

Course/exam registration procedure regulations

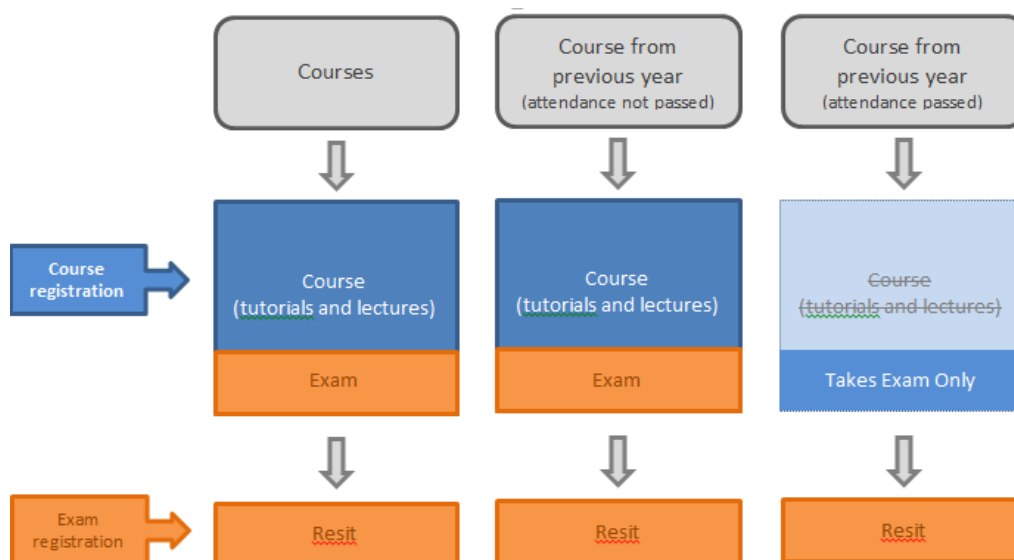
FPN 2017-2018

These course/exam registration procedure regulations apply to the student who has started one of the Bachelor or Master programmes at FPN from 2015-2016 onwards.

For students who started their current study programme in 2014 or earlier the Education Office will book all open modules and exams, and the students themselves need to use the booking windows to cancel courses and exams they will not be taking.

Students are expected to read the announcements on www.askpsy.nl and the Student Portal regularly. These contain important news about course/exam registration.

If a student has any questions about this regulation, the student is welcome to visit the Service Desk during opening hours or send in his/her question via www.askpsy.nl.



Course registration: (blue) to book or cancel courses and Takes Exam Only.

Exam registration: (orange) to register or cancel any exam.

1. Registration

1. Registration for a course (tutorials and lectures) + first exam

- 1.1. Students must register all modules and exams in their study programme themselves during the appropriate booking windows.
- 1.2. A student who has registered for the course in its entirety is automatically registered for the first exam. If a student fails the first exam (either on your first attempt or takes exam only) the student needs to book the resit (art. 2) during the exam registration window.
- 1.3. A student who has registered for a course is not automatically registered for the corresponding practicals. The practical modules must be booked by the student together with the core course.
- 1.4. Contrary to the statement mentioned in article 1.1 the modules mentioned below will be registered for the student by the Education Office:
 - a. first-year students are automatically registered for their courses in the first period in their first year. They therefore start their registration from period 2 onward. If a student fails the first exam of year 1 period 1 the student has to register him/herself for the resit (art 2).

- b. the modules listed below. If applicable, the resit or take exam only will be booked as well by the Education Office.

| Programme | Course Registration/Takes Exam Only |
|------------------------|--|
| Bachelor (Dutch tr.) | Keuzeonderwijs FPN (jaar 3)* PSY3014 Thesis PSY3442 Proefpersoonverplichting |
| Bachelor (English tr.) | Elective courses at FPN (year 3)* IPN3014 Thesis IPN3442 Research Participation |
| Master in Psychology | PSY4076/4077 (only WO) or PSY4078/4079 (except WO) or PSY4086/4087 Research Internship (only NP) PSY4094 Research Methods for Work and Organisational Psychologists (WO) PSY4091/PSY4099 (only WO) Master's Thesis PSY4080 (NP) or PSY4093 Research Proposal (WO) PSY4082 Master's Thesis (NP) PSY4083 Clinical Internship (NP) PSY4084 Clinical Supervision (NP) PSY4085 Clinical Activities Report (NP) |
| Research Master | PSY5120/5121 Research Internship PSY5122/5123 Research Internship (NP/PP) PSY5107 Research Proposal PSY5103 Master's Thesis PSY5109 Master's Thesis (NP/PP) PSY5108 Research Proposal (NP/PP) PSY5104 Clinical Internship (NP/PP) PSY5105 Minor's Thesis (NP/PP) PSY5111 Clinical Activities Report |
| Forensic Master | PSY5609/5610 Research Internship PSY5604 Clinical Internship PSY5603 Master's Thesis PSY5607 Research Proposal PSY5606 Clinical Activities Report |

* The Education Office will first ask your preference via an online registration form (Qualtrics) and register your chosen module. Art. 5 about tokens: missed deadlines apply for these modules as well. Register on time!

