

Education and Examination Regulations Bachelor in Psychology 2020-2021

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EDUCATION AND EXAMINATION REGULATIONS BACHELOR IN PSYCHOLOGY 2020-2021

SECTION 1 GENERAL CONDITIONS

Education and Examination Regulations for the 2020-2021 academic year for the Bachelor's study programme at the Faculty of Psychology and Neuroscience, as meant in Article 7.13 of the Act on Higher Education and Scientific Research (WHW).

Article 1.1 Scope of the Regulations

These regulations apply to the education, exams and examination for the Bachelor's study programme in Psychology, hereinafter referred to as the study programme.

The study programme is offered by the Faculty of Psychology and Neuroscience, hereinafter referred to as the Faculty.

The regulations have been established by the Faculty Board, following a recommendation from the Educational Programme Committee and after consent was obtained from or after consultation with the Faculty Council. These regulations will take effect on 1 September 2020 for the 2020-2021 academic year.

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

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

Article 1.2 Definitions

In these regulations the following is understood to be:

- | | |
|-----------------------------|--|
| a. The Act: | the Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW); |
| b. Student: | the student who is registered at Maastricht University, for the purpose of attending the courses and/or taking the exams and the examination of the study programme; |
| c. Course/Module: | a study unit of the study programme as meant by the Act; |
| d. Propaedeutic phase: | the first period of the programme with a study load of 60 credits, that coincides with the first course year of the bachelor. The propaedeutic phase has no final examination; |
| e. Post-propaedeutic phase: | the part of the bachelor's programme that follows the propaedeutic phase; |
| f. Course year: | year 1, year 2 or year 3 of the bachelor's programme; |
| g. Academic year: | the period for 1 September of a calendar year up to and including 31 August of the following calendar year; |
| h. Study Programme: | the bachelor's study programme as mentioned by Article 1.1, consisting of a coherent set of programme components; |
| i. Bachelor: | course years 1 through 3 of the study programme; |
| j. Tutorial Group Meeting: | a practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act; |
| k. Practical Training: | a module that provides practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act; |
| l. Exam: | the exam as part of the examination as meant by Article 7.10 of the Act; |
| m. Examination: | the final examination for the bachelor's study programme; |

- n. Credit: unit expressed in ECTS credits, with one study credit equalling 28 hours of study;
- o. Board of Examiners: the board as meant by Article 7.12 of the Act;
- p. Board of Admission: the board responsible for judging the admissibility of the candidate to the programme;
- q. Programme Committee: the representation and advisory board that carries out the duties described in Article 9.18 and 9.38c of the Act;
- r. Examiner: the person appointed by the Board of Examiners, who is responsible for assessing student performance;
- s. Course Coordinator, alternatively Practical Training Coordinator: an examiner who is responsible for the content of a certain course, or alternatively, responsible for the practical training in a certain course;
- t. Board of appeal: the board of appeal for examinations as meant in Article 7.60 of the WHW;
- u. Rules and Regulations: rules determined by the Board of Examiners regarding the routine and procedures during exams and regulations regarding the evaluation of those who take the exam and regarding the determination of the results of exams and examinations as meant by Article 7.12b paragraph 1, sub b of the Act;
- v. Faculty Board: the Executive Board of the Faculty as meant by Article 9.12 of the Act;
- w. Binding Study Advice: the advice as meant by Article 7.8b of the Act resulting in a rejection, the so called negative binding study advice;
- x. UM: Maastricht University;
- y. Track: The study programme is offered in 2 tracks: the Dutch language track and the English language track.

