

# Education and Examination Regulations Bachelor in Psychology 2016-2017

This is a translation of the document “Onderwijs- en examenregeling Bachelor in Psychology 2016-2017”. In case of a difference of interpretation, this translation cannot be used for legal purposes and the Dutch text of these regulations will be binding.

# Table of Contents

<b>1. Education and Examination Regulations Bachelor in Psychology 2016-2017</b>	<b>5</b>	
<b>Section 1</b>	<b>General Conditions</b>	<b>5</b>
Article 1.1	Scope of the Regulations	5
Article 1.2	Definitions	5
<b>Section 2</b>	<b>Admission</b>	<b>6</b>
Article 2.1	Admission requirements	6
Article 2.2	Replacement Requirements concerning Deficiencies in Previous Education	6
Article 2.3	Language requirements with non-Dutch diploma	6
Article 2.4	‘Colloquium Doctum’	7
Article 2.5	VWO diploma ‘old style’	8
<b>Section 3</b>	<b>Content and Structure of the Study Programme</b>	<b>8</b>
Article 3.1	Purpose of the Study Programme	8
Article 3.2	Organisation of the Study Programme	9
Article 3.3	Language of Instruction	9
Article 3.4	Communication and Announcement of Decisions	9
Article 3.5	Study Load (extent of the programme)	9
Article 3.6	Composition	9
Article 3.7	Electives	11
Article 3.8	The Honours Programme	12
Article 3.9	The Bachelor’s Examination	13
<b>Section 4</b>	<b>Education</b>	<b>13</b>
Article 4.1	Courses/modules; Composition; Actual Design	13
Article 4.2	Prior Knowledge; Entrance Requirements	13
Article 4.3	Course/Module registration	14
<b>Section 5</b>	<b>Assessment</b>	<b>14</b>
Article 5.1	General	14
Article 5.2	Grades	14
Article 5.3	Sequencing of Examination Components	14
Article 5.4	Periods and Frequency of Exams	15
Article 5.5	Exam Registration and Deregistration	15
Article 5.6	Form of Exams	15
Article 5.7	Written Papers and Assignments	16

Article 5.8	Attendance at Tutorial Group Meetings	16
Article 5.9	Determination and Publishing Results	16
Article 5.10	Exam Review	16
Article 5.11	Proof of Having Passed Courses/Modules	16
Article 5.12	Period of Validity	17
Article 5.13	Retention Period of Exams	17
Article 5.14	Exemptions	17
Article 5.15	Grade Point Average (GPA)	17
Article 5.16	Fraud	18
Article 5.17	Unsuitability (Judicium Abeundi)	18
<b>Section 6</b>	<b>Examination</b>	<b>18</b>
Article 6.1	Examination	18
Article 6.2	Degree	19
Article 6.3	Diploma and Statements	19
Article 6.4	Certificate Honours Programme	20
Article 6.5	Right of Appeal	20
<b>Section 7</b>	<b>Study Advice</b>	<b>21</b>
Article 7.1	Study Progress Administration	21
Article 7.2	Study Guidance	21
Article 7.3	Mentoring	21
Article 7.4	Study Advice Propaedeutic Phase	21
Article 7.5	Binding (negative) Study Advice (BSA)	21
Article 7.6	Norms	21
Article 7.7	Procedure	22
Article 7.8	Personal Circumstances	22
Article 7.9	Hardship Clause	23
<b>Section 8</b>	<b>Transitional and Concluding Conditions</b>	<b>23</b>
Article 8.1	Amendments	23
Article 8.2	Publication	23
Article 8.3	Unforeseen Cases / Hardship Clause	23
Article 8.4	Date of Taking Effect	23
<b>Appendices with the Education and Examination Regulations Bachelor in Psychology</b>		<b>24</b>
Appendix 1	Language Requirements with non-Dutch Diplomas	24
Appendix 2	Implementation Regulation Exchange Programme and Electives Abroad	24
Appendix 3	Composition of the Honours Programme	26

## 2. Rules and Regulations Bachelor in Psychology 2016-2017 27

Article 1	Scope of the Rules and Regulations	
Article 2	Board of Examiners	27
Article 3	Examiners	27
Article 4	Proof of Having Passed a Course/Module	28
Article 5	Attendance Obligation	29
Article 6	Cum Laude / Summa Cum Laude Pass	30
Article 7	Exemptions	30
Article 8	Reassessments/ Re-sits	31
Article 9	Fraud including plagiarism and fabricating and/or falsifying survey or interview answers or research data	31
Article 10	Implementation and Date of Taking Effect	33

## Appendix with the Rules and Regulations Bachelor in Psychology 34

Appendix 1	Regulations Bachelor's Thesis	34
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# 1. Education and Examination Regulations Bachelor in Psychology 2016-2017

## Section 1 General Conditions

Education and Examination Regulations for the 2016-2017 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 Study Programme Committee and after consent was obtained from or after consultation with the Faculty Council. These regulations will take effect on 1 September 2016 for the 2016-2017 academic year.

