Bachelor in Psychology (2021-2022)

Template Course Manual

Name Coordinator

 IPN1234

Period 1

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# A. General Information

## 1. The Education Office and www.askpsy.nl

The Education Office is responsible for the practical organisation and coordination of all the education related activities within the Faculty of Psychology and Neuroscience (FPN), for example the schedules.

[Askpsy.nl](http://Www.askpsy.nl) is the website for FPN faculty information, FAQs, and contact options.

Here you can find among other things:

* course and exam booking/cancelling
* provisional schedules
* repeat education
* academic calendar
* exam schedules, procedures and inspection
* requirements for passing a course
* information on resits
* information on exam inspection
* attendance requirements
* appointment with academic advisors
* and so on.

## 2. Regulations, Including Code of Conduct & Education and Examination Regulations

Each study programme offered at FPN has its own Examination and Education Regulation (EER), which is updated every academic year. The EER of the year in which you started your studies applies to your entire study programme and contains information on like for example attendance at tutorial group meetings, determination and publishing results, and exam inspection. The 'rules and regulations' apply to all students of a study programme equally, and are valid for one academic year only. The rules and regulations are part of the Examination and Education Regulation (EER).

Note that the 2021/22 course will have COVID-19 related restrictions and based on the situation we might need to adjust our way of education. Please contact your tutor, course coordinator or mentor whenever you have questions or remarks related to the teaching format. We are grateful for your input and flexibility in these times.

FPN regards behaviour in compliance with its core values as being of great importance. A Code of Conduct has been developed to ensure a good and productive study environment and to avoid undesirable and unwanted situations.

A link to all these regulations can be found at [Askpsy.nl/regulations](http://www.askpsy.nl/regulations).

## 3. Attendance

The tutor registers your presence. Be aware that, if you arrive more than 10 minutes after the official starting time of the meeting or if you leave more than 10 minutes before the actual ending time of the meeting, you are considered to be absent. In case of a hybrid teaching format, the tutor will also register wheter you are attending online or on campus. Due to (partly) online attendance, you will not sign the list at the end of the course. Please contact the course coordinator whenever you have questions about your attendance status.

In case you are attending online and you face internet/wifi connections problems, please make a screenshot or photo of the screen showing date and time of the problem and share this with your tutor.

There is an attendance obligation with respect to the tutorial group meetings and/or the practicals. The document entitled rules and regulations of the education program define the attendance requirement for the tutorial meetings and/or the practical meetings. Please see art. 5.8 EER and Art 6 Rules and Regulations Bachelor in Psychology for the complete attendance rules ([www.askpsy.nl/regulations](http://www.askpsy.nl/regulations)). If you miss more than the allowed number of meetings to obtain your attendance obligation, you will have to take the course again next year. Note: In some courses, it is possible to join a meeting in another tutorial group. Joining a meeting in another tutorial group will however **not** be registered as part of your attendance obligation. You need to pass all attendance requirements in **your** **own** tutorial group.

In this course, the following is applicable:

* Note for course coordinator: please select which option is applicable in your course.

|  |  |
| --- | --- |
|  | If you miss a meeting, you mayjoin this meeting in another tutorial group. However, this is only allowed if the tutor of the group you would like to join, agrees that you will join the tutorial group you are officially not registered for.  |
|  | If you miss a meeting, you maynotjoin this meeting in another tutorial group. |

## 4. Covid-19

Due to COVID-19, this course may be offered online or partially online. FPN will comply with the measures set by the Dutch government and Maastricht University. See [maastrichtuniversity.nl](https://www.maastrichtuniversity.nl/news/information-coronavirus-covid-19) and [askpsy.nl](https://www.askpsy.nl/covid-19) for latest information.

In COVID-19 times, you will be assigned randomly to groups, as in normal times. But, reshuffling of groups by the coordinator is allowed to configure groups in a most optimal way if necessary (for example, to find a balance between students who are actually physically here in Maastricht and students who have to be online because they are still abroad due to travel restrictions). Any reshuffling will be communicated by the coordinator to the Education Office. The office will arrange a regrouping in the system too. This is important, so that you and your peers always have correct time table information. In case your time table is not correct, please contact the education office.

## 5. Calculators at the Exam

The only calculators that are allowed at FPN exams are the non-programmable Casio FX-82 or the Casio FX-85. All subtypes of these models are allowed, e.g. Casio FX-82MS or Casio FX-85ES. For the exams where calculators are permitted, all students are expected to bring one of these two models. If you do not yet own one, please make sure you buy the right type of calculator well in advance. No other brands nor other models of calculator will be accepted at FPN exams. If you are using a different model of calculator during your exam, this will be reported to the Board of Examiners FPN, and this may have severe consequences.

# B. Course Information

## 1. Course Planning Group

## 2. Course Description

## 3. Intended Learning Outcomes

## 4. Alignment with the Program and Master

## 5. Course Schedule

## 6. Essential And Recommended Literature

## 7. Overview of Significant Changes of the Course since last Year

## 8. Examination/Assessment plan

## 9. Practical

## 10. Other content

# C. Tasks

## Task 1: Task Title

### Extra Heading if Necessary

## Appendix 1