



Education and Examination
Regulations (EER)
and the
Rules and Regulations (R&R)
of the Bachelors

https://www.askpsy.nl/regulations

Today we give some examples of what is in these documents.

Where can you find the actual rules?

print (



Some definitions

Education and Examination Regulations

- >= EER
- >= general regulations
- >composition of the study programme, assessment, study advice (WHW= wet op het hoger onderwijs en wetenschappelijk onderzoek)

Rules and Regulations

- >= R&R
- >= detailed regulations
- >passing modules, attendance, exemptions, resits, graduating with distinction 'cum laude', fraud regulations, regulations master's internship and thesis

EER:

Article 5.8 Attendance at Tutorial Group Meetings

- The Board of Examiners lays down the minimum percentage of attendance in tutorial and practical group meetings in the Rules and Regulations, article 7, and determines how the actual attendance of each student is registered.
- 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

- The Board of Examiners determines the norms for the exam of each part of the examination.
- Official final examination results will be published on the student portal within fifteen (15) working days after the examination date, unless decided otherwise by the FPN Board.

R&R:

Article 7 Attendance Obligation

- 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.
- 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 12 (2)).
- 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.
- 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. However, an individual attendance arrangement based on personal circumstances is only valid once the exam is passed during the relevant academic year.

Some definitions

Education and Examination Regulations

>= EER

>= general regulations

Faculty

Board

>composition of the study programme, assessment, study advice (WHW= wet op het hoger onderwijs en wetenschappelijk onderzoek).

Rules and Regulations

>= R&R

>= detailed regulations

passing modules, attendance, exemptions, resits, graduating with distinction 'cum laude', fraud regulations, regulations master's internship and thesis

Board of

Examiners

The Board of Examiners

What do they do?



...is an independent committee and is, amongst other things, responsible for:



the quality of exams and assessments.



granting the diploma's for the bachelor's and master's programmes.



assessing requests and questions concerning the EER and R&R.

Before we go into some details EER and R&R...

In all cases where the EER/R&R are not clear or when you want to deviate from it, contact the Board of Examiners and not your tutor or course coordinator



You find the contact address at

AskPsy.nl/board -of-examiners

Budy support
fairs 6. Regulations
faired of (comments)
faired of (comments)
faired of (comments)
Accessories
Compensating results
Approval of elections

Binding Study Advise

Exemptions

Complaints and Appeal

Graduating

intervational felations office.
Broadening your new

Preparing for the new academic year

About 59%

Requests

For requesting parameter, consequently or election about you can use the standard forms. Those can be sett in via Jab Eq.

If you want to address another official request to the Bot, please note that you have to mutuate your request. In an afficial request you ask the Bot to take a decision.

To Principal Committee and to the Read of Examines

Requests will be processed within four weeks, in special dissurctances this term can be extended by another if weeks. You will retain an advanced experience of reports An answer to your request and be send to your student and personal amendment.

Complaints

If you have a complaint regarding a decision made by an eseminar or by the BoC you will have to submit this complaint via the Complaint Service.

Point of the UVA, within six weeks after the decision has been announced. It is also possible to contact the BOC prior to this. Please note that in cases of a dispate regarding examines with every will have to attend the spain inspection, before you lodge an appear.

Contest:

Before compacting the Bot, please first try to find the answer on AskPty if you contact the Bot, please include your name, El number, study programme, and a clear description of your insue.

Forms/Shelare erris.

The board fills out the forms of the bafog (german study hunding) and provides several statements and occurrents about your finance production.

Contact

Before contacting the Bot, please by to find the answer on AskPayrs. If you contact the Bot, please include your name, IC number, study pregramme, and a door description of year have.

Personal meeting	N Mais at accomment, 20	
	FFF Sentus/esk um 40, leyel 1	
	Appaintment hours via Zoom:	
	Manifeyo 10:38 - 12:00h	
	Phin (Bys 25:20 - 16:00 h	
E-mail:	and contract from Assirty-Hology	
Post:	Deliverity curverfor send to:	
	Manager University	

Some of the TOPICs that we'll be (shortly) addressing

Aim of the programme?

