

EDUCATION AND EXAMINATION
REGULATIONS
MASTER IN PSYCHOLOGY
2013-2014

Faculty of Psychology and Neuroscience
Maastricht University

1. EDUCATION AND EXAMINATION REGULATIONS – MASTER IN PSYCHOLOGY 2013-2014.....	4
Section 1 General Conditions	4
Article 1.1 Scope of the Regulations	4
Article 1.2 Definitions	4
Article 1.3 Purpose of the Study Programme	4
Article 1.4 Organisation of the Study Programme	5
Article 1.5 Communication and Announcement of Decisions	5
Section 2 Study Programme	5
Article 2.1 Study Load	5
Article 2.2 Master’s Specialisations and Tracks	5
Article 2.3 Composition of the Curriculum	5
Article 2.4 The Master’s Examination.....	7
Article 2.5 Language of Instruction.....	7
Article 2.6 Course registration.....	7
Section 3 Tests and Examination.....	7
Article 3.1 Compulsory Sequencing of Parts	7
Article 3.2 Periods and Frequency of Tests.....	7
Article 3.3 Test Registration and Deregistration	7
Article 3.4 Testing.....	8
Article 3.5 Proof of Having Passed Courses	8
Article 3.6 Period of Validity.....	9
Article 3.7 Right of Inspection	9
Article 3.8 Exemptions.....	9
Article 3.8a Retention Period of Tests.....	9
Article 3.9 Grade Point Average (GPA)	9
Article 3.10 Determining and Publishing Results	9
Article 3.11 Fraud	9
Article 3.12 Unsuitability (Judicium Abeundi).....	10
Article 3.13 Examination	10
Article 3.14 Degree and Diploma	10
Article 3.15 Right of appeal	10
Section 4 Admission.....	11
A. Admission Requirements for a Subsequent Master’s Study Programme (Art. 7.30a)	11
B. Admission Requirements for Master’s Study Programmes (for students other than those of the Faculty of Psychology and Neuroscience, UM) (Art. 7.30b).....	11
Article 4.1 Admissibility.....	11
Article 4.2 Certificate of Admission	11
Article 4.3 Capacity Limitations	11
Article 4.4 Board of Admissions	11
Article 4.5 Times of Review for Admission	11
Section 5 Study Advice and Guidance	12
Article 5.1 Study Progress Monitoring	12
Article 5.2 Study Advice and Guidance	12
Section 6 Transitional and Concluding Conditions	12
Article 6.1 Amendments	12
Article 6.2 Publication	12
Article 6.3 Unforeseen Cases/Hardship Clause	12
Article 6.4 Date of coming into effect	12
2. RULES AND REGULATIONS FOR THE EXAMINATION OF THE STUDY PROGRAMME OF THE MASTER IN PSYCHOLOGY	13
Article 1 Board of Examiners	13
Article 2 Requirements for the Master’s Psychology Examination	13
Article 3 Result of the Master’s Examination	13
Article 4 Examiners	13
Article 5 Proof of Having Passed a Part	13
Article 6 Attendance Obligation.....	14
Article 7 Cum Laude and Summa Cum Laude Pass	14
Article 8 Exemptions.....	14
Article 9 Reassessments/Resits	14

Article 10	Fraud, including Plagiarism	15
Article 11	Implementation and Date of Coming into Effect	15
APPENDICES: RULES AND REGULATIONS FOR THE MASTER'S EXAMINATION.....		16
APPENDIX 1	Regulations for the Research Proposal	16
APPENDIX 2	Regulations for the Research Internship.....	16
APPENDIX 3	Regulations for the Master's Thesis	16
APPENDIX 4	Regulations for the Clinical Internship	17
APPENDIX 5	Regulations for the Clinical Activities Report	17

1. EDUCATION AND EXAMINATION REGULATIONS – MASTER IN PSYCHOLOGY 2013-2014

Section 1 General Conditions

Education and Examination Regulations for the 2013/14 academic year for the Master'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, tests and examination for the full-time Master's study programme in Psychology, hereinafter referred to as the study programme and to all students which are enrolled for this 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 2013 for the 2013/14 academic year.

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 tests and the examination of the study programme;
- c. Academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- d. Programme: the master's study programme as meant by article 1.1, consisting of a connected unit of programme components;
- e. Part/Module: a study unit of the study programme as meant by the Act;
- f. Tutorial Group Meeting: a practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act;
- g. Practical Training: a practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act;
- h. Test: the test as part of the examination as meant by Article 7.10 of the Act;
- i. Examination: the final examination for the master's study programme;
- j. Credit: unit expressed in ECTS credits, with one study credit equalling 28 hours of study;
- k. Board of Examiners: the board as meant by Article 7.12 of the Act;
- l. Examiner: the person appointed by the Board of Examiners, charged with administering tests and determining the results of such tests;
- m. 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;
- n. Faculty Board: the Executive Board of the Faculty of Psychology and Neuroscience of Maastricht University as meant by Article 9.12 of the Act;
- o. UM: Maastricht University.

