

# Education and Examination Regulations – Master in Forensic Psychology 2012-2013

- Section 1 General Conditions
  - Article 1.1 Scope of the Regulations
  - Article 1.2 Definitions
  - Article 1.3 Purpose of the Study Programme
  - Article 1.4 Organisation of the Study Programme
  - Article 1.5 Communication
  
- Section 2 Study Programme
  - Article 2.1 Study Load
  - Article 2.2 Composition of the Curriculum
  - Article 2.3 The Forensic Psychology Master's Examination
  - Article 2.4 Language of Instruction
  - Article 2.5 Course Registration
  
- Section 3 Tests and Examination
  - Article 3.1 Compulsory Sequencing of Parts
  - Article 3.2 Periods and Frequency of Tests
  - Article 3.3 Test Registration and Deregistration
  - Article 3.4 Testing
  - Article 3.5 Proof of Having Passed Courses
  - Article 3.6 Period of Validity
  - Article 3.7 Right of Inspection
  - Article 3.8 Exemptions
  - Article 3.9 Grade Point Average (GPA)
  - Article 3.10 Determining and Publishing Results
  - Article 3.11 Fraud
  - Article 3.12 Unsuitability (Iudicium Abeundi)
  - Article 3.13 Examination
  - Article 3.14 Degree and Diploma
  - Article 3.15 Right of Appeal
  
- Section 4 Admission
  - Article 4.1 Admission Requirements for the Forensic Master's Study Programmes (Art. 7.30b)
  - Article 4.2 Limitations on Enrolment
  - Article 4.3 Board of Admissions
  
- Section 5 Study Advice and Guidance
  - Article 5.1 Study Progress Monitoring
  - Article 5.2 Study Mentoring
  - Article 5.2 Study Adviser
  
- Section 6 Transitional and Concluding Conditions
  - Article 6.1 Amendments
  - Article 6.2 Publication
  - Article 6.3 Unforeseen Cases/Hardship Clause
  - Article 6.4 Date of Taking Effect

## 1.1 EDUCATION AND EXAMINATION REGULATIONS - MASTER IN FORENSIC PSYCHOLOGY

### Section 1 General Conditions

Education and Examination Regulations for the 2012/13 academic year for the Forensic Psychology Master's study programme at the Faculty of Psychology and Neuroscience, as meant in Article 7.13 of the Higher Education and Scientific Research Act (WHW).

#### Article 1.1 Scope of the Regulations

These regulations apply to the education and examination of the full-time study programme of the Master in Forensic Psychology, hereinafter referred to as the study programme. The study programme is offered by the Faculty of Psychology and Neuroscience, hereafter referred to as the Faculty. The Faculty is responsible for coordinating and administering the study programme. 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 2012 for the 2012/13 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 as of 1 September 2012, for the purpose of attending the courses and/or fulfilling the formal requirements 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. Part: a study unit of the study programme as meant by Article 7.3 paragraph 2 of the Act;
- e. Tutorial Group Meeting: a practical exercise, as meant by Article 7.13 paragraph 2, sub d of the Act;
- f. Practical Training: a practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act;
- g. Test: the test as part of the examination as meant by Article 7.10 of the Act;
- h. Examination: all of the formal requirements (a total of 120 European credits) of the study programme, including tests, papers, assignments, internships, theses, and other requirements as specified for each course or part of the education;
- i. Credit: unit expressed in ECTS credits, with one study credit equalling 28 hours of study;
- j. Board of Examiners: the board as meant by Article 7.12 of the Act;
- k. Examiner: the person, appointed by the Board of Examiners, who is responsible for assessing student performance;
- l. Course Coordinator: an examiner who is responsible for the content of a certain course, workshop, skills lab, or other part of the study programme;
- m. Faculty Board: the Executive Board of the Faculty of Psychology and Neuroscience of Maastricht University as meant by Article 9.12 of the Act.
- n. 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 an academic education within the context of the specific educational concept and profile of Maastricht University;
  - to provide in-depth knowledge and understanding of the student's specific academic field of choice;
  - to enable the acquisition of specialised knowledge, skills and insight in the field of Forensic Psychology;
  - to enable the student to prepare for a career in the field of Forensic 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 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

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.