Attendance

Exams, grading, resits

BSA

. . .

Content, and structure of the programmes



The programme has intended learning outcomes (ILO's) formulated, e.g.,...

What do you think that the ILO's of your programme are?

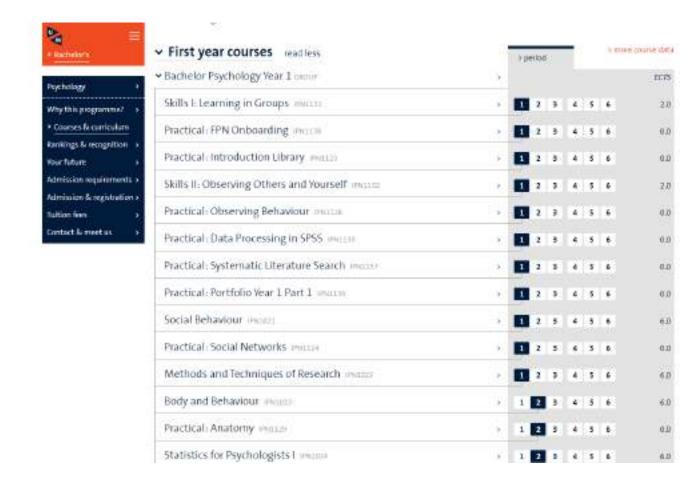
Level Content/orientation		
Dublin descriptors	ILOs based on domain-specific reference framework and EFPA	
Knowledge and understanding	ILO 1: Has a general orientation in psychology, its subfields and supporting fields, especially biological and cognitive psychology, including general philosophical foundations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

To obtain these ILO's THE curriculum has theoretical courses, practicals + thesis (1 ECTS= 28 hours of work)

Overview Courses:

Course Overview at <u>AskPsy.nl</u> // via AskPsy.nl > Curriculum > Academic Calendar > Course Overview OR

https://www.maastrichtuniversity.nl/education/bachelor/bachelor-psychology-0/courses-curriculum



Teaching Format courses



PBL and attendance

Most core courses have PBL... and attendance

Attendance requirement means that you must be "present" at (a percentage of) the meetings

Make sure to notify your tutor in case of absence.

Tutorials, PBL, and attendance

Why does it make sense to have an attendance obligation?

An essential part of PBL takes place in tutorial groups, in which students discuss and report about the problems stated in the course manual.

Because of this, attendance at tutorial groups is deemed important/essential, is mandatory and hence constitutes an exam requirement.



School success starts with attendance

Tutorials, PBL, and Attendance

Since Sept 2022 >> If you are unable to join the tutorial on campus, you can join the session online (hybrid), but note that this online participation will not count as 'having attended the session' for the attendance requirement.

Program parts	Attendance rule
Core courses	PBL: 100% (you may be allowed to miss some meetings, see R&R, p.4)
Practical	100%

Attendance R&R

Article 7 Attendance Obligation

- 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.
- 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 12 (2)).
- 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.
- 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. However, an individual attendance arrangement based on personal circumstances is only valid once the exam is passed during the relevant academic year.

For tutorial group meetings, see also:

https://www.askpsy.nl/attendance-obligation

Tutorial group meetings

Minimum attendance for tutorial group meetings

Bachelor

Number of meetings: <= 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 100% attendance required all 4 5 5 6 7 8 9 10 11 12 13 14 15 16 17 18 'minus 2 meetings':

Tutorials, PBL, and attendance

Attendance will <u>not</u> be registered when you "arrive" late. Also, "leaving" a tutorial/practical session "early" is <u>not</u> okay.

When attendance requirement of the course is not met?

You will not be able to take the course exam or the resit in the same academic year.

If you take the exam anyway, the exam result will be declared invalid. The attendance requirement as well as the exam will have to be passed and taken in the next academic year.