- 1.5. Courses that have entrance requirements (a.o. PSY/IPN1140, PSY/IPN2027, PSY/IPN2028, PSY/IPN2138, PSY/IPN3008, PSY/IPN3109, PSY/IPN3159) can only be booked once the entrance requirement has been satisfied. See art. 4.2 of the Education and Examination Regulation for details.
- 1.6. The **Course registration window** is used to register courses and first exams (and for takes exam only option, see under 3). All course booking windows open on 1 June, and end 8 weeks before the start of the module. **This means that a student can book all of his/her courses and Takes Exam Only for the entire year in advance.**

2. Registration for a resit

- 2.1. A student needs to register him/herself for the upcoming resit if he/she:
- failed the first exam (part of the course registration) and received a 'fail';
 - did not take the first exam mentioned in paragraph 2.1.a (because the student cancelled) and wishes to participate in the resit;
 - received an 'NG' for the first exam (absent without cancelling the exam);
 - registered 'takes exam only', failed and wishes to participate in a resit option.
- 2.2. The **Exam registration window** is used to register for a resit that takes place in that period. The exam registration windows are 4 weeks before the end of the module, and are open for one week at most. **Exam Registration are short booking windows, make sure you don't miss the deadline.**

3. Registration for Takes Exam Only

- 3.1. Students who failed the exam(s) and passed their tutorial participation (attendance requirement) for a course are not allowed to take the tutorials (course) again; he/she needs to register him/herself for the upcoming as 'Takes Exam Only'.
Note: for most courses the faculty offers "repeat classes" to help students who need to resit a course from a previous year (repeat students). Please visit www.askpsy.nl for more information.
- 3.2. The Takes Exam Only registration is a course booking without the tutorials and lectures; the student books only the first exam that takes place at the end of the course. The

student will not be scheduled for classes, but will have access to the course information and materials and will be scheduled for the first exam.

- 3.3. If a student fails the first exam (either on your first attempt or takes exam only) the student needs to book the resit (art. 2) during the exam registration window.
- 3.4. Both the **Course Registration window** and the **Exam registration window** can be used to register for Takes Exam Only. To book Takes Exam Only, the student makes a course registration but indicates "Takes Exam Only" as booking reason.

Note: a student cannot access the course materials unless he/she is booked for the course or the exam. The first method of booking via 'Takes Exam Only' has the advantage that a student gets access to the course materials of the current course much earlier. The Education Office recommends that students use the Takes Exam Only option whenever possible!

2. Cancelling

4. Cancelling a course (tutorials and lectures) + first exam, a resit and a Takes Exam Only

Students are strongly advised to cancel a course or exam when he/she is not participating in the course or exam, to ensure efficient scheduling by the Education Office.

- 4.1. If a student doesn't participate in the course or the exam without cancelling the courses/exams that the student has registered for, the student will be given a "no grade" (NG).
- 4.2. An NG will appear in Student Portal throughout the studies. It will not be indicated on the final result sheet belonging to the diploma. An NG does not affect the Grade Point Average (GPA) since that is calculated over the courses that the student passed. It also does not affect the *judicium* (Cum Laude). An NG may affect the eligibility for tutoring.
- 4.3. The **course registration window** is used to cancel a course (including the first exam) (see art. 1.6). If a student cancels a course, the corresponding exam will be cancelled as well. Cancelling a course (including first exam) after the booking window has expired is possible as well until the week in which the first teaching activity takes place by sending the cancellation request to the Education Office via www.askpsy.nl.
- 4.4. The **exam registration window** is used to cancel any exam or resit that takes place in that period (see art. 2.1). The exam registration windows are 4 weeks before the end of the module, and are open for one week at most. **Exam Registration are short booking windows, make sure you don't miss the deadline.** Cancelling an exam after the booking window has expired, is not possible anymore, for any reason. An NG will be given.
- 4.5. Students who have **alternative arrangements** for their exams are always *obliged* to notify the Exams Coordinator via the contact form on www.askpsy.nl when the student will not take an exam, so the arrangements (extra invigilators, facilities) can be cancelled. The exam will however not be cancelled. An NG will be given.