### Section 2 Study Programme

#### Article 2.1 Study Load

The two-year study programme has a total study load of 120 European credits (60 credits each academic year), with each credit equalling 28 hours of study.

#### Article 2.2 Composition of the Curriculum

Core Courses:

- Forensic Psychology 4 credits
- Eyewitnesses and Victims 4 credits
- What Works with Young Offenders 2 credits
- Forensic Neuropsychology 2 credits
- Perpetrators and Defendants 4 credits
- Personality Disorders 6 credits
- Criminal Law 6 credits
- Deception and Malingering 2 credits
- Professional Ethics 2 credits
- Sex Offenders 2 credits
- Psychotic Disorders 4 credits
- Psychopharmacology of Reward and Drugs of Abuse 2 credits

Skills labs:

- Assessment Skills Lab I 4 credits
- Assessment Skills Lab II 4 credits
- Therapy Skills Lab 6 credits
- Expert Witness Skills Lab 2 credits

Workshop:

- Writing a Research Proposal 1 credits

Master class:

- Master class 3 credits

Research proposal (2 credits) research internship (28 credits) and master's thesis (10 credits): 40 credits  
Clinical internship (15 credits) and clinical activities report (5 credits): 20 credits

#### Article 2.3 The Forensic Psychology Master's Examination

The exam consists of the following parts:

1. the core courses, skills labs, workshop, and master class pertaining to the Master in Forensic Psychology;
2. the tutorial group meetings pertaining to the courses as meant under 1;
3. the research proposal, the research internship, and the master's thesis;
4. the clinical internship and the clinical activities report;

#### Article 2.4 Language of Instruction

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

#### Article 2.5 Course Registration

The student may participate in the course after he/she has registered for it in a timely manner through SAP/SLM (My UM). Information about the time period with respect to course registration can be found on EleUM.

### section 3 Tests and Examination

#### Article 3.1 Compulsory Sequencing of Parts

1. The research internship and the clinical internship cannot be started until at least 60 credits have been attained during the programme;
2. If a student deviates from the sequencing as described under 1 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 each academic year for each part, 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 course of the academic year (resit).
2. In special cases, the Board of Examiners can decide that a test can take place at a time different from that set in accordance with the previous point.

#### Article 3.3 Test Registration and Deregistration

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.

#### 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 or assignment.
- b. 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.
- c. During tests it is not allowed to keep cellular phones or electronic devices other than those specified in the course manual within reach, even if they are switched off. If a 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.
- d. A requirement for taking tests is compliance with the minimum requirements for participation in the group meetings as laid down in Article 5 of the Rules and Regulations.
- 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 that is, as far as is possible, in keeping with their disability. The Board of Examiners can ask for expert advice before arriving at a decision.

##### 2. Oral testing

In exceptional circumstances the Board of Examiners has the authority to permit an oral test. A written request has to be submitted to the Board of Examiners. If the request is granted the following conditions will apply:

- a. Oral tests are not given to more than one person at a time, unless the Board of Examiners has decided otherwise.
- b. An oral test is administered by two examiners, unless the Board of Examiners has decided otherwise.
- c. Administering an oral test is done publicly, unless the Board of Examiners or the relevant examiner has decided otherwise in a special case, or if the student has raised objections to this.

##### 3. Written papers

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

##### 4. Research internship

- a. The Board of Examiners determines the criteria regarding the nature and content of a research internship in the internship regulations.
- b. The research internship regulations are set out in Appendix 1.
- c. In order to ensure that the internships proceed 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 follow a research internship only once during his/her programme of study. During the internship the student will be supervised by the Faculty.