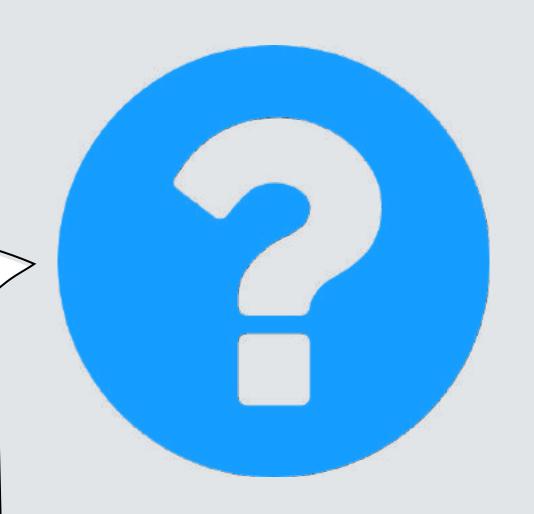
What if attendance requirement was met but I failed the course?

Attendance remains valid throughout the years so you only have to re-do the exam!

Does this mean there is no possibility whatsoever to re-do the exam next year AND attend tutorials? There is!

Check out:

AskPsy.nl/repeat-education



AskPsy.nl/repeat-education

Coronavirus

Course + exam booking Book your courses

When to book?

If you forgot to book

Unable to follow a course?

Repeat Education

Exams & Grades

Curriculum

Tutorial group

Electives

Internship

Thesis (Ba)

Thesis (all Ma)

Research Participation

IPN2027 / PSY2027

Course + exam booking » Repeat Education



Repeat Education: reattend the tutorial group meetings

Failed an exam in previous years? Reattend the tutorial group meetings.

You might want to refresh your knowledge before attempting a resit of a course that you failed in previous years. At FPN, you can reattend tutorial group meetings. This option is available to bachelor and master students.

Note that you are expected to attend all meetings. If you miss more than two meetings, the tutor can refuse access to the remaining meetings.

How to register

To reattend, you need to do two things, both before the end of the course booking window:

- Register yourself for the first exam via the 'takes exam only' option in the Student Portal.
- Sign up for the Repeat Education via the AskPsy contact form. Please mention the code and name of the
 module you would like to follow. FPN Education Office will assign you to a group. You will see the meetings
 in the timetable.

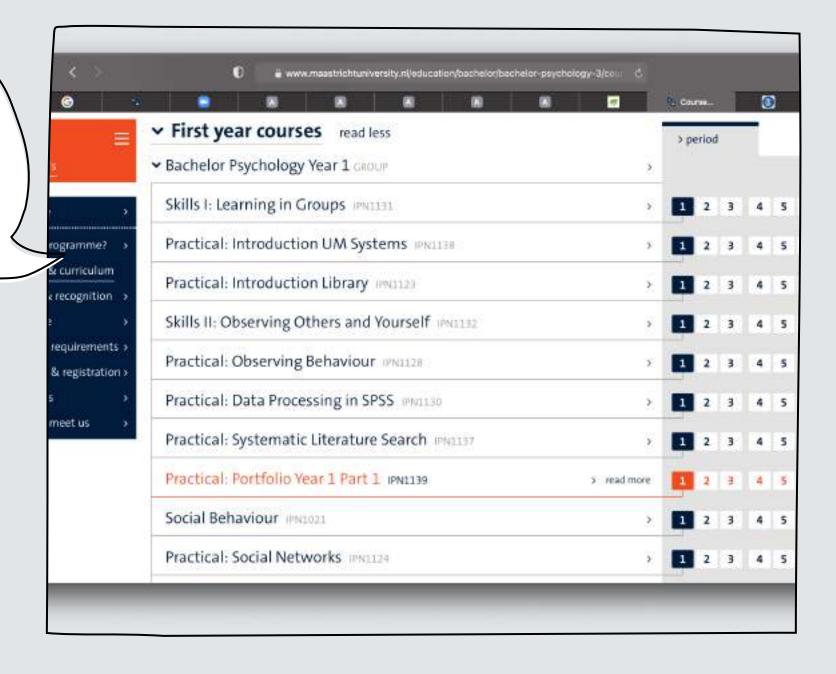
I attended the tutorials and I'm about to take my exams – What do I need to know?





