

# Rules and Regulations Bachelor in Psychology 2020-2021

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## **RULES AND REGULATIONS BACHELOR IN PSYCHOLOGY 2020-2021**

### **Article 1 Scope of the rules and regulations**

1. These rules and regulations apply to the education, exams and examination for the Bachelor's study programme in Psychology of the Faculty of Psychology and Neuroscience.
2. The rules and regulations apply to all students who are registered for the study programme.
3. Contrary to what is stated in 1 and 2 of this article, the regulations as mentioned in the Education and Examination Regulations that applied to a student at the start of the study programme, will be applicable to that student.
4. The rules and regulations are each year adjusted and enacted by the Board of Examiners.

### **Article 2 Definitions**

The definitions contained in the Act and in Article 1.1 of the Education and Examination Regulations (EER) of the programme apply.

### **Article 3 Board of Examiners**

The Board of Examiners sees to the execution of the Regulation for the bachelor's examination and its parts, taking into account the Act and the Education and Examination Regulations concerning the organisation and scope of the examinations of the psychology study programme of the Faculty of Psychology and Neuroscience. The Board of Examiners will designate examiners to conduct the interim examinations. In particular cases the Board of Examiners can annul decisions taken by the examiners, when, e.g., a student has not complied with the admission requirements for a part of the examination which the student has taken.

#### *Article 3.1 Appointment and composition of the Board of Examiners*

1. The dean installs the Board of Examiners and appoints its members based on their expertise in the field of the degree programme.
2. The Board of Examiners is led by the chair(s).
3. The composition of the Board of Examiners is such that it reflects the programmes well as possible.
4. At least one member is an external member, who is not involved in education in the programme.
5. The Board of Examiners is supported by the secretaries.

#### *Article 3.2 Working method of the Board of Examiners*

1. The Board of Examiners meets every month with the full committee.
2. The chairs and secretaries are in charge of the daily management and they meet weekly to discuss non-standard requests, appeals, the topics and the agenda of the plenary, and any other business that comes to the table.
3. The meetings of the Board of Examiners are not public due to the confidential nature of matters discussed.
4. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the examiner concerned will abstain from deciding on the request or complaint as stated in art. 7.12b.4 of the WHW.
5. The Board of Examiners may delegate clearly defined duties [to (sub-)committees].
6. The secretaries to the Board of Examiners may make standard decisions based on the EER, the Rules and Regulations and/or the jurisprudence of the Board of Examiners. Non-standard requests are discussed during the weekly meetings of the chair(s) and the secretaries.
7. Only complete and correctly submitted requests and complaints will be accepted for processing.
8. The Board of Examiners decides upon a request or complaint within 20 working days after the request or complaint was submitted. In special circumstances this term can be extended by another 4 weeks.

#### **Article 4 Examiners**

1. Academic staff, who are appointed coordinator of a teaching component/course/ module, also have, as the responsible examiner, final responsibility for the examination of that teaching component/course/ module.
2. Academic staff, who are teaching in a teaching component/course/module, are authorised to act as executive examiner/assessor, meaning that they can, under the final responsibility of the course coordinator, construct, correct and assess exam questions, correct and assess papers and assignments, and assess presentations.
3. The Board of Examiners can appoint other members of the academic staff and experts from outside the programme as executive or responsible examiner.
4. Experts from outside the Faculty cannot act as (executive) assessor unless the Board of Examiners has approved a reasoned request by the relevant director of studies.
5. The Board of Examiners can revoke the appointment as examiner if the examiner does not act in accordance with the law and regulations or guidelines of the Board of Examiners, or if the examiner has repeatedly shown a lack of competence in the area of examining (constructing, administering, assessing).