### Article 1.2 Definitions

In these regulations the following is understood to be:

- a. The Act: the Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW);
- b. Student: he/she who is registered at Maastricht University, 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. Course year: year 1, year 2 or year 3 of the bachelor's programme;
- f. Academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- g. Study Programme: the bachelor's study programme as mentioned by Article 1.1, consisting of a coherent set of programme components;
- h. Bachelor: course years 1 through 3 of the study programme;
- i. Tutorial Group Meeting: a practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act;
- j. Practical Training: a module that provides practical exercise, as meant by Article 7.13, paragraph 2, sub d of the Act;
- k. Exam: the exam as part of the examination as meant by Article 7.10 of the Act;
- l. Examination: the final examination for the bachelor's study programme;

- m. Credit: unit expressed in ECTS credits, with one study credit equalling 28 hours of study;
- n. Board of Examiners: the board as meant by Article 7.12 of the Act.
- o. Examiner: the person appointed by the Board of Examiners, who is responsible for assessing student performance;
- p. 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;
- q. Board of appeal: the board of appeal for examinations as meant in Article 7.6o of the WHW;
- r. 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;
- s. Faculty Board: the Executive Board of the Faculty as meant by Article 9.12 of the Act;
- t. 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;
- u. UM: Maastricht University;
- v. 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

1. Persons who possess a non-Dutch diploma on ground of which exemption may be granted conform article 7.24 of the Act, must prove to the satisfaction of the

Board of Examiners that sufficient command of the Dutch language is present, before the exemption can be granted.

2. Adequate command of the Dutch language is proven by passing the state examination Dutch as a Second Language (NT2), prior to the beginning of the programme.
3. Those who possess one of the diplomas stated in Appendix 1 of the education and examination regulations are exempt of taking the NT2 examination as referred to in paragraph 2.

#### *Article 2.3.2 English Language Track*

1. Persons who possess a non-EU diploma on ground of which exemption may be granted conform article 7.24 of the Act, must prove to the satisfaction of the Board of Examiners that sufficient command of the English language is present, before the exemption can be granted.
2. Adequate command of the English language is proven by passing a language exam conform the Code of Conduct International Student Higher Education, prior to the beginning of the programme.
3. Those who possess one of the diplomas stated in Appendix 1 of the education and examination regulations are exempt of taking the language exam as referred to in paragraph 2.

### **Article 2.4 ‘Colloquium Doctum’**

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

The student who has successfully completed the bachelor programme:

1. has a general orientation in psychology and its fields, in particular in the biological and cognitive psychology, and as well as in general historical and philosophical backgrounds and foundations of the field;
2. can analyse and conceptualise problems in the field, report verbally and in writing to other scientists as well as to a broader audience;
3. is capable to set up simple research, to execute it and report on it;
4. possesses methodological knowledge;
5. can understand and evaluate psychological research and professional literature at an average level and has methodological and technical skills that are on average used in psychology;



6. 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.

### 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 education and assessment in the Dutch language track are in principle conducted in Dutch. Parts can be given in English. For education and testing in the Dutch language track Dutch and/or English texts may be used.
2. Education and assessment in the English language track are conducted in English.

### 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 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 to announce decisions.

### 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> Computer and the student portal introduction Introduction Library		
Period 1	Social Behaviour (6 credits) <i>Practical:</i> Social Networks	Methods and Techniques (6 credits)	Skills II: Observation of others and yourself (2 credits) <i>Practical:</i> Observing behaviour Data processing in SPSS Systematic literature search Portfolio year 1, part 1
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> Psychology in society (3 credits) Meet your brain (3 credits) Drugs and the brain (3 credits) Mind your body (3 credits)		