##### 5. 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 2.
- c. In order to ensure that the internships proceed 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.

#### 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 course test and any associated practical training, 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 test have been complied with. A condition for obtaining proof of having passed a course is that the student has complied with the admission requirements for the relevant part of the test. 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 can set a supplementary or alternative test for a part a student passed more than six years previously.

#### Article 3.7 Right of Inspection

1. Within 10 working days of the date on which the 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 the standards based on which the test was assessed.
3. When the 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, on the request of a student, grant exemption from taking a test, 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 skills in relation to the relevant test by means of work or professional experience.

#### Article 3.9 Grade Point Average (GPA)

1. A weighted average score (GPA) is calculated for all parts of the exam that 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 2.2).
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 obtained credits 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 educational 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. The examiner determines the result of an oral test immediately after it has been taken and issues the student with a written statement to this effect. If several students take the same test one after the other, the time for determining the result can be extended by one week at the most.

#### 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 an 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, 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

If all tests of the programme have been passed then all requirements of the master's examination have been fulfilled, unless the Board of Examiners decides to examine the student's knowledge with respect to one or more parts of the study programme, as referred to in Article 7.10 paragraph 1 of the Act, should the results of the relevant tests 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 associated with the Forensic Psychology 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 each programme.
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 that has been 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 Dean of the Faculty and the Chair of the Board of Examiners.
6. The presentation of the diploma is done 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. This will specifically mention the specialisation followed.
9. The Board of Examiners can award the diploma with the qualification of 'with distinction' in accordance with the Rules and Regulations of the Forensic Psychology Master's examination.

#### Article 3.15 Right of appeal

When a decision by the examiner and the Board of Examiners is announced to a student, the student will also be notified of the right to file an appeal with the Complaint Service Point within six weeks after the decision is announced.

### Section 4 Admission

#### Article 4.1 Admission Requirements for the Study Programme (Art. 7.30b)

The programme will selectively admit a group of a maximum of 24 highly qualified students each year. Admission is limited to those with at least a university bachelor's degree or the equivalent (obtained by 1 September 2012).

##### 1. *Entrance requirements*

To be eligible for the master's programme in Forensic Psychology, students must meet the following criteria:

A bachelor's degree in Psychology or Mental Health Science from one of the Dutch universities or a university bachelor's diploma from an equivalent programme that meets similar achievement levels (obtained by 1 September 2012). The bachelor's programme should include the following subjects relevant for the master's programme:

- basic training in clinical interviewing skills;
- basic training in psychological testing;
- basic training in research methodology and statistical analysis;
- basic training in psychopathology;
- an excellent academic record.

Students who did not obtain their bachelor's diploma from a university in The Netherlands and who are non-native English speakers must provide evidence of proficiency in English by submitting a TOEFL- or IELTS-test, obtained within the last two years. Entrance level requirements for these tests are:

- IELTS test with an average minimum score of 6.5 and a minimum score of 6.0 on each part of the test;
- TOEFL test with a minimum score of 575 for the paper-based version, 233 for the computer-based version, or 90 for the internet-based version;
- Other recognised proof of English proficiency approved by the Board of Examiners.

A copy of the official test results is required.

## 2. Admissions and selection procedure

The Board of Admissions decides which students will be admitted to the programme. The admissions and selection procedure aims to meet specific objectives to achieve the desired quality and success rate of students entering the programme. In principle, students are admitted to the master's programme in Forensic Psychology on the basis of their knowledge and skill level, attitude and motivation relevant to the successful completion of a programme that embraces the scientist-practitioner model. The intention of the selection procedure is to optimise the chances that students will be able to complete the master's programme within the time stipulated.

If the applicant meets the formal requirements and the requested portfolio is complete, the Board of Admissions makes a first selection on the basis of the following information:

- written motivation for the Master in Forensic Psychology;
- curriculum vitae;
- academic performance;
- letters of recommendation.