Core Courses/
Practicals: how
do you pass
these?

These often have attendance and an exam (course exam, written assignments)





Formats exams

Computer-based assessments; if On Campus > chrome books available on campus (MECC)

Examples are: open-ended questions, multiple choice questions, true-false questions, a combination of open- ended questions and true-false or multiple choice questions, an individual paper, a research article, a presentation, an essay or a portfolio.

Meet minimum attendance requirement

Sufficient grade for the course exam:

a (rounded) 6.0 and higher or a pass (if applicable)

If applicable: pass the practical training

When do I pass a module and obtain my credits?

Rounded Grade decimals < .25 and >=Whole .75 number ≥ .25 and < Half number .75 5.0-5.4 **5.0 5.5-5.9** 6.0

When is an exam a 6.0?

Grades

>scale 0.0 to 10.0

>will be rounded of to nearest whole or half number

>Few modules with combination of grades from main course and practical >>Modules 2022/2137, 2024/2134 and 3109/3157OR3158. Course coordinators provide details about grading.

Rules regarding taking exams (on location)

IMPORTANT: Read the Rules of Procedures for Exams!

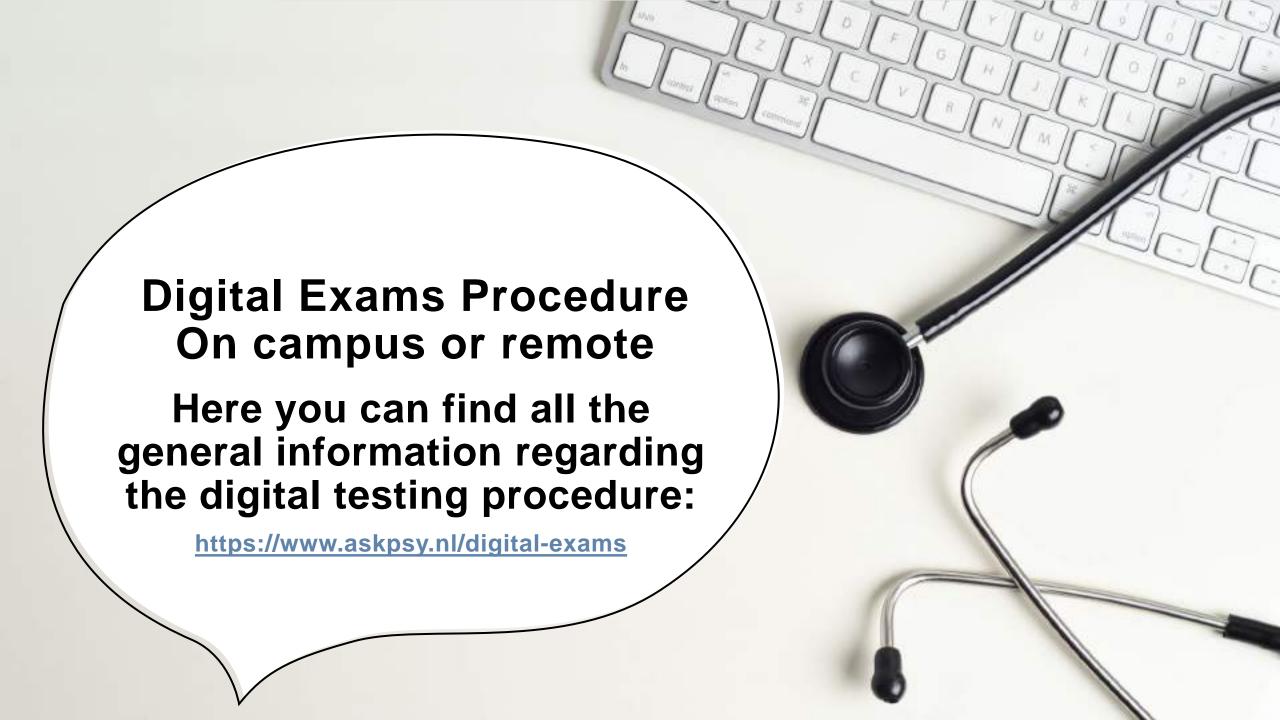
You can find them here:

https://www.askpsy.nl/examsprocedure

Make sure you "arrive" on time and start promptly. After the exam has started you will not be admitted anymore.