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

SECTION 2 ADMISSION

Article 2.1 Admission requirements

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

Article 2.2 Replacement Requirements concerning Deficiencies in Previous Education

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

Article 2.3 Language requirements with non-Dutch diploma

Article 2.3.1 Dutch Language Track

- a. Holders of a non-Dutch diploma can only register if they have met the Dutch language requirement with a minimal level corresponding to NT2 (Dutch as a second language) before the programme begins.
- b. The requirement referred to under (a) is met if the person concerned has obtained one of the following diplomas or certificates:
 - Belgium, Flanders: Diploma of Secondary Education
 - Belgium, Wallonia: Diploma of Secondary Education with Dutch as an exam subject.
 - Germany: Zeugnis der allgemeinen Hochschulreife with Niederländisch as "Prüfungsfach" or "Leistungsfach"
 - Suriname: VWO diploma or HBO (P) Diploma

- United Kingdom: GCE A-level or GCE AS-level in Dutch
- France: Diplôme du Baccalauréat Général: Dutch as first, second or third language
- European Baccalaureate: Dutch as first or second language
- International Baccalaureate: Dutch A at Standard Level or Higher Level, Dutch B at Higher Level
- Certificate Dutch as a Foreign Language (CNaVT): Educatief Startbekwaam (STRT) and Educatief Professioneel (EDUP) or Profiel Taalvaardigheid Hoger Onderwijs (PTHO), or
- can adhere to the language requirement in a different way, for example by obtaining a certificate Staatsexamen Nederlands als tweede taal, minimum level II (NT2-II), or a similar certification such as via the CnaVT.

Article 2.3.2 English Language Track

- a. Holders of a non-Dutch diploma can only register if they have met the minimum English language requirement corresponding to IELTS (International English Language Testing System) with a score of at least 6.0.
- b. The requirement referred to under (a) is met if the person concerned has obtained one of the following diplomas or certificates:
 - A secondary education diploma issued in an EU/EEA country where the person concerned has followed English up to and including the final year;
 - A diploma issued in a non-EU/EEA country that is at least equivalent to a VWO diploma and where English is the official language of instruction in education;
 - A completed bachelor's or master's study programme where the language of instruction is English;
 - An International or European Baccalaureate, a US high school diploma or UK GCE A-levels, or
 - can demonstrate sufficient proficiency in English, for example through English taught courses, internships or work experience in an English environment, or can submit one of the following language test certificates:
 - IELTS
 - TOEFL Paper-based test
 - TOEFL Internet test
 - TOEIC listening and reading and speaking and writing
 - Cambridge [First Certificate in English (FCE) Grade B, First Certificate in English (FCE) Grade C] or
 - similar accredited certification

Article 2.4 'Colloquium Doctum'

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

The colloquium doctum committee is responsible for conducting this examination.

Article 2.4.1 Dutch Language Track

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

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

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

Article 2.4.2 English Language Track

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

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

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

Article 2.5 VWO diploma ‘old style’

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

- Mathematics

SECTION 3 CONTENT AND STRUCTURE OF THE STUDY PROGRAMME

Article 3.1 Purpose of the Study Programme

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

<i>Study Skills</i>	<ul style="list-style-type: none">• working systematically;• ICT-use;• reasonable command of English;• studying of texts;
<i>Academic skills</i>	<ul style="list-style-type: none">• analysing, conceptualising, reasoning;• identifying problems and (help) solving them;• setting up, executing, reporting, and evaluating (simple) research;• systematically searching and selecting literature ;• oral and written presentation;• assessing one’s own work and work of others;
<i>General professional skills</i>	<ul style="list-style-type: none">• reflecting on the profession and work of researchers and practitioners;• discussing; reasoning;• collaborating; project based working;• observing; communication skills;
<i>Specific professional skills</i>	<ul style="list-style-type: none">• psychodiagnostics;• psychological interviewing.

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

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

Article 3.2 Organisation of the Study Programme

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

Article 3.3 Language of Instruction

1. The programme offers a Dutch language and an English language track. More information can be found in Appendix 1 of the Education and Examination Regulations.
2. The education and assessment in the Dutch language track are in principle conducted in Dutch. Parts can be given in English and Dutch.
3. Education and assessment in the English language track are conducted in English.
4. A student can switch between the language tracks, taking into account the following restrictions:
 - a. switching is only possible at the end of the academic year;
 - b. one can only switch once;
 - c. switching has to be approved by the Board of Examiners.