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

Article 1.3 Purpose of the Study Programme

1. The purpose of the study programme is the following:
 - to provide academic education within the context of the Maastricht University educational concept and its distinct profile;
 - to deepen a student's specific choice for a particular field of study;
 - to provide for the acquisition of specialised knowledge, skills and insight in the field of psychology, specifically in the fields of Cognitive or Biological Psychology;
 - to help students prepare for a possible further programme of study in scientific research and, if applicable, clinical practice.

In combination with the bachelor's degree in Psychology, the study programme must see to the preparation for a career in the field of Cognitive or Biological Psychology.

2. There are sufficient elements in the study programme to enhance the further development of the academic formation of the student, in particular with regard to:
 - thinking and acting independently and scientifically;
 - communicating scientifically in English;
 - applying specialised scientific knowledge in a broader social context.

Article 1.4 Organisation of the Study Programme

The study programme is offered on a full-time basis. The programme commences once a year in September.

Article 1.5 Communication and Announcement of Decisions

1. The Faculty Board, the Board of Examiners and the examiners may use electronic communication devices like the internet, e-mail or Ask-Psychology for communications relating to the programme and tests.
2. The Faculty Board, the Board of Examiners and the examiners are allowed to use internet, e-mail or Ask-Psychology to announce decisions.

Section 2 Study Programme

Article 2.1 Study Load

The study programme has a study load of 60 ECTS credits, with one credit equalling 28 hours of study.

Article 2.2 Master's Specialisations and Tracks

Areas of Specialisation in the Master's Study Programme

- a. Applied Cognitive Psychology
- b. Biological Psychology

Tracks in Applied Cognitive Psychology

- Health and Social Psychology
- Psychology and Law
- Work & Organisational Psychology

Tracks in Biological Psychology

- Developmental Psychology
- Neuropsychology
- Cognitive Neuroscience

Article 2.3 Composition of the Curriculum

Master's Degree Specialisation in Applied Cognitive Psychology

Health and Social Psychology

The Health and Social Psychology track consists of the following theoretical parts (including the tutorial group and practical training meetings) and the accompanying credits:

- The course Self-control 5 credits
- The course Manipulation 5 credits
- The course Bad Habits 5 credits
- The course Planning Behaviour Change Programs 5 credits

In addition, the track includes a compulsory research apprenticeship consisting of:

- The approved Research Proposal 5 credits
- The Research Internship 25 credits
- The Master's Thesis 10 credits

Psychology and Law

The Psychology and Law track consists of the following theoretical parts (including the tutorial group and practical training meetings) and the accompanying credits:

- The course Forensic Psychology 4 credits
- The course Eyewitnesses and Victims 4 credits
- The course Perpetrators and Defendants 4 credits
- The course Experts and their Decisions 4 credits
- The practical Psychology and Law in Action 4 credits

In addition, the track includes a compulsory research apprenticeship consisting of:

- The approved Research Proposal 5 credits
- The Research Internship 25 credits

- The Master's Thesis 10 credits

Work & Organisational Psychology

The Work and Organisational Psychology track consists of the following theoretical parts (including the tutorial group and practical training meetings) and the accompanying credits:

- The course Work Psychology 5 credits
- The course Human Resources 5 credits
- The course Organisation and Cognition 5 credits
- The course Human Performance 5 credits

In addition, the track includes a professional skills training consisting of:

- Professional Skills 8 credits
- The Activity Report 2 credits

In addition, the track includes a compulsory research apprenticeship consisting of:

- The approved Research Proposal 5 credits
- The Research Internship 17 credits
- The Master's Thesis 8 credits

Master's Degree Specialisation in Biological Psychology

Developmental Psychology

The Developmental Psychology track consists of the following theoretical parts (including the tutorial group and practical training meetings) and the accompanying credits:

- The course Infancy 4 credits
- The course Perception, Attention and Motor Development 4 credits
- The course Development of Cognition and Language 4 credits
- The course Social Emotional Development 4 credits
- Practical Period 1 2 credits
- Practical Period 2 2 credits

In addition, the track includes a compulsory research apprenticeship consisting of:

- The approved Research Proposal 5 credits
- The Research Internship 25 credits
- The Master's Thesis 10 credits

Cognitive Neuroscience

The Cognitive Neuroscience track consists of the following theoretical parts (including the tutorial group and practical training meetings) and the accompanying credits:

