written report.
2. Guidelines for the format and length of the bachelor's thesis can be found in the Handbook Writing Skills, that can be found on the student portal/AskPsy.nl.
3. Changing the subject and supervisor is not permitted anymore after the supervision has taken effect and / or the student has received feedback.
4. The bachelor's thesis is written in two steps. For the first deadline, the complete first version has to be turned in. The supervisor provides feedback on this version. This version will not be graded. The feedback needs to be addressed in the last and final version, which has to be turned in before the second deadline. The final version will be graded by two staff examiners (the supervisor and a second assessor).
5. The student needs to send the final version of the bachelor's thesis before the deadline to an e-mail address that is published on the student portal/AskPsy. Assessment forms have to be filled in and signed by the supervisor and second assessor, and have to be sent back by them to the education office within 20 working days after they have received the final version of the bachelor's thesis from the education office.
6. The bachelor's thesis is assessed on the criteria that are described in the Handbook Writing Skills. Only one of the aspects may be assessed insufficient. The quality of the first version will be reflected in the final grade given by the supervisor.
7. The bachelor's thesis is graded by averaging the grades given by the supervisor and the second assessor. Both grades, based on all aspects, must be at least 6.0 and the difference between the grades of the supervisor and the second assessor may not be more than 2.0 points.
8. If the final grade of the bachelor's thesis, either given by the supervisor or the second assessor, is awarded insufficient grades, the regulation for reassessments.