Article 3.4 Communication and Announcement of Decisions

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

Article 3.5 Study Load (extent of the programme)

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

Article 3.6 Composition

The programme consists of the following parts and accompanying credits:

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

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

Bachelor year 3			
Period	Module		
Period 1 t/m 3	Electives (24 credits)		Bachelor's Thesis (6 credits)
Period 4	Statistics III (6 credits) <i>Practical:</i> SPSS III	Methods of Cognitive Neuroscience (6 credits) <i>Practicals:</i> Excel for Scientists fMRI data Analysis	
Period 5	Choice between Option 1: Action (5 credits) AND <i>Practical:</i> Group decisions OR Option 2:	Motivation and Emotion (5 credits)	
			Skills V: Regulation and job application (1 credit) <i>Practicals:</i>

	Action (5 credits) AND <i>Practical:</i> Neuronal Basis of Decision Making		Quick Career Advice Portfolio year 3
Period 6	Choice between Option 1: Psychodiagnostics (6 credits) AND <i>Practical:</i> Constructing a Psychological Exam OR Option 2: Psychodiagnostics (6 credits) AND <i>Practical:</i> The Diagnostic Cycle		
Research Participation (1 credit). Can be started in year 1, but credits will be registered in year 3.			

For a more detailed description of the components of the programme, check the web catalog at www.maastrichtuniversity.nl catalogue

Article 3.7 Electives

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

Article 3.7.1 Minor

- a. The student may choose a minor at another UM Faculty or at another Dutch University, during period 1, 2, and 3 of the third year.
- b. The minor has a study load of at least 24 credits. In case the study load of the chosen minor is more than 24 credits, these credits will be noted on the list of examination components but will not count towards the study load mentioned in article 3.5.

Article 3.7.2 Electives within the Faculty

Electives consist of regularly offered (elective) courses at the faculty. The list of elective courses is determined each academic year and it can be different each year (see the Elective Guide FPN at the student portal/AskPsy.nl).

Article 3.7.3 Electives outside the Faculty

- a. The student may chose electives - pending approval by the Board of Examiners - which are offered by:
 - another UM faculty;
 - another Dutch university;
 - Foreign university.
- b. For the education mentioned under a, approval from the Board of Examiners must be requested and obtained before taking this education.
- c. Electives taken abroad are subjected to the Rules and Regulations as stated in appendix 2.

Article 3.7.4 Maastricht Research Based Learning (MARBLE)

- a. MARBLE is a selective excellence programme.
- b. Annually, a limited number of students is elected by the MARBLE coordinator on behalf of the Faculty Board to participate in MARBLE. The selection is based on study results; the top 20% of the students are invited near the end of year 2.
For those who were not invited, participation is still possible; selection is then based on the motivation letter. Participation in MARBLE is only possible for those students who are studying 'nominal'. In other words, bachelor year 1 has to be completed and the student must be on schedule in year 2.

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

Article 3.8 The Honours Programme

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

Article 3.9 The Bachelor's Examination

The Bachelor's examination consists of the following parts:

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

SECTION 4 EDUCATION

Article 4.1 Courses/modules; Composition; Actual Design

1. For the programme, courses/modules are given with the study load stated in article 3.6 of the Education and Examination Regulations. The educational programme includes 60 ECTS per year, with 1 ECTS representing 28 hours of work.
2. The student can see the timetable for the courses for which the student is registered via MY UM, as well as where and when exams will take place for the courses for which the student is registered.

Article 4.2 Prior Knowledge; Entrance Requirements

1. The following regulations apply with regard to entrance requirements:
 - a. To be admitted to Statistics II and III, Statistics I has to be passed. To be admitted to Statistics II, Statistics I has to be passed before 15 March of the same academic year.
 - b. To be admitted to Research Practical the following courses have to be passed before 15 March of the same academic year:
 - Statistics I
 - Methods and Techniques

- c. To be admitted to Psychodiagnostics, Statistics I has to be passed.
 - d. Portfolio year 1, part 2 can only be done if Portfolio year 1, part 1 has been passed; Portfolio year 2 can only be done if Portfolio year 1, part 2 has been passed; Portfolio year 3 can only be done if Portfolio year 2 has been passed.
2. To be admitted to or to receive approval to take electives abroad, the following requirements have to be met:
 - a. Bachelor year 1 has to be completed (60 credits) (see also appendix 2 of the Education and Examination Regulations);
 - b. all courses/modules of period 1, 2, and 3 of year 2 have to be passed;
 - c. the research participation must have been obtained.
 3. If a student takes one of the modules named in paragraph 1 and 2 without having fulfilled the mentioned requirements and without permission from the Board of Examiners, the result of the module in question can be declared invalid by the Board of Examiners.