- The course Auditory and Higher Order Language Processing 4 credits
- The course Perception and Attention 4 credits
- The course Neuroimaging: Functional MRI 4 credits
- The course Cognitive Neuroscience of Sensory and Motor Systems 4 credits
- Practical Period 1 2 credits
- Practical Period 2 2 credits

In addition, the track includes a compulsory research apprenticeship consisting of:

- The approved Research Proposal 5 credits
- The Research Internship 25 credits
- The Master's Thesis 10 credits

Neuropsychology

The Neuropsychology track consists of the following theoretical parts (including the tutorial group and practical training meetings) and the accompanying credits:

- The course Brain Damage 4 credits
- The course Behavioral Disorders 4 credits
- The course Arousal and Attention 4 credits
- The course Aging 4 credits
- Practical Period 1 2 credits
- Practical Period 2a 2 credits
- Practical Period 2b (only for option 2, see below) 2 credits

In addition, the track includes two options of compulsory apprenticeships. The student has to choose one of following 2 options:

1) Research option:

- The approved Research Proposal 5 credits
- The Research Internship 25 credits
- The Master's Thesis 10 credits

2) Clinical-research option:

- The approved Research Proposal 2 credits
- The Research Internship 12 credits
- The Master's Thesis 7 credits
- The Clinical Internship 14 credits
- The Clinical Activities Report 3 credits

Article 2.4 The Master's Examination

The master's examination consists of the following parts:

1. The courses pertaining to the selected master's track;
2. The practical training with the accompanying tasks, whether or not pertaining to the courses as meant under 1;
3. The tutorial group meetings pertaining to the courses and practical training as meant under 1 and 2;
4. The research proposal;
5. The research internship;
6. The master's thesis;
7. When applicable: the clinical internship and the clinical activities report.

Article 2.5 Language of Instruction

The education and testing in the master's study programme are conducted in English.

Article 2.6 Course registration

In principle the student may participate in the course after he/she has registered for it in a timely manner through SAP/SLM (MyUM). Information regarding the time period with respect to course registration can be found on EleUM. If a student registers after the deadline, participation to the course cannot be guaranteed.

Section 3 Tests and Examination

Article 3.1 Compulsory Sequencing of Parts

1. The research internship can only be started when at least 2 of the 4 compulsory theoretical courses of the master's track have been completed. In addition, certain research internships in the biological specialisation may require that the practical training has been completed.
2. Regarding the start of a clinical internship, additional requirements can apply to students who did not obtain a bachelor's degree in Psychology and/or a bachelor's degree at Maastricht University.
3. If a student deviates from the sequencing as described under 1 and 2, without permission from the Board of Examiners, the result of the part in question can be declared invalid.

Article 3.2 Periods and Frequency of Tests

1. Tests can be taken twice a year, one regular test and one resit, at times determined by the Board of Examiners: i.e. once during or immediately following the period in which the relevant part was offered (regular test) and once during the academic year (resit).
2. In special cases, the Board of Examiners can decide that a test can be taken at a time different to that set in accordance with the previous point.

Article 3.3 Test Registration and Deregistration

In principle the student may take the course test or resit only when he/she has registered for it in a timely manner through SAP/SLM (My UM). If a student takes a test for which he/she has not registered, the result of the test will be declared invalid. If a student cannot or does not want to take the test, after having registered for either the course or the test, he/she will have to deregister for the test in a timely manner. If a student fails to deregister for a test, this will be listed as an attempt. Information about the time period with respect to the registration and

deregistration of tests and resits can be found on EleUM. If a student registers after the deadline, participation to the test or resit cannot be guaranteed.

Article 3.4 Testing

1. Tests

- a. As a rule, tests are in written form. This includes tests done on a computer. A written test can consist of open questions, an individual paper, an essay or a report. Part of a test can also consist of a presentation. The Board of Examiners can in special circumstances allow another form of testing or weighing. In exceptional circumstances the Board of Examiners has the authority to permit an oral test. In that case, a written request has to be submitted to the Board of Examiners. If the request is granted the following conditions will apply:
 - Oral tests are not given to more than one person at a time, unless the Board of Examiners has decided otherwise;
 - An oral test is administered by two examiners, unless the Board of Examiners has decided otherwise;
 - Administering an oral test is done publicly, unless the Board of Examiners has decided otherwise in a special case, or if the student has objected to this.
- b. A requirement for taking tests is compliance with the minimum requirements for participation in the group meetings as laid down in Article 6 of the Rules and Regulations.
- c. For written tests, students will not be admitted to a test after the test has started. One needs to be on time. During the last 30 minutes of a test, students cannot leave the test location until the test time is officially finished.
- d. During tests it is not allowed to keep cellular telephones or electronic devices within reach, even if they are switched off. If the student does not conform to the above, the fraud regulation, as described in the Rules and Regulations, will be applied and the test will be declared invalid.
- e. The Board of Examiners has the authority to permit a different form of testing in special cases. The Board of Examiners shall notify the students about the different form of testing at least four weeks before the date on which the testing will take place.
- f. Students with a functional disability may request permission from the Board of Examiners to take the tests in a manner which is, as far as possible, adapted to their individual disability. The Board of Examiners can ask for expert advice before arriving at a decision.