Period 4	Development (6 credits)	Perception (6 credits)	Skills III: Communicating (2 credits) <i>Practical:</i> Writing exercise 1 Writing exercise 2 Writing exercise 3 Portfolio year 1, part 2
Period 5	Foundations and History of Psychology (6 credits)	Learning and Memory (6 credits) <i>Practical:</i> Measuring cognitive functions 1 Measuring cognitive functions 2 Cognitive disorders in practice	
Period 6	Evolution and Genetics for psychology (3 credits)		
Experimental obligation (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)	Personality and Differences between Individuals (6 credits) <i>Practical:</i> Personality diagnostics	Skills IV: Academic Writing (4 credits) <i>Practical</i> Portfolio year 2
Period 2	Psychopathology (6 credits) <i>Practical:</i> Psychiatric Anamnesis	Functional Neuroanatomy (4 credits) <i>Practical:</i> Functional Neuroanatomy	
Period 3	Critical Thinking (6 credits) <i>Practical:</i> Psychiatric Anamnesis		
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> Endnote Student Psychology Symposium	
Period 6			
Experimental obligation (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 Thesis (6 credits)	Skills V: Regulation and job application(1 credit) <i>Practical:</i> Quick Career Advice Portfolio year 3
Period 4	Statistics III (6 credits) <i>Practical:</i> SPSS III	Methods of Cognitive Neuroscience (6 credits) <i>Practical:</i> Excel for Scientists Analysis of fMRI data	
Period 5	<i>Choice between</i> <i>Option 1:</i> Action (5 credits) AND <i>Practical:</i> Group decisions OR <i>Option 2:</i> Action (5 credits) AND <i>Practical:</i> Neuronal Basis of Decision Making	Motivation and Emotion (5 credits)	
Period 6	<i>Choice between</i> <i>Option 1:</i> Psychodiagnostics (6 credits) AND <i>Practical:</i> Constructing a Psychological Test OR <i>Option 2:</i> Psychodiagnostics (6 credits) AND <i>Practical:</i> The Diagnostic Cycle		
Experimental obligation (1 credit). Can be started in year 1, but credits will be registered in year 3.			

### Article 3.7 Electives

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

#### Article 3.7.1 Minor

- The student has the right to chose during period 1, 2, and 3 of the third year a Minor offered by another Faculty of the UM.
- Minors offered by other faculties may be taken, provided that they are mentioned in the programme guide / course catalogue of the UM.
- 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 of the faculty who will be determined each academic year and can be different each year (see the Elective Guide FPN at the student portal/AskPsy)

*Article 3.7.3 Electives outside the Faculty*

- a. Students may choose electives, pending approval by the Board of Examiners, which are offered by another faculty of the UM, another Dutch university or a foreign university. Electives taken abroad are subjected to the rules and regulations as stated in appendix 2.
- b. The Board of Examiners can withhold approval as mentioned under a, when the content of a proposed elective substantially overlaps with a course already taken or still has to be taken by the student, or when the content does not relate to the purpose of the bachelor programme.

*Article 3.7.4 Maastricht Research Based Learning (MARBLE)*

- a. The Programme has a research-based part: MARBLE.
- b. Annually a limited number of participants is elected by the Board of Examiners on behalf of the Faculty Board to participate in MARBLE  
For this the following criteria apply:
  - The top 20% (based on study results) of the second year students is personally contacted near the end of the second year.
  - Application for the remaining students is based on the following criteria:
    - Letter of motivation;
    - Bachelor year 1 has been completed and student is 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 project in year 3 is that both year 1 and 2 are completed.
- e. Credits for the MARBLE project will only be given when the bachelor thesis is written based on the marble research.
- f. A total of 12 credits will awarded upon successful completion of the MARBLE project which will be part of the electives.
- g. Upon successful completion of the MARBLE project 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 resits 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 in the programme guide or on the Faculty website.

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.
2. The educational programme includes 42 weeks per year.

### **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, and 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 experimental obligation must have been obtained.

3. A student can switch between 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.
4. 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 he/she 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.

### **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.

#### **Article 5.2 Grades**

1. Grades are awarded on a 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.

#### **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 resit, at times determined by the Board of Examiners: 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 (resit).
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 he/she has timely (been) registered for it through the student portal. Information and deadlines regarding registration of exams and resits and de-registration of exams and resits can be found on the student portal/AskPsy.