Article 4.3 Course/Module registration

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

SECTION 5 ASSESSMENT

Article 5.1 General

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

Article 5.2 Grades

1. Grades are awarded on a rating scale of 0.0 to 10.0;
2. Grades for course exams and assessments are the scores rounded off to the nearest whole or half number:
 - decimals $< .25$ or $\geq .75$ will be rounded off to the nearest whole number;
 - decimals $\geq .25$ or $< .75$ will be rounded off to the nearest half number.
3. Regardless of what is stated in article 5.2, paragraph 2 of the Education and Examination Regulations, exams that are graded as 5.1, 5.2, 5.3, and 5.4 will be rounded off to 5.0 and that are graded as 5.5, 5.6, 5.7, 5.8, and 5.9 will be rounded off to 6.0.
4. A course or assessment is passed when a grade of 6.0 or higher is obtained.
5. The result no grade (NG) will be assigned when a student:
 - has booked the exam, but has not attended the exam;
 - has failed to submit a paper before the deadline or when the paper does not comply to the requirements provided by the course coordinator.

Article 5.3 Sequencing of Examination Components

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

Article 5.4 Periods and Frequency of Exams

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

Article 5.5 Exam Registration and Deregistration

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

Article 5.6 Format of Exams

1. As a rule, exams are in written format using either paper-and-pencil assessments or computer-based assessments. A written exam can consist of open-ended questions, multiple choice questions, true-false questions, a combination of open-ended questions and true-false or multiple choice questions, an individual paper, a research article, a presentation, an essay or a portfolio. The Board of Examiners can, in special circumstances, allow a different from standard exam format or another way of weighing examination parts of a course and will establish the conditions under which this will take place.
2. In case the attendance requirement has not been met, the grade of the exam will be declared invalid (see also Articles 5 and 6 of the Rules and Regulations).
3. The Rules of Procedures for Exams describe how and under which conditions the written exams are taken.
4. In case an examiner wants to use a different exam format compared to the one mentioned in the nominal plans or the one communicated to the students, the examiner must ask permission from the Board of Examiners at least four weeks before the starting date of the course/module.
5. Students with a functional disability may request permission from the Board of Examiners to take the exam in a manner which is, as far as possible, adapted to their individual disability. The Board of Examiners can ask for expert advice from the academic advisor of the faculty and/or the student counselor of the Student Service Center before taking a decision.
6. In exceptional cases, the Board of Examiners may grant a student permission for an oral exam. For this purpose, a written request must be submitted to the Board of Examiners. If the Board approves the request, in principle the following conditions apply:
 - a. During an oral exam, only one person is tested;
 - b. An oral exam is administered by at least two examiners;
 - c. An oral exam takes place in public.

Article 5.7 Written Papers and Assignments

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

Article 5.8 Attendance at Tutorial Group Meetings

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

Article 5.9 Determination and Publishing Results

1. The Board of Examiners determines the norms for the exam of each part of the examination.
2. The examiner determines the result of a written exam within 15 working days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student.

3. When the result of a written exam is announced, it will be indicated on the student portal/AskPsy.nl how the student can review the exam and file an appeal as referred to in Article 6.4 of the Education and Examination Regulations.
4. With respect to an exam that has been administered in a different way than in writing, the Board of Examiners determines the way and period in which the result will be announced.