#### **Article 5 Proof of Having Passed a Course/Module**

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

- a. the attendance requirements for the tutorial meetings as stated in article 6, paragraph 1 in the rules and regulations.
  - A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered to have not attended.
  - For admission to the course exam, a student must have met the attendance requirements as stated in article 6, paragraph 1 in the Rules and Regulations.
  - If a student has not complied with the attendance obligation, the grade of the exam will be declared invalid.
- b. if applicable, a satisfactory assessment and 100% attendance for the practical training. A student who arrives after the official starting time of the practical training can be considered not to have attended;
- c. at least a sufficient assessment for the final course exam. A course exam is passed when a grade of 6.0 or higher has been obtained;
- d. in addition to paragraph c, a student can compensate once.
  - A grade of 5.0 may be compensated with a grade of 8.0 or higher. In the bachelor's programme, only one insufficient grade of 5.0 can be compensated.
  - A grade of 4.5 or lower cannot be compensated.
  - Insufficient grades for Skills training, Research Practical, electives (see article 3.7 of the Education and Examination Regulations) and the bachelor's thesis cannot be compensated or be used as compensation.
  - The statistics parts (Methods & Techniques, Statistics I, Statistics II and Statistics III) cannot be compensated, but can be used as compensation.
  - A course with an insufficient grade worth 3 ECTS can be compensated with a course of 6 ECTS (but not the other way around). Once a request for compensation has been submitted and granted, it cannot be reversed.
  - A course with an insufficient grade can only be compensated when the following requirements are met:
    - a. the attendance requirement has been fulfilled,
    - b. all practical parts have been passed if applicable, and
    - c. both courses have at least the same number of credits (courses of 5 or 6 ECTS are considered equal with regard to compensation).

Requirements a and b apply to the compensated course, as well as to the course used to compensate with.

### **Article 6 Attendance Obligation**

1. In principle there is an attendance obligation of 100% with respect to the tutorial group meetings. However, students can miss a certain number of meetings. More specifically,
  - For courses/modules of 7 or more tutorial meetings, two meetings can be missed;
  - For courses/modules of 5 to 6 tutorial meetings, one meeting can be missed;
  - For courses/modules of 4 or less tutorial meetings, no meeting can be missed and so all meetings need to be attended.
2. Practical trainings have an attendance obligation of 100% and all training sessions need to be attended. However, in the circumstance that not more than 1 practical meeting has been missed, it could be possible to make up for the missed meeting (see article 11 (2)).
3. For each course/module, attendance in the tutorial group meetings and the practical training sessions will be registered by the tutor on the attendance form.
4. When a student has not complied with the attendance obligation, the relevant part will not be registered as having been passed.
5. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year.

### **Article 7 Grade Point Average**

1. A weighted grade point average (GPA) is calculated across all parts of the examination which are assessed on a ten-point rating scale with the exception of the elective courses and, if applicable, the honours programme. Scores will be weighted according to the number of course credits (see also article 3.6 of the Education and Examination Regulations).
2. An insufficient grade can be included in the GPA. An insufficient grade can be on a provisional transcript, because a-resit still has to be taken or it can be on a final transcript because the grade has been compensated (see article 5 (d))
3. On a provisional transcript, an exam that has not been taken will not be included in the GPA. In that case, the number of credits obtained will be reported in relation to the number of credits that could have been obtained in the form of a progress rate.
4. At a final transcript, a GPA will only be registered when at least 60 credits have been obtained for courses/modules included in the GPA as stated in paragraph 1.

### **Article 8 Cum Laude / Summa Cum Laude Pass**

1. The pass 'cum laude' is attached to the bachelor's examination if each of the following requirements have been met:
  - a. a weighted grade point average (GPA) of at least 8.00 for all parts of the examination which are graded on a ten-point rating scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the first attempt and not been compensated. A no grade (NG) which has been assigned when the booked exam has not been attended, will not be considered as a first attempt;
  - b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the Education and Examination Regulations);
  - c. Bachelor's thesis: a grade of at least 8.0.Cum laude will not be awarded if more than 20 credits are exempted. When the bachelor's thesis is exempted, the 'cum laude' pass will not be awarded, regardless of the number of credits that have been exempted. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Article 14, and therefore had a test result declared invalid, shall not be eligible for the attribution of Cum Laude.
2. The pass 'summa cum laude' is attached to the bachelor examination, if each of the following requirements have been met:
  - a. a weighted grade point average (GPA) of at least 9.00 for all parts of the examination which are

graded on a ten-point rating scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the first attempt and not been compensated. A no grade (NG), which has been assigned when the booked exam has not been attended, will not be considered as a first attempt;

- b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the Education and Examination Regulations);
- c. Bachelor's thesis: a grade of at least 9.0.

Summa cum laude will not be awarded if more than 20 credits are exempted. When the bachelor's thesis is exempted, the 'summa cum laude' pass will not be awarded, regardless of the number of credits that have been exempted. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Article 14, and therefore had a test result declared invalid, shall not be eligible for the attribution of Summa Cum Laude.