2. Written Papers

The Board of Examiners can draw up guidelines for papers or other forms of assessment. These guidelines will be included in the prospectus or in the manual pertaining to the relevant part.

3. Research Internship

- a. The Board of Examiners determines the requirements regarding the nature and content of a research internship in the internship regulations.
- b. The research internship regulations are set out in Appendix 1-3.
- c. In order to ensure that the research internship proceeds smoothly, further guidelines have been drawn up, which can be found in the Manual on Internships. The manual can be downloaded from EleUM.
- d. A student can do a research internship only once during his/her programme of study. During the research internship the student will be supervised by the Faculty.

4. Where applicable, Clinical Internship

- a. The Board of Examiners determines the criteria regarding the nature and content of the clinical internship in the internship regulations.
- b. The clinical internship regulations are set out in Appendix 4-5.
- c. In order to ensure that the internship proceeds smoothly, further guidelines have been drawn up, which can be found in the Manual on Clinical Internships. The manual can be downloaded from EleUM.
- d. A student can follow a clinical internship only once during his/her programme of study. During the internship the student will be supervised by the Faculty.

5. Attendance in Tutorial Group Meetings

- a. The Examination Board lays down the percentage for compulsory attendance in the tutorial group meetings in the Rules and Regulations, articles 5 and 6, and determines how the actual attendance of each student is registered.
- b. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the test is not passed in that year.

Article 3.5 Proof of Having Passed Courses

Once a student has taken part in a sufficient number of tutorial group meetings and has successfully completed the test and any associated practical training of the part, this will count as proof of having passed the relevant course. 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.

Article 3.6 Period of Validity

As a rule, the period of validity of tests is unlimited. However, by way of exception, the Board of Examiners may impose an additional or substitute test for a part that was passed more than six years ago.

Article 3.7 Right of Inspection

1. Within 10 working days of the date on which the provisional result of a written test, including a computer-based test, is announced, students may inspect their test.
2. Within the period referred to in paragraph 1, interested students are allowed to inspect their own test results and may, upon request, inspect the questions and assignments for a written test and, if possible, the standards based on which the test was assessed.
3. When the provisional result of a written test is announced, the manner in which the test result may be inspected is indicated as well.

Article 3.8 Exemptions

The Board of Examiners can, at the request of a student, grant exemption from taking a test or other assessment, if the student provides satisfactory written proof that he/she:

1. has already successfully completed a similar part at a university, which is equivalent in content and level;
2. possesses sufficient knowledge and skill in relation to the relevant test by way of work, or professional experience.

Restrictions:

1. In the Master's program, a maximum of 10 credits may be exempted. No exemption will be granted for the Master's thesis.
2. 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 3.8a Retention Period of Tests

1. Assignments, results and assessments of written tests will be saved two years after the test results have been determined.
2. Theses and the assessment of theses will be saved seven years after the thesis has been assessed.

Article 3.9 Grade Point Average (GPA)

1. A weighted average score (GPA) is calculated for all parts of the exam which are assessed on a ten-point scale, with the exception of the internship. Scores will be weighted according to the number of course credits (see also Article 2.1).
2. On a provisional transcript, the GPA can also include an insufficient grade.
3. On a provisional transcript, a test 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.

Article 3.10 Determining and Publishing Results

1. The Board of Examiners determines the norms for the test of each part of the examination.
2. The examiner determines the provisional 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. After students have had the opportunity to inspect their corrected works, the definitive results will be determined and published to the student within 5 working days.
4. With respect to a test 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 3.11 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 a test or test 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 3.12 Unsuitability (Judicium Abeundi)

1. In exceptional circumstances and after carefully weighing the interests at stake, the Board of Examiners may, stating reasons, ask the Dean to request that the Executive Board terminates or denies 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.
2. If the Dean of the faculty is asked by the Executive Board for a recommendation on a proposed termination or denial of registration based on the reasons stated in paragraph 1, the Dean will in turn ask for a recommendation from the Board of Examiners. The recommendation to the Dean will be supported by reasons.