Article 5.10 Exam Inspection

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

Article 5.11 Proof of Having Passed Courses/Modules

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

Article 5.12 Period of Validity

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

Article 5.13 Retention Period of Exams

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

Article 5.14 Exemptions

1. The Board of Examiners can, at the request of the student and having heard the relevant examiners, grant the student an exemption from taking an exam or other assessment, if the student provides satisfactory written proof that the student:
 - a. has already successfully completed a similar part at a university, which is equivalent in content and level;
 - b. possesses sufficient knowledge and skill in relation to the relevant exam by way of work, or professional experience.

2. The same period of validity applies to exemptions as to examination results (see article 5.12).
3. The Board of Examiners will not grant any exemption based on exams passed by a student outside the programme during the period in which the student was barred from taking exams for the programme by the Board of Examiners because of fraud.

Article 5.15 Grade Point Average (GPA)

The grade point average (GPA) equals the weighted average of all numerical grades. Weighting is based on the number of credits of the courses/modules; these credits are listed on the result sheet provided with the diploma.

Article 5.16 Fraud

1. Fraud, including plagiarism, is understood as a student's act or failure to act that makes it partially or fully impossible to correctly assess the student's knowledge, insight and skills.
2. Plagiarism is understood as the presentation of one's own or other people's ideas or words without adequate reference to the source.
3. If the Board of Examiners establishes that a student has committed fraud in an exam or exam component, it may impose suitable measures.
4. Repeat offenses of fraud are, either within the faculty or at another UM faculty, considered an aggregating circumstance.
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. The Rules and Regulations (RR) further detail what is understood as fraud and what measures can be imposed by the Board of Examiners.

Article 5.17 Invalid exam

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

Article 5.18 Unsuitability (Judicium Abeundi)

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

SECTION 6 EXAMINATION

Article 6.1 Examination

1. The Board of Examiners determines the result of the examination and grants the diploma as meant in art. 6.3 as soon as the student has fulfilled all the requirements of the examination programme.
2. Before determining the result of the examination, the Board of Examiners can decide to examine the student's knowledge with respect to one or more parts of the study programme, should the results of the relevant exam give reason for this.
3. To pass the examination, the student must have passed all components as defined in art. 3.6 of the Education and Examination Regulations or an exemption has been granted.
4. To pass the examination and receive the certificate, the student must also have been registered for the programme during the period that the exams were taken, the student was supervised or work of the student was assessed.
5. A certificate may only be issued after it has been shown that the student has satisfied all the

obligations, including paying the tuition fees.

6. The last day of the month in which the student fulfilled all the examination requirements will be considered the examination date (graduation date).
7. Students who have passed the examination and who are entitled to the issuance of a certificate may, stating reasons, ask the Board of Examiners not to do this yet. This request must be submitted at least one month before the final assignment is turned in or the final exam is taken. The Board of Examiners in any event grants the request if the student has held/will hold a board position for which a financial support from the “Profileringsfonds” was/will be granted for at least nine months or a Student Introduction Committee (‘INKOM’) board position.

Article 6.2 Degree

The student who has passed the examination successfully will be awarded the degree of “Bachelor of Science” and will receive the diploma associated with the Bachelor’s examination as proof of this.

Article 6.3 Diploma and Statements

1. As proof that the assessment was successfully completed, the Board of Examiners issues a diploma, after it has been stated by or on behalf of UM’s Executive Board that the procedural requirements for receiving the diploma have been met. The diploma is based on the model that UM’s Executive Board has adopted.
2. The diploma issued as a result of having passed the examination successfully will contain:
 - a. the name of the institution;
 - b. the name of the study programme;
 - c. the degree awarded;
 - d. the date on which the programme was most recently accredited or was subjected to the new programme exam.
3. Students who are entitled to a diploma may, stating reasons, ask the Board of Examiners not to issue this yet.
4. The diploma will be signed by the Chair of the Board of Examiners and the Dean of the Faculty.
5. The diploma is awarded in public, unless the Board of Examiners decides otherwise, in special cases.
6. The certificate includes a list of the examination components. For the Dutch language track a Dutch and English list will be included, for the English language track an English list will be included;
7. An English diploma supplement will be issued with the diploma as referred to in Article 7.11 paragraph 4 of the Act. This diploma supplement is based on the model adopted by UM’s Executive Board, which is in compliance with the agreed European standard format.
8. The Board of Examiners can award the diploma with the qualifications of ‘Cum Laude’ or ‘Summa Cum Laude’ in accordance with the Rules and Regulations for the Bachelor’s Examination.
9. Students who have passed more than one exam and who cannot be issued a certificate will upon request, receive a statement issued by the Board of Examiners which at least indicates the exams that they passed.