Taking exams: when do I receive the results?

•Exam results will be published at the latest 15 working days after the exam date.

•Within a period of 25 working days after the exam, you can inspect your exam.

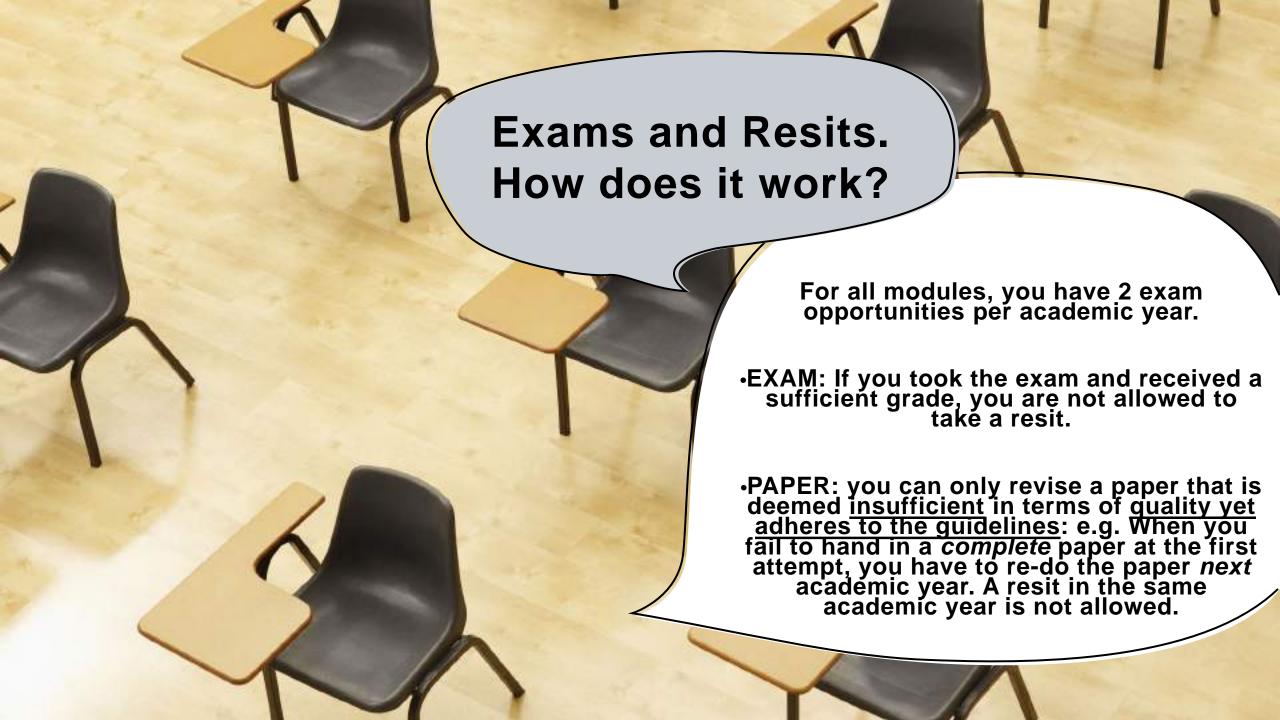
Exam Inspection

Aim: to gain more insight in your grade and to learn from it; It is not meant for discussion.

The rules and regulations regarding exam fraud also apply to the exam inspection. For instance, you may not take notes/copy answers and a form of identification might be required.

Learn more about the exam inspection via: https://www.askpsy.nl/exam-

inspection



Resit

PRACTICAL/SKILLS: 100% attendance *unless otherwise stated.

