
Social Sciences

Psychology Bachelor
Teaching and Examination Regulations (TER) Psychology Bachelor

Note:
Printed below are the Teaching and Examination Regulations and the Rules and Guidelines for exams. These regulations apply to the full-time bachelor programme of the Institute of Psychology, Social Sciences Faculty at the Erasmus University Rotterdam.

Paragraph I - General

Article 1.1 Scope of the Regulation
These regulations (WHW, 02-07-2003, art. 7.13) pertain to the academic year for 2014-2015 and will apply to the teachings and examinations of the bachelor programme of the Institute of Psychology, Social Sciences Faculty at the Erasmus University Rotterdam, hereinafter: the faculty.

Article 1.2 Definitions
In these regulations, the following words shall have the following meanings:
- the Act: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW)
- student: a person enrolled at the Erasmus University Rotterdam, and hence enjoying the rights referred to in article 7.34 of the Act;
- bachelor programme: the programme referred to in article 7.3a paragraph 1 at a of the Act which is concluded with an exam, hereinafter: the bachelor exam;
- master programme: part of the programme that follows the bachelor programme which is concluded with an exam, hereinafter: the master's exam;
- section: a teaching unit belonging to the programme referred to in article 7.3 of the Act;
- course: a teaching unit belonging to the programme referred to in article 7.3 paragraph 2 of the Act;
- practical: skills training as referred to in article 7.13 paragraph 2 at d of the Act which may take one of the following forms:
  - writing a paper, report or designing a research project,
  - conducting a research assignment,
  - participating in a study visit or a research project,
  - taking an internship,
  - taking part in another study activity aimed at the attainment of certain skills;
- course exam: the assessment of the student's knowledge and insights and/or skills attained on a subject of the programme's exam as referred to in article 7.3 paragraph 3 of the Act;
- **minor**: deepening or broadening section of the programme of at least 15 ECTS in size which students have the option of taking at either the Psychology Institute, other EUR programmes or abroad;
- **elective course**: part of the elective section of the programme, taught by an examiner authorised to teach and examine that course;
- **paper**: a paper, essay, written practical assignment or an assignment for the Writing Skills course;
- **ECTS**: abbreviation for ECTS Credit and unit for study load; one credit is the equivalent of 28 hours of study load (according to the European Credit Transfer System); Pursuant to article 7.4 of the Act any programme’s study load is expressed in ECTS.
- **Examination Board**: the board referred to in article 7.12 of the Act;
- **Board of Appeal**: The Board of Appeal for examinations as referred to in article 7.60 of the Act;
- **Rules and Guidelines**: the rules, guidelines and instructions enacted by the Examination Board for the purposes of maintaining order at the examinations, properly assessing the candidate sitting the exam and determining examination results as referred to in article 7.12b of the Act;
- **Examiner/assessor**: in its meeting of 28 March 2001 the Examination Board for Psychology has, pursuant to article 7.12c of the Act, decided that the following persons are authorised to act as an examiner/assessor:
  - Scientific staff encumbered with educational duties employed at the Psychology Institute; this concerns the following categories of scientific staff, as mentioned in the CLA for Dutch Universities
    1. professors
    2. chief university lecturers
    3. university lecturers
    4. assistants in training
    5. other scientific staff
  - student assistants (referred to in the CLA as OBPs) are not authorised to act as an examiner. The Examination Board may elect to deviate from the above and appoint other individuals as an examiner.
- **course or practical coordinator**: an examiner responsible for the contents of any one course or practical.

**Article 1.3 Objective of the Programme**
The programme aims to equip students with the knowledge and skills of Psychology needed to be able to attain a position on the job market at the bachelor level and have them become eligible for admittance to a Master programme, at least in Psychology. This objective is specified in the following terms: *End requirements* (in accordance with the reference framework of the latest educational visitation commission for Psychology).

The Bachelor graduate:
1. has declarative knowledge of the most important theory, empirical findings and the general methodology applied in psychology and its subdisciplines: experimental psychology, biological psychology, personality psychology, social psychology, developmental psychology.

2. has declarative knowledge of the three different perspectives that characterise psychology, i.e.: the evolutionary-genetic perspective, the cognitive psychological and the biological psychological perspective.

3. has declarative and procedural knowledge of the applications of psychology in Mental Health, Psychopathology, Occupation & Organisational and Education & Development.

4. has declarative knowledge of the supporting fields, i.e.: history of psychology, philosophy of science and ethical aspects of professional interaction with others, i.e. both clients and subjects.

5. has declarative and procedural knowledge of the most important research methods of psychology, of data analysis & statistics and of test theory at a level that allows for the interpretation of most psychological research literature.

6. has enjoyed teaching and exercise in the methods of psychological science and research (empirical cycle) and its professional practice (bachelor level). These will lay the foundations for obtaining the Dutch Institute of Psychologists’ Certificate in Psychodiagnosics during the master programme, as well as qualifying for admittance to a postgraduate programme in health psychology, psychotherapy or educational psychology.

7. has a general knowledge of the three areas of practice, i.e.: structure, main problems, activities by psychologists in those areas.

8. has in preparation for a master programme obtained deepening knowledge and insight in one of the following four areas: Occupational & Organisational Psychology, Clinical Psychology, Educational & developmental Psychology and Brain & Cognition.

9. is able to answer scientific questioning by conducting literature research and simple empirical research as part of a bachelor thesis. The end level for this programme is set at the starting level for the master programme.

10. applies himself/herself critical of one’s own conduct.

**Article 1.4 Full time / Part time**

The programme is only offered full-time. The programme is a three-year full-time bachelor programme.