Selected students will be invited for an interview with the Board of Admissions. On the basis of the interview and an evaluation of all available information, the Board of Admissions judges the knowledge and skills level, attitude and motivation relevant to the programme that embraces the scientist-practitioner model. The Board applies the following selection criteria:

- motivation and ability to acquire knowledge in the area of forensic psychology;
- motivation and ability to critically analyse the scientific research base in a specific forensic domain;
- attitude and communication skills necessary for a future career in forensic settings;
- motivation and ability to further scientific and clinical developments in the forensic field;
- openness to learning within an international student environment; excellent command of English.

## Article 4.2 Limitations on Enrolment

1. At least two months before the closing date published on the website, the Dean proposes the maximum number of students to be admitted to the master's programme in Forensic Psychology.
2. The Board of Admissions ranks the applications submitted by the eligible candidates as meant in Article 4.1.
3. The Board of Admissions grants the requests for admission in accordance with the ranking they have established.

The Board of Admissions is not bound to admit a minimum number of applicants to the Forensic Psychology master's programme.

## Article 4.3 Board of Admissions

1. The Board of Admissions of the Forensic Psychology master's programme is delegated the authority to make judgements concerning admission to the programme and to supply proof of such admission.  
The Board of Admissions consists of:
  - a. A chair who is also a member of the Board of Examiners;
  - b. A minimum of two faculty members who are coordinators of courses in the programme;
2. Appointment to the Board of Admissions is made by the Dean, following advice of the programme board.

## Article 4.4 Times of Review for Admission

1. The review for admission takes place once a year.
2. A request for admission to the study programme must be submitted to the Board of Admissions before 1 April.
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.

## 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 (MyUM).
2. At least once a year (preferably halfway through the semester), the Faculty provides each student with an overview of the study results obtained by him/her.

### Article 5.2 Study Mentoring

The Faculty organises an introductory programme and assigns a faculty mentor to each student enrolled in the study programme. The mentor guides the learning process and supervises the personal growth of the student. Close monitoring of student performance and progression will help ensure that students complete the study programme on schedule.

### Article 5.3 Study Adviser

Students of the master's programme in Forensic Psychology may consult a study adviser of the Faculty at any time to discuss academic or personal problems. Study advisers are not members of the teaching staff of the master's programme in Forensic Psychology and can provide impartial advice and referrals, as appropriate, to students seeking solutions for such problems.

## Section 6 Transitional and Concluding Conditions

### Article 6.1 Amendments

1. Amendments to these regulations will be determined by special decision of the Faculty Board following a recommendation of the study programme commission and after permission has been obtained from or after consultation with the Faculty Council.
2. An amendment to 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 6.2 Publication

1. The Faculty Board sees to the proper publication of this regulation, of the Rules and Regulations that 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 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 6.4 Date of Taking Effect

This regulation will come into force as of 1 September 2012 and will be effective for the 2012/13 academic year.

No rights can be derived from the education and examination regulations as included here. Copies of the definitive education and examination regulations can be obtained from the secretariat of the Board of Examiners.

## 1.2 RULES AND REGULATIONS FOR THE EXAMINATION OF THE STUDY PROGRAMME OF THE MASTER IN FORENSIC PSYCHOLOGY

### Article 1 Board of Examiners

The Board of Examiners sees to the execution of the regulation for the Forensic Psychology 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 study programme of the Master in Forensic Psychology 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 Degree in Forensic Psychology.

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 assessments;
2. proof of satisfactory performance for all practical training sessions that are part of the education;
3. compliance with the attendance requirements for all courses, labs, workshops, master classes and practical training sessions;
4. proof of satisfactory completion of the research proposal, research internship, the master's thesis, 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 Proof of Having Passed a Part

##### 1. Core Courses

A student can have a course registered as 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. For admission to the course test, a student must have attended a minimum of 70% of the tutorial groups per course.
- b. A satisfactory assessment for the practical training, if applicable. 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 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 rounded off grade of 6.0 or higher has been obtained.