* Always check the course manual from the practical for the attendance regulation to see if and under which conditionas a catch-up assignment is an option.

Thesis / Electives



From year 1 to 3: can I follow all courses in year 1?



No...There is a fixed order

Students in <u>YEAR 1</u>: only admitted to examination components of the first year of the BA.

Students in <u>YEAR 2</u>: only admitted to examination components of the first and second year of the BA.

Students in <u>YEAR 3</u>: admitted to all examination components of the BA.

Some entrance requirements are set for some courses: Some examples:

- •To be admitted to Statistics II (and III):
- ✓ Having passed Statistics I (before March 15, first attempt in second year)
- •To be admitted to the Research Practical (before March 15):
 - √Having passed Statistics I
 - ✓ Having passed Methods & Techniques

To take electives abroad:

- √Having passed all modules of year 1
- ✓ Having passed all modules of period 1-3 of year 2
 - ✓ Having fulfilled the Research Participation

Research Participation

•You have to take part in experiments at our faculty as a participant for at least 20 participation points. It results in 1 credit which will be registered at the end of year 3.

•When you fulfill it in year 1, you only have to obtain 15 points (instead of 20).

https://www.askpsy.nl/researchparticipation-obligation

Research Participation

- •E-mail Monday 5 September 2022 Research Participation System – from FPN-sona@maa..
 - •No account yet? Contact fpnsona@maastrichtuniversity.nl
 - The original e-mail all students received>>

Subject: Research Participation System - your Sona account is now active

Dear student.

Your Sona account has been activated today. You will need to use the Sona system to sign up for studies and to manage your research participation credits

About the Research Participation Obligation

As part of your curriculum, you have to be a research participant in a number of scientific empirical studies. This way, you become acquainted with a variety of methods of empirical research, and are introduced to the different research areas. We encourage you to complete the Research Participation in your first year.

Sona System now available for new students

As from today, you can use to Sona System with your UM-username and password (use the button 'UM account log in') on https://maastricht-fpn.sona-systems.com

Good to know

- When participating in studies, the researcher only knows you by the Sona number. You can find this under "My Profile". You will need to provide this number (not your student number!) to receive your credits
- See the Research Participation Policy on AskPsy > Research Participation Obligation for your rights and duties.
- Tips and tricks on using Sona can be found in the FAQ on the Sona website.
- More information and contact details on AskPsy

Compensation: What and when?

In the BA you can compensate 1 module, *Not every* course can be compensated or used to compensate with.

•For some courses: A grade of 5.0 can be compensated by an 8.0 or higher

•Attendance requirement fulfilled + practical (if applicable)

 Both modules need to have the same amount of credits (or more)

•Once granted, a compensation can <u>not</u> be reversed.

•Only compensate when all exams have been taken or to avoid a BSA.