### **Article 9      Extra electives**

1. In addition to the 24 ECTS for electives, the student can take extra electives at FPN, at other UM faculties, or at other universities in the Netherlands.
2. It is only possible to take three extra electives at FPN. However, the following conditions apply. Firstly, a maximum of 3 extra electives may be taken at FPN on top of the regular electives and secondly, this is only possible provided that there is sufficient capacity for 3<sup>rd</sup> and 4<sup>th</sup> year students.
3. It is possible to take extra electives at other UM faculties or at other universities in the Netherlands, given that the following requirements are fulfilled:
  - the elective should be at the level of second year bachelor or higher;
  - the content should not overlap, or only overlap minimally with mandatory courses of the FPN bachelor programme;
  - the content should be related to the objectives of the FPN bachelor programme;
  - the student should be in the 3<sup>rd</sup> or 4<sup>th</sup> year of the bachelor programme. Of note, to take course at another UM faculty, a student is only admissible if studying nominally or when a single component of the bachelor programme has to be completed in order to graduate.

### **Article 10      Exemption**

1. Request for exemption from taking an exam 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 in English or Dutch. Only official certified translations in English or Dutch will be processed.
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 an additional period of four weeks. The student will be informed about the Board of Examiners' decision in writing.
3. A request for exemption will only be considered if it has been submitted by a student who is enrolled at FPN and who has fulfilled the student's financial requirements.

### **Article 11      Re-sits**

The following re-sit arrangements apply to students who, in the first instance, have not passed a part of the bachelor's examination. The relevant re-sits are available only to students who have complied with the attendance requirement.

#### *11.1 Exams*

The student who failed a course assessment will get one opportunity to re-sit that exam per academic year. If a student passes the initial assessment, the student cannot re-sit the exam. In the case of a re-sit, the highest grade counts.

### 11.2 *Practical and Skills Training*

A student who has missed a practical or skills meeting or obtained an unsatisfactory assessment for a practical/skills assignment is offered one re-sit per academic year. If not more than one practical or skills meeting has been missed, it will be possible to make up for the missed meeting. For some practical or skills training an extra meeting will be scheduled, for other a catch-up assignment needs to be done. A student will only qualify for a re-sit when the practical coordinator was notified on time about the absence. A student who has been assigned to a practical or skills meeting, or who has registered for such a meeting but could not participate, has to notify the practical coordinator within one week after the missed meeting. A student who did not register or who failed to notify the practical/skills coordinator in time does not qualify for a re-sit of the practical or skills training.

An exception is made for the SPSS practical that is part of the Statistics courses. For those, the same procedure will be applied as for courses/modules (see article 5, paragraphs a and b in the Rules and Regulations).

When a practical or skills training has to be concluded with a report, this has to be turned in before the deadline. There will be one chance to redo the report per academic year. This will consist of rewriting the relevant report. A report can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed (see article 11, paragraph 3 in the Rules and Regulations).

### 11.3 *Papers*

There will be one chance to redo papers (including the bachelor's thesis) per academic year. This will consist of rewriting the relevant paper. A paper can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed.

## **Article 12      Extra exam or other format of exam**

1. In special cases the Board of Examiners may decide to grant a student a different format of exam and/or an extra exam opportunity in addition to the regular exam and re-sit. This decision will only be taken if it is based on exceptional demonstrable personal circumstances of a student, which would cause disproportionate study delay. Special personal circumstances that can be considered are:
  - a. illness of the student in question;
  - b. pregnancy of the student in question;
  - c. special family circumstances;
  - d. administrative activities as referred to in Art. 2.1 paragraph 1 under e, f and g of the Act.
2. Students whose bachelor's graduation would be delayed more than 6 months because of failing one module/course, may be granted the opportunity to take an extra exam at the end of period 1 or at the end of period 5 in addition to the regular exam and re-sit. The criteria for obtaining an extra exam are:
  - a. participation in all exams (regular and re-sit) of this course is required;
  - b. at least a grade of 4.5 was obtained for one of the previous exams of this course;
  - c. it should be a compulsory course (electives are excluded);
  - d. an extra exam is only offered once.