#### **Article 5.6 Form of Exams**

1. As a rule, tests are in written form. This includes tests done on a computer. A written test can consist of open questions, multiple choice questions, true-false questions, an individual paper, a research article, an essay or portfolio testing. A combination of open questions and true-false or multiple choice questions is also allowed. The Board of Examiners can in special circumstances allow another form of exam or weighing, in which case the Board of Examiners will establish the conditions under which this will take place.
2. A requirement for taking exams is compliance with the minimum requirements for participation in tutorial group meetings (see also Articles 4 and 5 of the Rules and Regulations).
3. For written exams, students will not be admitted to an exam after the exam has started. One needs to be on time. During the last 30 minutes of an exam, students cannot leave the exam location until the exam time is officially finished.
4. During exams it is not allowed to make use of aids/devices, or have them within reach, which are mentioned in the rules of Procedures for Exams, unless explicitly stated on the exam.
5. In case an examiner wants to use a different exam format, the examiner must ask permission from the Board of Examiners at least four weeks before the starting date of the course/module.
6. 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 before arriving at a decision.

**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 prospectus or 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 tutorial and practical group meetings a student is required to attend in the Rules and Regulations, articles 4 and 5, and determines how the actual attendance of each student is registered.
2. Students who do not meet the minimally required percentage of tutorial group attendance, and who have not missed more than 1 extra meeting than is allowed, may still meet the required attendance by applying, no later than 2 weeks after the exam date for a catch-up assignment. Maximally three catch-up assignments will be assigned per academic year. The Board of Examiners will notify the student no later than 4 weeks after the date on which the exam was taken.
3. 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 test within 15 working days after the day on which the test 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 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 Review**

1. Within 10 working days of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam.
2. Within the period referred to in paragraph 1, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written test and the standards based on which the test was assessed.

**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. However, the result of an exam that has been passed more than six years ago will expire.
2. 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**

The Board of Examiners can, at the request of a student, grant exemption from taking a test or other assessment, if the student provides satisfactory written proof that the student:

1. has already successfully completed a similar part at a university, which is equivalent in content and level;
2. possesses sufficient knowledge and skill in relation to the relevant test by way of work, or professional experience.

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)**

1. A weighted average score (GPA) is calculated for all parts of the examination which are assessed on a ten-point 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.
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 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 his/her knowledge, insight and skills.
2. Plagiarism is understood as the presentation of one's own or other people's ideas or words without adequate reference to the source.
3. If the Board of Examiners establishes that a student has committed fraud in an exam or exam component, it may impose suitable measures.
4. In serious cases of fraud, the Board of Examiners can propose to UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
5. The Rules and Regulations (RR) further detail what is understood as fraud and what measures can be imposed by the Board of Examiners.

**Article 5.17 Unsuitability (Judicium Abeundi)**

1. In exceptional circumstances and after carefully weighing the interests at stake, the Board of Examiners may, stating reasons, ask the Dean to request that the Executive Board terminate or deny a student's registration for a programme if, through his/her conduct or statements, the student shows that he/she is unsuitable to practice one or more professions for which the programme he/she is enrolled in, is training him/her for, or is unsuitable for the practical preparation for the profession.
2. If the dean of the faculty is asked by the Executive Board for a recommendation on a proposed termination or denial of registration based on the reasons stated in paragraph 1, the dean will in turn ask for a recommendation from the Board of Examiners. The recommendation to the dean will be supported by reasons.

**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.
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 in the academic year 2016-2017:

- if the student has held/will hold a board position for which a financial support from the “Profileringfond” was/will be granted for at least nine months or a Student Introduction Committee (‘INKOM’) board position.

#### **Article 6.2 Degree**

He/she 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 test.
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 his/her overview of the study results obtained by him/her.

### 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 his/her students in the first year. Additionally, during mentoring the acquisition of study and academic skills is started.

### Article 7.4 Study Advice Propaedeutic Phase

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.

### 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 programme for the next four academic years.
3. A BSA will be issued to a student who was enrolled 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. In case 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 & Techniques
 and 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.
3. Contrary to the statement in paragraph 1, students, who in the first year of enrolment in the bachelor's programme terminated their enrolment before 1 February, will not be issued a negative study advice.

**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. Mid July 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 study adviser will be informed which students are eligible for a negative study advice. The study 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 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.
2. Students who, as a result of personal circumstances, can reasonably expect study delays, should notify this promptly to the study 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 study 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 7.9 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.
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 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 8.4 Date of Taking Effect**

These regulations will come into force on 1 September 2016 and will be effective for the 2016-2017 academic year.