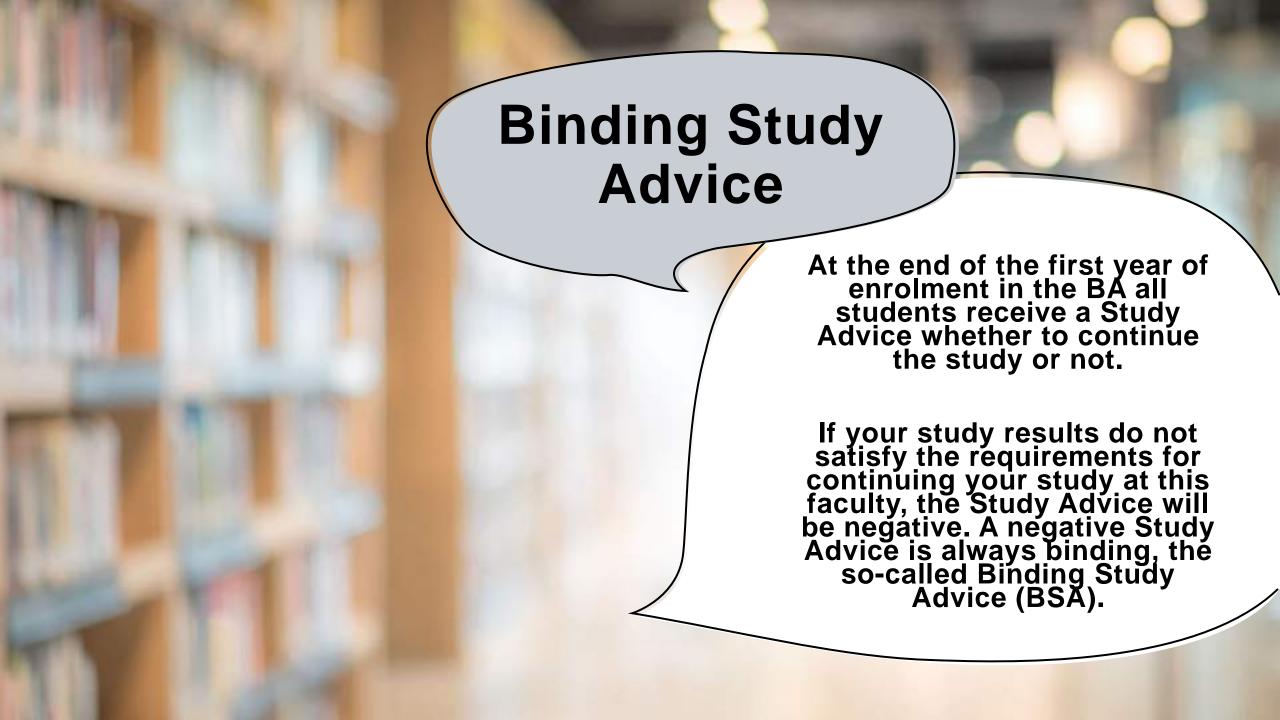
More info can be found on:

https://www.askpsy.nl/compensating-results





(Binding) Study Advice



When is study advice positive?

Only if you have 42 credits and if Methods & Techniques OR Statistics 1 are passed.

BSA for the English track pertains also to the Dutch track and vice versa.

Don't opt for the minimum!

Although one can proceed to the 2nd year when 42 credits and M&T or Statistics are obtained... don't just settle for the minimum...

Obtaining all 60 credits in year 1 can result in certain perks. E.g. Having first choice in selecting electives at a university abroad or participating in the Honours Programme.

https://www.askpsy.nl/honours-programme or https://www.askpsy.nl/excellence-programmes

Binding Study Advice (bindend studie advies)

Getting a BSA means that you will not be allowed to register for the Bachelor in Psychology programme at Maastricht University for the next four years.

More information can be found here: https://askpsy.nl/binding-study-advice

Be aware: the BSA rules for 22-23 will be updated, on this page you see the BSA norm for 21-22. Due to Covid, the BSA-norm was lower than normal. It will soon be updated for 22-23.

2021-2022 Procedure Negative Binding Study Advice	
Throughout the year.	Academic advisers and mentors invite students based on their study progress.
January	First Warning Advice email (to all students) The Board of Examiners will issue, on behalf of the Faculty Board, a warning to all first-year bachelor's students in the months of January and May to highlight the importance of achieving the BSA standard.
May	Second Warning Advice email Goes out to all students.
July/August	Intention to issue a Negative Binding Study Advice Certain personal circumstances may be taken into account when issuing a binding study advice. These circumstances will only be taken into account if they were reported to the academic adviser within four weeks after the circumstances were revealed, and if your study results in the periods in which the personal circumstances did not apply give cause for this. See the EER for details >>
July/August	nBSA hearings Before we issue an NBSA, you will be given the opportunity to be heard. In this hearing you can bring forward the (documented) personal circumstances on which want to be exempted from receiving a nBSA. The BSA Hearing Committee will test the given grounds on admissibility and decides afterwards if the grounds will be officially recognised. The BSA Hearing Committee will take the advice of the Academic Advisers into account.
August	Negative binding study advice issued
6 weeks after publication	Six weeks to appeal If you do not agree with the (negative) binding study advice, you can & <u>appeal</u> within six weeks.