Article 6.4 Certificate Honours Programme

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

Article 6.5 Right of Appeal

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

SECTION 7 STUDY ADVICE

Article 7.1 Study Progress Administration

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

Article 7.2 Study Guidance

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

Article 7.3 Mentoring

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

Additionally, during mentoring the acquisition of study and academic skills is started.

Article 7.4 Study Advice Propaedeutic Phase

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

Article 7.5 Binding (negative) Study Advice (BSA)

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

Article 7.6 Norms

1. At the end of the first year of enrolment in the full-time bachelor's programme students must have passed at least 1 of the following 2 courses/modules:
 - Statistics I
 - Methods & Techniquesand must have obtained at least 42 credits of the first year of the Bachelor programme.
2. Students who were granted exemptions from the Board of Examiners must by the end of the first year of enrolment have obtained minimally 70 % of the first year bachelor credits, after subtraction of the credits for parts for which exemption was given, inclusive Statistics I or Methods & Techniques.

Article 7.7 Procedure

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

Article 7.8 Postponement of study advice

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

Article 7.9 Personal Circumstances

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

Article 7.10 Hardship Clause

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

SECTION 8 TRANSITIONAL AND CONCLUDING CONDITIONS

Article 8.1 Amendments

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

Article 8.2 Publication

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

Article 8.3 Evaluation

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

Article 8.4 Unforeseen Cases / Hardship Clause

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

Article 8.5 Date of Taking Effect

These regulations will come into force on 1 September 2020 and will be effective for the 2020-2021 academic year.

Adopted by the faculty Board on 12 May 2020.

APPENDICES WITH THE EDUCATION AND EXAMINATION REGULATIONS BACHELOR IN PSYCHOLOGY

Appendix 1 Accountability for the language of instruction

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

- **The programme prepares students for a (inter)national master's programme and for the (inter)national labour market. Therefore, the content of the programme has a national as well as an international orientation and focus.**

Labour markets within the region of Maastricht University (positioned within the Euregion) go beyond borders, and many large companies in this region are international. The bachelor's programme fulfils the (inter)national and domain-specific requirements specified for a bachelor's programme in psychology, and offers students up-to-date knowledge, methods and skills that will allow them to continue studying in a master's programme. Moreover, with the use of the English language, also in the Dutch language track, the programme prepares the students for a national and international master's programme and labour market. Furthermore, the bachelor's programme is research-oriented within the field of psychology. Psychology is an international discipline, implying that most scientific literature is in English. For students aiming to pursue a clinical master's programme in the Netherlands, it might be essential to master specific skills in Dutch. Therefore, tutorial meetings, skills training and exams are offered in Dutch for students enrolled in the Dutch language track, and in English for students enrolled in the English language track. Joint lectures are offered in English, as are also the literature and the course manuals.

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

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

The Faculty of Psychology and Neuroscience also fosters internationalisation and diversity within the programme. This enables the students to obtain competencies related to communicating with people from various backgrounds and learn about inclusivity in an international classroom.

Offering English education facilitates more diversity within the student population and this within the problem based tutorial groups (PBL). In order to develop the intercultural skills even further, the programme regards a period of study abroad as a valuable learning experience for the students. The Faculty of Psychology and Neuroscience has agreements with over 80 renowned foreign universities. Every year, over 200 students take electives abroad and about 70 foreign exchange students study at the Faculty of Psychology and Neuroscience.

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

The yearly intake in the bachelor's programme represented 34 nationalities in 2019-2020.