Article 3.13 Examination

1. The Board of Examiners determines the result of the exam and grants the diploma as meant in art. 3.14 as soon as the student has fulfilled all the requirements of the exam programme.
2. Before determining the result of the exam, 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 test give reason for this.

Article 3.14 Degree and Diploma

1. He/she who has passed the examination successfully will be awarded the degree of "Master of Science" and will receive the diploma belonging to the master's examination as proof of this.
2. 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. One diploma will be issued for the Master's programme, even though a student will complete additional master track(s).
3. 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.
4. Students who are entitled to a diploma may, stating reasons, ask the Board of examiners not to issue this yet.
5. The diploma will be signed by the Chair of the Board of Examiners and the Dean of the Faculty.
6. The diploma is awarded in public, unless the Board of Examiners decides otherwise, in special cases.
7. A separate list of marks will be issued with the diploma.
8. 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.
9. 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 Master's Examination.

Article 3.15 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 4 Admission

A. Admission Requirements for a Subsequent Master's Study Programme (Art. 7.30a)

The following persons are eligible for admission to the study programme: those who have obtained the Bachelor of Science in Psychology of Maastricht University (= the preceding Bachelor Degree).

B. Admission Requirements for Master's Study Programmes (for students other than those of the Faculty of Psychology and Neuroscience, UM) (Art. 7.30b)

Article 4.1 Admissibility

He/she who complies with the requirements as meant in Article 4.2 sub a. and to whom a certificate of admission has been issued can be admitted.

Article 4.2 Certificate of Admission

The certificate of admission as meant in Article 4.1 will be issued, if

- a. the person concerned complies with the following requirements:
 - (1) has been awarded at least a bachelor's or equivalent degree in an academic field;
 - (2) if applicable, has passed an entrance exam in Methods and Statistics;
 - (3) Non-native English speakers who have not studied at a Dutch university must provide evidence of satisfactory English test results:
 - IELTS: minimum score 6.5.
 - TOEFL: minimum score 575 paper-based, 233 computer-based, or 90 internet-based.
 - Other recognised proof of English proficiency approved by the Board of Admissions.
- b. (if applicable) the maximum number of persons that can be enrolled for the study programme has not been exceeded.

Article 4.3 Capacity Limitations

1. The Dean submits a proposal to the Executive Board at least two months prior to the closing date mentioned in Article 4.5 regarding the maximum number of students to be admitted to the study programme.
2. The Board of Admissions ranks the requests submitted by the candidates eligible for admission as meant in Article 4.1. The Board of Admissions grants the requests for admission in accordance with this established ranking.

Article 4.4 Board of Admissions

1. Judgement about admissibility and the issuing of the certificate of admission for the study programme is assigned to the Board of Admissions of the study programme. This board consists of:
 - A chair, appointed from among the academic personnel;
 - One or two members appointed from among the academic personnel who are in charge of the education in the study programme.
2. One of the members of the Board of Admissions will also be a member of the Board of Examiners.
3. The appointment is made by the Dean after consulting with the Study Programme Committee.

Article 4.5 Times of Review for Admission

1. The review for admission takes place once a year.
2. A request for admission to a study programme must be submitted to the Board of Admissions before 15 April of the academic year preceding of the academic year of admission.
3. The Board of Admissions can in special cases deal with a request for admission even if it has been submitted after the closing date mentioned in point 2.
4. The Board of Admissions decides on the request before 1 June of the academic year preceding of the academic year of admission.
5. Admission will be granted on condition that the candidate complies with the requirements regarding knowledge, understanding and skills, as stipulated in Article B 4.2, and as evidenced by the certificates of the study programme(s) the student has followed, at the latest by the starting date of the relevant study programme.

Section 5 Study Advice and Guidance

Article 5.1 Study Progress Monitoring

1. The Faculty registers the individual study results of the students in such a way that they can be consulted by the students via SAP/SLM (My UM).
2. The Faculty provides each student at least once a year (preferably halfway through the second semester) with an overview of the study results obtained by him/her.

Article 5.2 Study Advice and Guidance

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

Section 6 Transitional and Concluding Conditions

Article 6.1 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 does not apply to the current academic year, unless the interests of the students are not adversely affected by it.
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 6.2 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/ElleUM.
2. Interested persons can obtain a copy of the documents referred to in point 1 from the Education Office.

Article 6.3 Unforeseen Cases/Hardship Clause

1. The Board of Examiners decides in cases which 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 its opinion, result in an unfair outcome for the individual, in view of the special circumstances.

Article 6.4 Date of coming into effect

These regulations will come into force on 1 September 2013 and will be effective for the 2013/14 academic year.