For more detailed information see the Procedure Extra Exam at AskPsy.nl

## **Article 13      Appeal procedure**

An appeal against a decision as stated in Article 7.61 of the Dutch Higher Education and Research Act (WHW), including but not limited to decisions on grades and decisions of the Board of Examiners, must be submitted to the Board of Appeal for Examinations (CBE) within 6 weeks after publication of such a decision. The appeal can be submitted to Maastricht University, Student Services Centre, attn. Complaints Service Point (CSP), PO Box 616, 6200 MD Maastricht. The appeal must be signed, dated, and include the name and address of the petitioner. It should also include the grounds on which the appeal is based and, if possible, a copy of the decision being appealed.

#### **Article 14 Fraud including plagiarism and fabricating and/or falsifying survey or interview answers or research data**

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student, in any exam or exam component:
  - a. has had any unauthorised aids/devices at the student's disposal, or has used unauthorised aids and/or (communication) devices as mentioned in the Rules of Procedures for Exams;
  - 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 the student;
  - e. has deliberately misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
  - a. using or copying the student's 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 the student's 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 the student's own or other people's texts without adequate reference to the source;
  - e. copying video, audio or exam material, software and program codes from others without adequate reference to the source and thus passing them off as the student's own;
  - f. copying work from other students and thus passing it off as the student's 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 the student's own.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has fabricated and/or falsified survey or interview answers or research data.
4. 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. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
5. In case of fraud / plagiarism in group assignments, all students in the group are in principle responsible for fraud / plagiarism unless it is clear that only one student has committed fraud. In that case only the student in question will be penalized.
6. If the Board of Examiners establishes that a student has committed fraud in any way in any exam or exam component, it can impose a measure set down in paragraph 7.
7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures:
  - a reprimand
  - cancel the attendance of the course
  - exclusion from participation or further participation in one or more exams in the programme for a period of at most one year.
8. In serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
9. 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.



10. If fraud is established, this is included in the student's dossier.
11. 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.
12. 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 exams because fraud was committed.

#### **Article 15      Amendments**

1. Amendments to these Rules and Regulations shall be determined by the Board of Examiners by means in a separate decision.
2. No amendments will be made to these Rules and Regulations, unless it may reasonably be assumed that the interests of the students will not be harmed as a result.

#### **Article 16      Hardship clause**

The Board of Examiners is authorised to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.

#### **Article 17      Implementation and Date of Taking Effect**

1. The Board of Examiners will decide in all cases that have not been foreseen by the Rules and Regulations.
2. These Rules and Regulations take effect in the academic year 2020-2021.

**Thus enacted by the Psychology Board of Examiners at its meeting of 2 June 2020.**

## **APPENDIX WITH THE RULES AND REGULATIONS BACHELOR IN PSYCHOLOGY**

### **Appendix 1 Regulations Bachelor's Thesis**

1. The bachelor's thesis is an individually and independently written report.
2. Guidelines for the format and length of the bachelor's thesis are presented in the Handbook Writing Skills that can be found on the student portal/AskPsy.nl.
3. Changing the subject and supervisor is not permitted anymore after the supervision has taken effect and / or the student has received feedback.
4. The bachelor's thesis is written in two steps. For the first deadline, a complete first version has to be turned in. The supervisor provides feedback on this version. Note that, at this stage, no grade will be provided – the grading is done after the second complete version was turned in. The latter takes places before the second deadline. This second and final version will be independently assessed by two staff members “(i.e. the supervisor and the second assessor). Assessment consists of giving a grade and substantiating it by means of feedback (i.e. explaining to the student what aspects of the written product were sufficient or insufficient and, in case of the latter, why).
5. The student needs to upload the final version of the bachelor's thesis before the deadline via the student portal/AskPsy. Assessment forms have to be filled in and signed by the supervisor and second assessor, within 20 working days after they have access to the final version of the bachelor's thesis.
6. The bachelor's thesis is assessed on the basis of the criteria that are described in the Handbook Writing Skills. Only one of the aspects may be deemed insufficient in order to receive a pass for the bachelor's thesis. Note that the quality of the first version will be reflected in the final grade given by the supervisor.
7. The bachelor's thesis is graded by averaging the grades given by the supervisor and the second assessor. Both grades, based on all aspects, must be at least 6.0 and the difference between the grades of the supervisor and the second assessor may not be more than 2.0 points.
8. If the final grade of the bachelor's thesis, either given by the supervisor or the second assessor, is less than 6.0 the regulation for re-sits applies.