##### 2. Skills Labs

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

- a. Attendance of 100% of the skills lab 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, he/she will get one chance per academic year to make up for the missed meetings.
- b. Timely and satisfactory completion of the required assignments.
- c. 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 off grade of 6.0 or higher is obtained.

##### 3. Workshop

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

- a. Attendance of 100% of the workshop meetings. 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, he/she will be able to apply for a compensatory assignment;
- b. At least sufficient grades for the research protocol. Grades for the research protocol 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 off grade of 6.0 or higher has been obtained.

##### 4. Master Class

A student can have the master class registered as having been passed if the following requirements have been met:

- a. Registered attendance of 100% of the meetings. 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.

#### Article 5 Attendance Requirements

1. Where attendance of at least 70% of meetings is mandatory, the following applies:
  - of a total of 18 meetings: at least 13 meetings;
  - of a total of 17 meetings: at least 12 meetings;

- of a total of 16 or 15 meetings: at least 11 meetings;
  - of a total of 14 meetings: at least 10 meetings;
  - of a total of 13 meetings: at least 9 meetings;
  - of a total of 12 or 11 meetings: at least 8 meetings;
  - of a total of 10 meetings: at least 7 meetings;
  - of a total of 9 meetings: at least 6 meetings;
  - of a total of 8 or 7 meetings: at least 5 meetings;
  - of a total of 6 or 5 meetings: at least 4 meetings;
  - In the case of 4 or fewer meetings there is an attendance obligation of 100%.
2. Attendance will be registered on a form, which is transmitted to the education office at the end of the course, workshop, master class, skills lab or training.
  3. If a student has not complied with the attendance obligation, the relevant course will not be registered as having been passed.

#### Article 6 Degree Completion Cum Laude

Degree completion cum laude is attached to the examination of the Master in Forensic Psychology, if each of the following requirements has been met:

- a. A weighted grade point average (GPA) of at least 8.00 for all parts of the master's examination that are assessed on a ten point scale, with the exception of the internship. Furthermore, all tests must be passed on the first attempt.
- b. Weighting of course grades occurs according to the credits obtained in each course (see also Article 2.2)
- c. A score of at least 8.0 for the master's thesis.

#### Article 7 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 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 a further period of four weeks. The student will be informed of the Board of Examiners' decision in writing.

#### Article 8 Reassessments/Resits

The following reassessment/resit arrangements apply to students who have not passed a part of the examination of the Master in Forensic Psychology. The relevant retests are available only to students who have complied with the attendance requirement.

##### 1. Core courses

The student who fails a course test will get one other opportunity 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 retest the highest mark counts.

##### 2. Skills labs, workshop and master class

Students who fail an assignment or task will have to complete a reassessment in the same academic year.

##### 3. Papers

There will be one chance per part to redo papers (including the master's thesis and clinical activities report) 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 had been made, but has failed.

#### Article 9 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, 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 it 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 other 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 and 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 of the fraud committed.

#### Article 10 Implementation and Date of Taking Effect

1. The Board of Examiners makes decisions in all cases that have not been foreseen by the Rules and Regulations.
2. These Rules and Regulations take effect in the academic year 2012/13.

Thus enacted by the Psychology Board of Examiners at its meeting of 10 May 2012.

No rights can be derived from the education and examination regulations as included here. Copies of the definitive education and examination regulations can be obtained from the secretariat of the Board of Examiners.