2. RULES AND REGULATIONS FOR THE EXAMINATION OF THE STUDY PROGRAMME OF THE MASTER IN PSYCHOLOGY

Article 1 Board of Examiners

The Board of Examiners sees to the execution of the Regulation for the Master'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 2 Requirements for the Master's Psychology Examination

The awarding of the master's degree and the issuing of the relevant diploma will take place when proof of having passed all parts of the examination has been obtained:

1. At least sufficient marks for each of the tests/assessments;
2. Proof of satisfactory performance for all practical training sessions which are part of the education;
3. When applicable, compliance with the attendance requirements;
4. Proof of satisfactory completion of the research proposal, the research internship and the master's thesis;
5. When applicable: proof of satisfactory completion of the clinical internship and the clinical activities report.

Article 3 Result of the Master's Examination

Students graduate on the last day of the month, in which they have handed in their last assignment or have taken their last test, given that these are assessed sufficiently. Students who are about to graduate will receive a first Notification from the Board of Examiners. In response to this notice, students can request the Board of Examiners to postpone their graduation. This request must be presented one month before the last assignment will be handed in or the last test will be taken.

Article 4 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 test 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 programmes 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 testing (constructing, administering, assessing).
6. At least one of the two examiners of a research internship and master's thesis must have a PhD degree and be a member of the Faculty's academic staff. The thesis coordinator is the person responsible for ensuring these requirements are met.

Article 5 Proof of Having Passed a Part

1. Courses

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

- a. A minimum of 70% attendance at the tutorial group meetings. A student who arrives more than 10 minutes after the official starting time of the meeting shall be considered not to have attended. As regards the admissibility to the course examination, a student must have attended a minimum of 70% of the tutorial group meetings in order to be allowed to sit for the course examination.
- b. A satisfactory assessment and attendance for those practical training sessions which are part of the course;
- c. At least sufficient grades for the final course test. Grades for course tests will be rounded off to the nearest whole or half number. Decimals .1, .2, .8 and .9 will be rounded off to the nearest whole number; decimals .3, 4, 6 and .7 will be rounded off to the nearest half number. A course test is passed when a grade of rounded off 6.0 or higher is obtained.

2. Practical training

A student can have practical training registered as having been passed if the following requirements have been met:

- a. Attendance of 100% of the practical sessions. A student who arrives more than 10 minutes after the official starting time of the meeting shall be considered not to have attended. If a student has not complied with the

attendance obligation but has not missed more than one meeting, he/she will be able to apply for a compensatory assignment;

- b. Timely and satisfactory completion of the required assignments. This requires at least sufficient grades for the final assessment. Grades for assessments will be rounded off to the nearest whole or half number. Decimals .1, .2, .8 and .9 will be rounded off to the nearest whole number; decimals .3, .4, .6 and .7 will be rounded off to the nearest half number. A course test is passed when a rounded of grade of 6.0 or higher has been obtained.

Article 6 Attendance Obligation

1. There is a 100 % attendance obligation in the case of the practical training sessions. It may happen that for certain courses no distinction is made between tutorial group meetings and practical training sessions. In this case there will be a minimum of 9 and a maximum of 18 meetings for those courses and there will be an attendance obligation of 70%.
2. There will be an attendance obligation of at least 70% with respect to the tutorial group meetings in each course:
 - on a total of 18 meetings: at least 13 meetings;
 - on a total of 17 meetings: at least 12 meetings;
 - on a total of 16 or 15 meetings: at least 11 meetings;
 - on a total of 14 meetings: at least 10 meetings;
 - on a total of 13 meetings: at least 9 meetings;
 - on a total of 12 or 11 meetings: at least 8 meetings;
 - on a total of 9 or 10 meetings: at least 7 meetings;
 - on a total of 8 meetings: at least 6 meetings;
 - on a total of 6 or 7 meetings: at least 5 meetings;
 - on a total of 5 meetings: at least 4 meetings;
 - in the case of 4 or fewer meetings there is an attendance obligation of 100%.
3. The attendance in the tutorial group meetings and the practical training sessions will be registered on a form for each tutorial group.
4. If a student has not complied with the attendance obligation, the relevant course 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 test is not passed in that year.

Article 7 Cum Laude and Summa Cum Laude Pass

1. The pass 'Cum Laude' is attached to the master's examination if each of the following requirements has been met:
 - A weighted grade point average (GPA) of at least 8.00 for all parts of the exam, with the exception of the internship. Grades will be weighted according to the number of course credits (see also Article 2.2);
 - Furthermore, no part of the examination may have been passed in a resit;
 - Master's thesis: a grade of at least 8.0;
 - If applicable: clinical activities report of at least 8.0.Cum Laude will not be awarded if more than 5 credits are exempted.
2. The pass 'Summa Cum Laude' is attached to the master's examination, if each of the following requirements has been met:
 - A weighted grade point average (GPA) of at least 9.00 for all parts of the exam, with the exception of the internship. Grades will be weighted according to the number of course credits (see also Article 2.2);
 - Furthermore, no part of the examination may have been passed in a resit;
 - Master's thesis: a grade of at least 9.0;
 - If applicable: clinical activities report of at least 9.0.Summa Cum Laude will not be awarded if more than 5 credits are exempted.