5. Tokens: registering after the closing date

6. Tokens: missed deadline

- 6.1. If a student misses a deadline of registration for a course and its first exam, a resit or take exam only, the student can use a token to become registered for the course and its first exam, a resit or take exam only.
- 6.2. Number of tokens a student has available in his/her curriculum: *
 - Bachelor: 6 tokens
 - Research Master and Forensic Master: 4 tokens
 - One-year Master in psychology: 2 tokens

** as of academic year 2017-2018 the number of tokens a student has available has been increased. Bachelorstudents cohort 2016-2017 have in 2017-2018 4 tokens proportionally left; bachelorstudents cohort 2015-2016 have in 2017-2018 proportionally 2 tokens left. Research and Forensic Master students cohort 2016-2017 have 2 proportionally tokens left.*

- 6.3. A single token can be used for multiple modules within the same period.

- 6.4. The student must submit the request via the token contact form that can be found on www.askpsy.nl.
- 6.5. It is not necessary to use a token to cancel a course or first exam.
- 6.6. The student can use a token for late registration for a course and the corresponding first exam up to and including the week a course starts. A token will be processed if the student has enough tokens left and if a place in a tutorial group is available.
- 6.7. The student can use a token of a resit or take exam only until the exam starts. In case the student is present at the exam but has forgotten to submit the token in time, the student will be allowed to take the exam on the following condition: after the exam the education office will check if the student still has tokens available. If so, the student will be registered, and a token will automatically be used. If not, the exam will be declared invalid.
- 6.8. Study delay will be inevitable if a student has used all available tokens and if he/she misses a deadline again. The faculty does not accept responsibility for the study delay and resulting consequences.

7. Booking windows: course registration and exam registration windows

Though the internet allows you to register from anywhere, deadlines are stated according to the times in the Netherlands! In case you experience technical problems when trying to register, you should report this immediately via www.askpsy.nl so the Education Office can help you solve the problem. If you report a problem after the booking window has expired the token regulation will be applied.

Booking Windows 2017-2018

| Course Period | Course Registration/Takes Exam Only | Exam Registration |
|---------------|-------------------------------------|--|
| Period 1 | 1 June 2017 - 30 July 2017 | 25 September 2017 - 1 October 2017 |
| Period 2 | 1 June 2017 - 17 September 2017 | 20 - 26 November 2017 |
| Period 3 | 1 June 2017 - 12 November 2017 | 8 - 14 January 2018 |
| Resit A FPN | n.a. | 5 - 7 February 2018 Only Masters! |
| Period 4 | 1 June 2017 - 3 December 2017 | 5 - 11 March 2018 |
| Period 5 | 1 June 2017 - 25 February 2018 | 30 April 2018 - 6 May 2018 |
| Period 6 | 1 June 2017 - 22 April 2018 | 2 - 5 July 2018 |
| Resit B FPN | n.a. | 25 - 29 July 2018 |

Exam periods Bachelor

| Course period | First Exam | Exam Registration Window | Resit | Exam Registration Window |
|---------------|------------------------------|--------------------------|--------------------|--------------------------|
| Period 1 | 23 - 27 October 2017 | Period 1 | 8 - 9 January 2018 | Period 2 |
| Period 2 | 18 - 22 December 2017 | Period 2 | 9 - 13 April 2018 | Period 4 |
| Period 3 | 29 January - 2 February 2018 | Period 3 | 9 - 13 April 2018 | Period 4 |
| Period 4 | 2 - 6 April 2018 | Period 4 | 9 - 13 July 2018 | Period 6 |
| Period 5 | 4 - 8 June 2018 | Period 5 | 9 - 13 July 2018 | Period 6 |
| Period 6 | 2 - 5 July 2018 | Period 6 | 6 - 10 August 2018 | Resit B FPN |

Exam periods Masters

| Course period | First Exam | Exam Registration Window | Resit | Exam Registration Window |
|---------------|------------------------------|--------------------------|------------------------------|----------------------------------|
| Period 1 | 23 - 27 October 2017 | Period 1 | 29 January - 2 February 2018 | Period 3 |
| Period 2 | 18 - 22 December 2017 | Period 2 | 19 - 23 February 2018 | Resit A FPN Only Masters! |
| Period 3 | 29 January - 2 February 2018 | Period 3 | 9 - 13 April 2018 | Period 4 |
| Period 4 | 2 - 6 April 2018 | Period 4 | 9 - 13 July 2018 | Period 6 |
| Period 5 | 4 - 8 June 2018 | Period 5 | 9 - 13 July 2018 | Period 6 |
| Period 6 | 2 - 5 July 2018 | Period 6 | 6 - 10 August 2018 | Resit B FPN |