Appendix 2 Implementation Regulation Exchange Programme and Electives Abroad

1. Courses, obtained as part of an exchange programme as established by the Faculty Board, may be registered as part of the programme for which the student is enrolled.
2. Students, who want to do part of their study abroad, have to do this in the context of the Exchange Programme of the Faculty with one of its exchange partners.
3. Study completed in the context of the Exchange Programme is part of the study programme at the UM.
4. The selection procedure for electives at a partner university abroad is done by the International Relations Office (IRO). The selection takes place in year 2 of the Bachelor programme (fall). For participation in the selection, students need to have passed all first-year educational requirements within their first year of enrollment at the time of the registration deadline. For more information about the selection procedure and deadlines, please refer to <https://www.askpsy.nl/iro>. Students who didn't fulfil the requirements for participation in the regular selection procedure at the time of the registration deadline, can still apply for electives at an FPN partner university abroad as soon as all first-year educational requirements are fulfilled.
Allocation is done at a first-come, first served-basis, based on availability.
5. The bachelor diploma cannot be issued before module PSY3378 (Intercultural Awareness) is completed and the credits obtained abroad have been processed, based on an official grade transcript from the host university.
6. Students are selected on a provisional basis. To get approval from the Board of Examiners to take electives abroad, apart from year 1, also all education requirements of period 1, 2 and 3 of year 2 and the research participation need to be completed at the latest 6 weeks before the start of the exchange programme. For more information about the requirements for electives abroad, please refer to the Elective Guide on <http://www.AskPsy.nl/electives-bachelor>.
7. In relation to the requirements regarding level and content applicable to the examination of the programme in question certain conditions apply. The decision to whether or not a course will be considered as part of the programme will be effected by the Board of Examiners and will only be possible with the approval of the Board of Examiners. The following conditions apply:
 - a. the course has to be taught at an academic level and at least at a second year level;
 - b. there is little or no overlap between the course and other parts of the bachelor's programme while the content has to relate to the purpose of the bachelor's programme (Article 3.1 of the Education and Examination Regulations);
 - c. the course has been passed in the context of the exchange programme;
 - d. students have to ask approval in advance and in writing. In principle, students need to submit an application with supplements to the Educational Office, which will forward the application to the Board of Examiners,
 - e. when requested by the Board of Examiners, students will have to submit additional information to the Board of Examiners.
 - f. if electives abroad are offered and taken in a language other than the native language or English, a maximum of 6 credits can be awarded for a language course in the language in question, provided that the course was taken at an academic level and that a minimum of 12 credits have been obtained for electives in that language.
8. Regarding the processing of results obtained abroad by the Board of Examiners the following rules apply:
 - a. results obtained abroad will only be registered if the Portfolio Elective has been passed;
 - b. results must be submitted to the Board of Examiners in clear, original, written transcripts from the university in question; these transcripts must contain the following information -aside from personal information about the student and the university-: code and name of the course, course level, study load, exam date and exam result;
 - c. registration is only possible in case of a sufficient result; course results stating that the course was taken or attended or similar assessments are not sufficient. A result that is (in)sufficient at the university in question will also be considered (in)sufficient at FPN;
 - d. the study load awarded by the foreign university is adopted here without changes; if for example 6 credits have been awarded by a particular university, the course will also be valued at 6 credits by the faculty, regardless of the degree of difficulty that has been experienced;

- e. when the study load abroad is not expressed in ECTS credits but in other units, the Board of Examiners will convert these into ECTS. The conversion is based on the study load of a complete study year or a complete programme in relation to the study load of 60 ECTS for a year in Maastricht or 180 ECTS
9. The Board of Examiners will decide on matters regarding registration of courses followed elsewhere, as far as they have not been addressed in the Education and Examination Regulations and in this article.

Appendix 3 Composition of the Honours Programme

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

• Behavioural Economics	2 ECTS
• Computational Models	2 ECTS
• Genetics	2 ECTS
• Historical Book Review	2 ECTS
• Honours+	5 ECTS
• Introduction	1 ECTS
• Philosophy & Psychology of Consciousness	2 ECTS
• Science in Action	2 ECTS
<i>Total credits honours programme</i>	<i>18 credit</i>