Article 8 Exemptions

1. Request for exemption from taking a test 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 takes a motivated 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 its decision in writing.

Article 9 Reassessments/Resits

The following resit/reassessment arrangements apply to students who in the first instance have not passed a part

of the master's examination.

1. *Course Tests*

The student who fails a course test will get one chance to resit that test per academic year. If a student passes the initial test he/she cannot resit the test. In the case of a resit the highest mark counts.

2. *Practical Training*

If the assessment of a practical consists of a paper, the paper can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed.

3. *Papers*

There will be one chance per part to redo papers (including the research proposal and master'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 10 Fraud, including Plagiarism

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 4 of this article if it establishes that a student, in any test or test component:
 - a. has had any unauthorised aids, texts or notes at his or her disposal, or has used unauthorised electronic aids and/or communication devices;
 - 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 test.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 4 of this article if it establishes that a student has committed plagiarism in any test, 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. If the Board of Examiners establishes that a student has committed fraud in any way in any test or test component, it can impose a measure set down in paragraph 4.
4. In the cases referred to in paragraphs 1, 2 and 3, the Board of Examiners can declare the results of the relevant test 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 tests in the programme for a period of at most one year.
5. 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.
6. 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.
7. If fraud is established, this is included in the student's dossier.
8. 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.
9. 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 tests because fraud was committed.

Article 11 Implementation and Date of Coming into Effect

1. The Board of Examiners makes decisions in all cases which have not been foreseen by the Rules and Regulations.
2. These Rules and Regulations take effect in the academic year 2013/2014.

Thus enacted by the Psychology Board of Examiners at its meeting of 11 April 2013.

APPENDICES: RULES AND REGULATIONS FOR THE MASTER'S EXAMINATION

- Appendix 1: Regulations for the Research Proposal
- Appendix 2: Regulations for the Research Internship
- Appendix 3: Regulations for the Master's Thesis
- Appendix 4: Regulations for the Clinical Internship
- Appendix 5: Regulations for the Clinical Activities Report

APPENDIX 1 Regulations for the Research Proposal

1. A research proposal is an independently written proposal concerning research which the student intends to perform during his/her research internship.
2. The research proposal consists of the following parts:
 - a brief theoretical background of the research;
 - the question posed by the research;
 - a description of the research plan;
 - a description of the research methods which will be applied;
 - a description of the techniques which will be used for processing and analysing the data;
 - a timetable.
3. The guideline for the length of the research proposal is 1600 to 2800 words.
4. The assessment is done by two examiners. They are: a. two staff members from the Faculty if the research internship is done internally (supervisor from the Faculty and a second assessor), or b. the external supervisor and the supervisor from the Faculty in the case that the apprenticeship is done outside the Faculty.
5. If the research proposal is judged to be unsatisfactory, the regulation about resits/reassessments for papers, Article 9, paragraph 3, Rules and Regulations for the master's study programme, applies.
6. For the number of credits of an approved research proposal, see article 2.3.

APPENDIX 2 Regulations for the Research Internship

1. A student has to do a research internship at the conclusion of his/her study programme.
2. The purpose of the internship is an orientation into the research field of psychologists.
3. During the internship, the student conducts a scientific research project.
4. The student notifies the educational office about the internship at least one month before the start of the internship by means of a research internship notification form. The Board of Examiners checks whether the student has complied with the requirements in Article 3.1, paragraph 1 of the examination regulations, i.e. having successfully completed at least 2 of the 4 theoretical courses of the master's track. In addition, certain internships of the biological specialisation may require that the practical training has been successfully completed.
5. An internship agreement is drawn up for the internship in which a number of arrangements are set out between the institution where the internship takes place, the supervisor from the Faculty and the student. A copy of this agreement is sent to the educational office at least one month before the internship starts.
6. The student will be supervised during the internship by a supervisor from the Faculty and/or a supervisor from the institution where the internship takes place (internship supervisor). The task of the supervisor from the Faculty and/or the internship supervisor consists in advising the student on matters of content with respect to the internship activities and the reporting of these in a master's thesis (see Appendix 3: Regulation master's thesis). In addition the supervisor from the Faculty is the contact person with the institution where the internship takes place.
7. After the practical part of the research has been finished, an evaluative discussion will take place between the internship supervisor, the supervisor from the Faculty and the student. The internship is registered as having been completed successfully by the internship supervisor or the supervisor from the Faculty on an assessment form which is sent to the educational office.
8. The practical part of the research internship will be assessed by the supervisor from the Faculty or the supervisor from the institution where the internship takes place. The final grade for the practical part of the research internship needs to be at least 6.0. This grade will not be included in the GPA.
9. For the number of credits of a satisfactory completion of the internship see article 2.3.