**Adopted by the faculty Board on 10 May 2016.**

## Appendices with the Education and Examination Regulations Bachelor in Psychology

### Appendix 1 Language Requirements with non-Dutch Diplomas

#### Dutch Language Track

Persons holding one of the following diplomas are exempted from the Dutch language test (NT2) referred to in article 2.3.1, paragraph 3:

- an international Baccalaureate Dutch A at “higher” and “standard level”;
- an international Baccalaureate Dutch B at “higher” level;
- an European Baccalaureate written exam taken in Dutch as first or second language;
- Belgian Secondary Education Dutch as examination course (ASO, KSO, TSO, as well as BSO);
- a French Baccalaureate Dutch as first, second or third language;
- United Kingdom GCE A-level of (I) GCSE in Dutch (written exam).

#### English Language Track

Persons holding a diploma issued in a country in which English is the official language of communication and instruction (Australia, Canada, Ireland, New Zealand, United Kingdom or United States) are exempted from the English language test referred to in article 2.3.2, paragraph 3.

### 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 of students who qualify to take electives abroad is based on a two-step selection procedure. In the first round only students who passed the first year of the bachelor’s programme within their first year of enrolment will qualify. In the second round those students who completed the first year of the bachelor’s programme in their second year of enrolment will qualify.
5. The diploma cannot be issued until the exchange has been completed and the results from abroad have been processed and registered.
6. 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.
7. 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 5 credits have been awarded by a particular university, the course will also be valued at 5 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 for the 3-year Bachelor's programme.
  - 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. 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:

- Introduction to Honours Programme 1 credit
- Genetics 2 credits
- Behavioural Economics 2 credits
- Philosophy and Psychology of Consciousness 2 credits
- Social and Cultural Context of Behaviour 2 credits
- Historical Book Review 2 credits
- Computational Models 2 credits
- Honours+ 5 credits

*Total credits honours programme* 18 credits

## 2. Rules and Regulations Bachelor in Psychology 2016-2017

### 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 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 he/she has taken.

### Article 3 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 4 Proof of Having Passed a Course/Module**

##### *1. Courses/modules*

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

- a. having met the attendance requirements for the tutorial meetings as stated in article 5, paragraph 1 in the rules and regulations;
  - A student who arrives more than 10 minutes after the official starting time of the meeting shall be considered not to have attended.
  - For admission to the course exam, a student must have attended a minimum of 85% of the tutorial group meetings of a course that consist of at least 7 meetings, or 100% for a course that consists of 6 or less meetings.
  - If a student has not complied with the attendance obligation but has not missed more than one meeting extra than is allowed, he/she will be admitted provisionally to the course exam.
  - To qualify for a catch-up assignment in order to comply with the attendance obligation a student must apply for this assignment within 10 working days - counting from the last day in the specific exam week- after the course exam by filling in and submitting the electronic form “Request Catch-up Assignment” via the student portal/AskPsy. As an exception, applications for a catch-up assignment for electives must be submitted with the course coordinator.
  - A student can qualify for a maximum of three catch-up assignments per academic year, taking into account that catch-up assignments for electives are left aside.
  - A catch-up assignment will be given to the student if not more than one meeting extra has been missed than is allowed and if the student has not applied for more than three assignments.
  - The catch-up assignment must be handed in to the course coordinator within four weeks after it has been assigned to the student. If the catch-up assignment is considered to be sufficient the student has as yet complied with the attendance obligation and the provisional result of the course exam will be declared valid.
  - If the application for a catch-up assignment has not been submitted in time and/or more than one meeting extra than is allowed has been missed, no catch-up assignment will be issued and the provisional result of the course exam will be annulled. The student will have to comply with the attendance obligation and take the course exam in the following academic year.
- b. if applicable, a satisfactory assessment and 100% attendance for the practical training. A student who arrives more than 10 minutes after the official starting time of the practical training shall be considered not to have attended;
- c. at least 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. contrary 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 statistics parts (M&T, Statistics I, Statistics II and Statistics III), Skills training, Research Practical, Psychodiagnostics, electives (see article 3.7 of the education and examination regulations) and the bachelor's thesis cannot be compensated or be used as compensation. A course with an insufficient grade can only be compensated when the following requirements are met: the attendance requirement has been fulfilled, if applicable, all practical parts have been passed, and both courses have the same number of credits. This applies to the compensated course, as well as to the course used to compensate with. Once a request for compensation has been submitted and granted, it cannot be reversed.