When do I get my BA diploma?

When minimally 180 credits (60/year) of the mandatory programme are obtained BSc. degree



A weighted average score is calculated for all parts of the programme that are assessed on a 10-point scale, with some exceptions.

GPA is registered with 2 decimals,

e.g. "7.99".

Rules & Regulations

Article 9 Cum Laude / Summa Cum Laude Pass

- The pass 'cum laude' is attached to the bachelor's examination if each of the following requirements have been met:
 - a. a 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;
 - weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the EER);
 - c. Bachelor's thesis: a grade of at least 8.0.
 - d. All courses/modules need to be passed within three years after the student started the Bachelor's programme.

Cum laude will not be awarded if more than 20 credits are exempted. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Article 16, and therefore had a test result declared invalid, shall not be eligible for the attribution of Cum Laude.

Judicium (Summa) Cum Laude

The Right of Appeal

Within 6 weeks after a decision is announced by an examiner or the Board of Examinors a person concerned can file an appeal against this decision with the Complaint Service Point (CSP) 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.

More info can be found on:

https://www.askpsy.nl/complaints-and-appeal

The Right of Appeal

Please keep in mind that...

- √It's a formal procedure
- √A lot of effort from all parties is involved (e.g. timeconsuming)
- ✓It is meant as a last resort

What to do first?

- -Opt for dialogue/communication (e.g. with the course coordinator)
- -Ask questions (e.g. to the BoE)

More info can be found on: https://askpsy.nl/board-of-examiners





Fraud and Plagiarism

Fraud and Plagiarism - Say what?!

- Fraud at exams
 Fraud regarding attendance
 Plagiarism written assignments
 Fabricating and/or falsifying (research) data
 Giving incorrect information, presenting oneself as someone else, signing for someone else
- * Mobile phones/watches at exams = creating an opportunity to commit fraud ...

Fraud and plagiarism - What are the conseque nces?

When fraud has been established or when the possibility that fraud was committed cannot be ruled out (e.g. mobile phone during exam):

- Results will be declared invalid.
- •A notification will be included in student's file.
- Possible (additional) sanctions will be imposed.







Personal circumstances



Personal Problems affecting your study?

NOTE: We are discussing this last but you should in fact take action as soon as possible...

I am experiencing personal issues that (might) affect my academic performance

What shall I do?

E.g. parental loss, psychological problems, caregiving (mantelzorg), etc.

We sincerely hope you won't be needing it but if and when you do, contact the academic advisers:

https://www.askpsy.nl/acad emic-advisers

Disability?

Are you a student at Maastricht University who has a physical, psychological and/or sensory disability, a chronic disease or another condition such as dyslexia, ADHD, autism or Crohn's disease?

Then you can apply for support to make studying with your disability easier.

For more information, see: https://www.maastrichtuniversity.nl/s

upport/during-your-studies/studyingdisability

Judicium Abeundi / Unsuitability (ongeschiktheid)

In exceptional circumstances and after carefully weighing the interests at stake, the Board of **Examiners and the Dean/Faculty Board may request the Executive** Board to terminate or deny a student's registration for a programme if, through the student's conduct or statements, the student shows that the student is unsuitable to practice one or more professions for which the programme the student is enrolled in, is training the student for, or is unsuitable for the practical preparation for the profession.

COVID-19 and its impact on education and examination

We have no/some? idea what lies ahead...

COVID-19 has led to some changes in the way we educate and assess students' knowledge.

COVID-19 and its impact on education and examination

It might be the case that COVID-19 will overrule at certain moments in time like it has done over the past few years/months.

Know that we always keep our students' interest at heart. We are all working very hard to come up with reasonable solutions for all parties involved but especially you guys...

We will always inform you about (last-minute) changes in our education via AskPsy.nl, e-mail (Contact-fpn@maa..), Canvas/Student Portal.

Very Important:



Lots of success and fun in Your programme at FPN

Hope to see all of you at the diploma ceremony