APPENDIX 3 Regulations for the Master's Thesis

1. A master's thesis is an independently written report on the research which has been conducted during the internship.
2. The master's thesis is an individually written paper.
3. The master's thesis is assessed on the following four aspects: the research question, scientific content, argumentation and form. The final grade for the thesis, based on the abovementioned four aspects, needs to be at least 6.0.
4. The student must submit three paper copies of the master's thesis to the educational office and one electronic version to an e-mail address that is announced on EleUM. Two paper copies, together with the individual assessment form, are sent from the educational office on to the internship supervisor/supervisor from the

- Faculty and to the supervisor from the Faculty/second assessor. The assessment form, filled in and signed by both supervisors, is sent back to the educational office together with a motivated explanation within 20 working days. One copy of the approved master's thesis is used for filing. A copy of the electronic version is sent to the University Library unless the institution where the internship took place has objections to this.
5. If the master's thesis is awarded insufficient marks, the Regulation for Resits/Reassessments of Papers, Article 9, paragraph 3 of the Rules and Regulations for the master's study programme apply.
 6. The master's thesis is graded by averaging the scores given by the first and the second assessor. Both grades must be at least 6.0 and the difference between the grades may not be more than 2 grades.
 7. For the number of credits of a satisfactory assessment of the master's thesis see article 2.3.

APPENDIX 4 Regulations for the Clinical Internship

1. A complete clinical internship consists of 13 weeks or the equivalent of 520 hours (consisting of minimally 200 hours diagnostics as part of the partial fulfilment for the Psychodiagnostics registration) of clinical work.
2. The purpose of the clinical internship is an orientation in the clinical field of neuropsychology.
3. During the internship the student conducts clinical psychological tasks.
4. The student notifies the educational office about the internship at least one month before the start of the internship by means of a clinical internship notification form. The Board of Examiners checks whether the student has complied with the requirements in Article 3.1, paragraph 1 of the examination regulations, i.e. having successfully completed at least 2 of the 4 theoretical courses of the master's track. In addition, the practical training has been successfully completed.
5. An internship agreement is drawn up for the internship in which a number of arrangements are set out between the institution where the internship takes place, the clinical internship coordinator from the Faculty and the student. A copy of this agreement is sent to the educational office at least one month before the internship starts.
4. The student will be supervised during the internship by a supervisor from the Faculty and a supervisor from the institution where the internship takes place (internship supervisor). The task of the internship supervisor from the institution is to guide and monitor the student's clinical activities.
5. After the practical part of the clinical internship has been completed, an evaluative discussion takes place between the institutional internship supervisor, the clinical internship coordinator from the Faculty and the student. The internship is registered as having been completed successfully when the clinical internship coordinator has approved the student's clinical activities report (including the 3 case reports), has received a satisfactory assessment of the internship performance from the supervisor at the institution where the internship took place, and has sent the relevant assessment form to the educational office.
6. For the number of credits of a satisfactory completion of the internship see article 2.3.

APPENDIX 5 Regulations for the Clinical Activities Report

1. A clinical activities report is an independently written report on the clinical work which has been conducted during the internship.
2. The clinical activities report is an individually written paper.
3. The clinical activities report is assessed on the following aspects: Overview Dutch Mental Health Services (incl. internship activities), Regulations of the Dutch health care system (incl. Ethics for psychologists), SWOT analyses, and 3 Case reports. The final mark for the report, based on the abovementioned aspects, needs to be at least 6.0.
4. The student must submit two paper copies of the clinical activities report to the educational office and one electronic version to an e-mail address that is announced on EleUM. Two paper copies, together with the individual assessment form, are sent from the educational office on to the internship supervisor and to the supervisor from the Faculty/second assessor. The assessment form, filled in and signed by both supervisors, is sent back to the educational office together with a motivated explanation within 20 working days. One copy of the approved clinical activities report is used for filing.
5. The clinical activities report is graded by the faculty supervisor.
6. If the clinical activities report is awarded insufficient marks, the Regulation for Resits/Reassessments of Papers, Article 9, paragraph 3 of the Rules and Regulations for the master's study programme apply.
7. For the number of credits assigned to a satisfactory assessment of the clinical activities report, see article 2.3.