### 1.3 APPENDICES WITH RULES AND REGULATIONS FOR THE EXAMINATION OF THE STUDY PROGRAMME OF THE MASTER IN FORENSIC PSYCHOLOGY

Appendix 1: Regulations for the Research Proposal, Research Internship, and Master's Thesis

Appendix 2: Regulations for the Clinical Internship

#### APPENDIX 1 Regulations for the research proposal, internship, and master's thesis

##### Article 1 Research proposal

1. A research proposal is an independently written proposal concerning research that the student intends to conduct during his/her 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 that will be applied;
  - a description of the techniques that will be used for processing and analysing the data;
  - a timetable.
3. Guidelines for the format and length of the research proposal can be found in the Research Internship Manual.
4. The assessment is done by two assessors. They are: a. two senior staff members of the Faculty if the internship is done internally (a supervisor from the Faculty and a second assessor), or b. the external supervisor and the supervisor from the Faculty if the internship is done outside the Faculty.
5. The research proposal must be submitted within 4 weeks of commencing the research internship.

6. Before the student can commence research activities, formal permission for the study must have been obtained from the appropriate Ethics Commission/Institutional Review Board.

#### Article 2 Research internship

1. A student is required to do a research internship and master's thesis at the conclusion of his/her study programme. If applicable, the clinical internship and clinical activities report can be done before, after, or together with the research internship.
2. The student must notify 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, point 1 of the education and examination regulations.
3. An internship agreement is drawn up separately for each 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.
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 supervisor from the Faculty and/or the internship supervisor consists of advising the student in matters of content with respect to the internship activities and the reporting of these in a master's thesis (see Appendix 1: Article 3, Regulation master's thesis). In addition, the supervisor from the Faculty is the contact person with the institution where the internship takes place.
5. After the practical part of the research has been finished, an evaluative discussion takes 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.
6. 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.

#### Article 3 Master's thesis

1. A master's thesis is an independently written report of the research that has been conducted during the research internship.
2. The master's thesis is an individually written piece of work.
3. The master's thesis is assessed on the following aspects: the research question, scientific content, argumentation and form.
4. Guidelines for the format and length of the master's thesis can be found in the Research Internship Manual.
5. 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 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 written explanation within 20 working days. The educational office keeps one copy of the approved master's thesis 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.
6. If the master's thesis is awarded insufficient marks, the Regulation for Reassessments of Papers, Article 8, point 3 of the Rules and Regulations for the Forensic Psychology Master's examination of the study programme apply.
7. The master's thesis is graded (the average of the scores given by the first and the second assessor). Both scores must be at least 6.0 and the difference between the grades may not be more than 2 points.

#### APPENDIX 2 Regulations for the clinical internship and clinical activities report

##### Article 1 Clinical internship

1. Students are required to complete a clinical internship of 13 weeks or the equivalent (520 hours).
2. 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, point 1 of the education and examination regulations.
3. An internship agreement is drawn up for each 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. The supervisor from the Faculty advises the student concerning the conduct and reporting of research for the clinical activities report (see Appendix 2, Article 2, clinical activities report and is the contact person with the institution where the internship takes place.

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, has received a satisfactory assessment of the internship performance from the supervisor from the institution, and has sent the relevant assessment form to the educational office.

#### Article 2 Clinical activities report

1. All students are required to write a clinical activities report.
2. The clinical activities report is an independently written report, including a general section, based mainly on a literature review, and sections specific to the internship activities and the institution where these are carried out (see Clinical Internship Manual for specific information).
3. The clinical activities report is assessed on the following aspects: the clinical research question, scientific content, argumentation and form.
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 can be found on EleUM. One paper copy, together with the individual assessment form, is sent on to the UM supervisor from the Faculty. The assessment form, filled in and signed by the supervisor, is sent back to the educational office together with a written explanation within 20 working days. The educational office keeps one copy of the approved internship report for filing.
5. If the clinical activities report is awarded insufficient marks, the Regulation for Reassessments of Papers, Article 9, point 3 of the Rules and Regulations for the Forensic Psychology Master's Examination of the study programme applies.
6. The clinical activities report is graded by the clinical internship supervisor/assessor at Maastricht University.