Bachelor in Psychology (2022-2023)

Template Course Manual

Name Coordinator

 IPN1234

Period 1

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# A. General Information

## 1. The Education Office and www.askpsy.nl

The Education Office is responsible for the practical organisation and coordination of all the education related activities within the Faculty of Psychology and Neuroscience (FPN), for example the schedules.

[Askpsy.nl](http://Www.askpsy.nl) is the website for FPN faculty information, FAQs, and contact options.

Here you can find among other things:

* course and exam booking/cancelling
* provisional schedules
* repeat education
* academic calendar
* exam schedules, procedures and inspection
* requirements for passing a course
* information on resits
* information on exam inspection
* attendance requirements
* appointment with academic advisors
* and so on.

## 2. Regulations, including Code of Conduct & Education and Examination Regulations

Each study programme offered at FPN has its own Examination and Education Regulation (EER), which is updated every academic year. The EER contains information on for example attendance at tutorial group meetings, determination and publishing results, and exam inspection. In addition, each study program offered at FPN has its own Rules and Regulations (R&R). The R&R rules are determined by the Board of Examiners regarding the routine and procedures during exams and regulations regarding the determination of the results of exams and examinations as meant by sections 5 and 6 of the EER.

The EER and R&R apply to all students of a study programme equally, and are valid for one academic year only.

A link to all these regulations can be found at [Askpsy.nl/regulations](http://www.askpsy.nl/regulations).

Note that the 2022/23 course might have COVID-19 related restrictions and based on the situation we might need to adjust our way of education. Please contact your tutor, course coordinator, and/or mentor whenever you have questions or remarks relate to the teaching format.

FPN regards behaviour in compliance with its core values as being of great importance. A Code of Conduct has been developed to ensure a good and productive study environment and to avoid undesirable and unwanted situations. A link to the Code of Conduct can be found at <https://www.maastrichtuniversity.nl/about-um/organisation/codes-conduct-regulations>

## 3. Attendance

There is an attendance obligation with respect to the tutorial group meetings and/or the practicals. The document entitled rules and regulations of the education program define the attendance requirement for the tutorial meetings and/or the practical meetings. Please see art. 5.8 EER and Art 7 Rules and Regulations Bachelor in Psychology for the complete attendance rules ([www.askpsy.nl/regulations](http://www.askpsy.nl/regulations)). If you miss more than the allowed number of meetings to obtain your attendance obligation, you will have to take the course again next year. Note: In some courses, it is possible to join a meeting in another tutorial group. Joining a meeting in another tutorial group will however **not** be registered as part of your attendance obligation. You need to pass all attendance requirements in **your** **own** tutorial group.

In this course, the following is applicable:

* Note for course coordinator: please select which option is applicable in your course.

|  |  |
| --- | --- |
|  | If you miss a meeting, you mayjoin this meeting in another tutorial group. However, this is only allowed if the tutor of the group you would like to join, agrees that you will join the tutorial group you are officially not registered for.  |
|  | If you miss a meeting, you maynotjoin this meeting in another tutorial group. |

## 4. Covid-19

Due to COVID-19, this course may be offered online or partially online. FPN will comply with the measures set by the Dutch government and Maastricht University. See [maastrichtuniversity.nl](https://www.maastrichtuniversity.nl/news/information-coronavirus-covid-19) and [askpsy.nl](https://www.askpsy.nl/covid-19) for latest information.

In COVID-19 times, you will be assigned randomly to groups, as in normal times. But, reshuffling of groups by the coordinator is allowed to configure groups in a most optimal way if necessary (for example, to find a balance between students who are actually physically here in Maastricht and students who have to be online because they are still abroad due to travel restrictions). Any reshuffling will be communicated by the coordinator to the Education Office. The office will arrange a regrouping in the system too. This is important, so that you and your peers always have correct time table information. In case your time table is not correct, please contact the education office.

## 5. Calculators at the exam

A limited list of calculators is approved for use during the exam. Please see the table below, or <https://www.askpsy.nl/exams-procedure#7> for a more up-to-date version.

If you do not yet own one, please make sure you buy the right type of calculator well in advance. No other brands nor other models of calculator will be accepted at FPN exams. If you are using a different model of calculator during your exam, this will be reported to the Board of Examiners FPN, and this may have severe consequences.

*This section should be removed if calculators will not be used at the exam.*

# B. Course Information

*The course manual should at least include the course information from point 1-8 (you may switch order). Of course, you may as well include extra information related to the course.*

## 1. Course planning group

*The names of the members and the contact information.*

## 2. Course description

*What students can expect in the course.*

## 3. Intended learning outcomes

*Include the ILOs from the nominal plans.*

## 4. Alignment with the program and master

*Explain how the course aligns with the program and which masters are building on what is learned here.*

## 5. Course schedule

*Include the days on which teaching activities occur (especially regarding lectures and practicals), but please do not mention the exact times of the tutorial meetings, as we expect students to consult their timetables.*

## 6. Essential and recommended literature

*Make sure that the reference list is according to standard.*

## 7. Overview of significant changes of the course since last year

*Only point out the changes, not the reasons. Also mention if nothing has changed.*

## 8. Examination/Assessment plan

*Please specify:*

*Types of assessment (e.g. attendance, practical, presentation, exam). In case of a written exam, specify multiple choice, open ended or other, and make sure to apply the official procedures described in this* [*pdf*](https://www.askpsy.nl/bestanden/downloads/aboutfpn/info-for-staff/2022-2023_FPN_Written_assignments_procedure_v0001_25-05-2022.pdf)*. If other, please specify.*

*Grading type (Pass/Fail or 1-10)*

*Weighing per assessment*

*Compensation possibilities*

*Resit possibilities for each assessment*

*Exam inspection (when, where, and how): based on the new regulations and inspection.*

## 9. Practical

*Only if available in the course manual.*

## 10. Other content

*If other content has been placed in the course manual that is nor a part of A or C, put it here.*

# C. Tasks

## Task 1: Task title

### Extra heading if necessary

## Appendix 1