## 2. *Electives*

Electives are registered as passed when the following conditions have been met:

- a. the student must have an attendance record for each part (discussion group, lectures and, if applicable, practical training) of at least 85%. A student who arrives more than 10 minutes after the official starting time of the meeting shall be considered not to have attended. When the attendance requirement has not been fulfilled, the regulations described in paragraph 1, sub a apply;
- b. if applicable, a satisfactory assessment for the practical training;
- 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.

## **Article 5 Attendance Obligation**

1. There is an attendance obligation of at least 85% with respect to the tutorial group meetings for courses/modules that consist of at least 7 meetings:
  - of a total of 18 meetings: at least 16 meetings;
  - of a total of 17 meetings: at least 15 meetings
  - of a total of 16 meetings: at least 14 meetings;
  - of a total of 15 meetings: at least 13 meetings;
  - of a total of 14 meetings: at least 12 meetings;
  - of a total of 13 and 12 meetings: at least 11 meetings;
  - of a total of 11 meetings: at least 10 meetings;
  - of a total of 10 meetings: at least 9 meetings;
  - of a total of 9 meetings: at least 8 meetings;
  - of a total of 8 meetings: at least 7 meetings
  - of a total of 7 meetings: at least 6 meetings

In the case a course/module consists of 6 or less meetings there is an attendance obligation of 100%.
2. Practical trainings have an attendance obligation of 100%. For some courses/modules it is possible that there is no distinction between tutorial and practical meetings. In that case there will be a minimum of 9 and a maximum of 18 meetings for that course/module and the attendance obligation will be at least 85%.

3. For each tutorial group, attendance in the tutorial group meetings and the practical training sessions will be registered on a 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 6 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 scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the 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.

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 scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the 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 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.

**Article 7 Exemptions**

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.
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 of Board of Examiners' decision in writing.

## **Article 8 Reassessments/ Re-sits**

The following reassessment/resit arrangements apply to students who in the first instance have not passed a part of the bachelor's examination. The relevant reassessments/resits are available only to students who have complied with the attendance requirement.

### **1. Exams**

The student who failed a course assessment will get one opportunity to resit that exam per academic year. If a student passes the initial assessment he/she cannot resit the examination. In the case of a reassessment the highest grade counts.

### **2. Practical and Skills Training**

A student who has missed a practical or skills meeting or obtained an unsatisfactory assessment for a practical/skill assignment is offered one resit 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 others a catch-up assignment needs to be done. A student will only qualify for a resit when the practical coordinator was notified on time. 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 coordinator in time does not qualify for a resit 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 4, 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 8, paragraph 3 in the Rules and Regulations).

### **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 9 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 5 of this article if it establishes that a student, in any exam or exam component:

- a. has had any unauthorised aids/devices at his or her 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 him/her;
  - 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 5 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
    - a. using or copying his/her personal or other people's texts, data, ideas or thoughts without adequate reference to the source;
    - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
    - c. not clearly indicating in the text, for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
    - d. paraphrasing the content of his/her own or other people's texts without adequate reference to the source;
    - e. copying video, audio or test material, software and program codes from others without adequate reference to the source and thus passing them off as his/her own;
    - f. copying work from other students and thus passing it off as his/her own;
    - g. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.
  3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student has fabricated and/or falsified survey or interview answers or research data.
  4. 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 5.
  5. In the cases referred to in paragraphs 1, 2, 3 and 4 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
    - exclusion from participation or further participation in one or more exams in the programme for a period of at most one year.



6. 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.
7. 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.
8. If fraud is established, this is included in the student's dossier.
9. 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.
10. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's tests because fraud was committed.

#### **Article 10 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 2016-2017.

**Thus enacted by the Psychology Board of Examiners at its meeting of 28 April 2016.**

## 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 can be found in the Manual Writing Skills, that can be found on the student portal/AskPsy.
3. The bachelor's thesis is written in two steps. For the first deadline, the complete first version has to be turned in. The supervisor provides feedback on this version. This version will not be graded. The feedback needs to be addressed in the last and final version, which has to be turned in before the second deadline. The final version will be graded by two staff members (the supervisor and a second assessor).
4. The bachelor's thesis is assessed on the aspects that are described in the Manual Writing Skills. Only one of the aspects may be assessed insufficient. The quality of the first version will be reflected in the final grade given by the supervisor.
5. 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.
6. If the final grade of the bachelor's thesis, either given by the supervisor or the second assessor, is awarded insufficient grades, the regulation for reassessments of papers, article 8, paragraph 3 of the Rules and Regulations applies.