**Article 1.5 Study Load and Duration**

The bachelor programme has a study load of 180 ECTS. Study load is expressed in either half (0.5) or full (1, 2, 3, etc..) ECTS.
Article 1.6 Examination

Those who have attained the required number of ECTS will be awarded the degree of Bachelor of Science in Psychology (BSc).

Award of the degree will be marked on the exam certificate.

Paragraph 2 Bachelor programme

Article 2.1 Structure of the bachelor programme

1. The dean will determine the constituent parts of the bachelor programme's curriculum (see Appendix 1).

2. Students may, as part of the elective section of the programme, elect to replace one or more of the individually listed sections/courses contained in the appendix and subject to approval by the Examination Board by one or more other sections or courses, provided the total study load for the programme is maintained at at least 180 ECTS.

3. An example of the replacement referred to in paragraph 2 could constitute a one or more sections or courses taken at another Dutch or foreign university.

Paragraph 3 Examinations

Article 3.1 Types of Examinations

paragraph 1: course exams

All three years of the bachelor programme will feature course exams testing the students' knowledge of the topics discussed during a particular course. The exams will be composed by the examiner, i.e. the course coordinator responsible for that section of the programme in consultation with the other examiners involved in that section of the programme.

Each of the course exams' standard and results will be determined by the examiner in consultation with the Examination Board.

If a course exam were to consist of several components, e.g. a multiple choice section and a paper requirement, this will be referred to as a composed exam.

Paragraph 2: course practical examinations (practical exams)

The examiner, i.e. the course coordinator will determine the type and content of the practical exam. Examples of practical exams are: practical reports or assignments and SPSS exams. Each of the course exams' standard and results, i.e. the review criteria will be determined by the examiner in consultation with the Examination Board.

Paragraph 3a: professional conduct during the tutorial group meetings
During the bachelor programme courses (except in the statistics courses) the examiners referred to in article 1 of the Teaching and Examination Regulations will review the students' professional conduct during the tutorial group meetings. The Examination Board will determine the rules governing how students are reviewed on their professional conduct during the tutorial group meetings. Moreover, the Examination Board will determine the rules on how such a review is transposed into requirements which, if satisfied, will result in students receiving a signing off for their professional conduct during the tutorial group meetings. See: Rules & Guidelines article 12 paragraph 4.

**Paragraph 3b: professional conduct during the practicals**

The practicals for courses 1.2, 1.6, 2.7, 2.7 and 2.8 and practicals 3.5 and 3.6 of the Clinical preselection courses the examiners referred to in article 1 of the Teaching and Examination Regulations will review the students' professional conduct during the tutorial group meetings. The Examination Board will determine the rules governing how students are reviewed on their professional conduct during the tutorial group meetings. Moreover, the Examination Board will determine the rules on how such a review is transposed into requirements which, if satisfied, will result in students receiving a signing off for their professional conduct during the tutorial group meetings. See: Rules & Guidelines article 12 paragraph 4.

**Paragraph 4: papers**

Requirements for papers will be determined by the examiner in consultation with the Examination Board. These requirements will be announced at the start of the course the paper requirement belongs to.

The Examination Board will determine in which cases a student will be allowed a partial or full rewrite opportunity for a particular paper.

**Paragraph 5: bachelor exam**

a) The exam concluding the Psychology bachelor programme requires students to write a thesis and is open to students registered as a Ba-3 at the EUR's Psychology Institute.

b) As of the 2013-2014 academic year, the exam concluding the Psychology bachelor programme (bachelor's thesis) will take place in the final two course periods of the academic year (periods 3.7 and 3.8) and carries a study load of 16 ECTS. (Earlier cohorts, please check the respective provisions in the TER for ECTS, scheduling and entry requirements).

c) The following will apply to students that have started the programme before the 2011-2012 academic year. The admittance requirement for the bachelor's thesis, demands a pass for Writing Skills I and Writing Skills II.

d) The bachelor's thesis should constitute a research report on either a literature study or an empirical survey.
e) The bachelor's thesis should be approximately 7,000 words in length for literature studies or 4,500 words for empirical surveys.
f) The guidelines and review criteria for writing a bachelor's thesis will be published on PsyWeb.
g) The regulation for assistance and review is included in article 18 of the Rules and Guidelines.
h) The Examination Board will rule on any matters not covered by these rules.

Paragraph 6: Special facility for students with limitations
Students with physical or sensory limitations may, subsequent to a request submitted by them to that effect, be offered to sit the exam in a manner best suited to their specific, special needs. Should this be required, the Examination Board will seek advice before ruling on such issues.

Paragraph 7: Exam Language
Exams for the International Bachelor Program are offered in English. The Dutch version of exams is leading in resolving conflicts about the language of the exam.

Article 3.2 Attendance Requirement
All practical sessions and tutorial group meetings carry a 100% attendance requirement. This is deemed to be a practical exercise (art. 7.13 of the Act). In a limited number of cases where the attendance requirement was not satisfied a substitute exercise may be issued (see Rules and Guidelines articles 13-15).
For statistics courses 1.3 and 2.2, the attendance requirement is satisfied when, in addition to their attendance, the student has endeavoured to complete the necessary preparation for the relevant session. Sufficient for attainment of the above will be deemed: when the student has at least made some inroads into all assignments/questions. All students will be checked that they have done so before the tutorial group meeting begins.

Article 3.3 Bachelor Programme - Progression
1. 60 ECTS are required to be attained for the examinations during year one to progress from Bachelor-1 to Bachelor-2.
2. 60 ECTS are required to be attained for the examinations during year two to progress from Bachelor-2 to Bachelor-3.
3. The Binding Study Advice (para. 9) applies to all Bachelor-1 students.
4. In the event that once all exam results have been published for year 2 of the bachelor programme, a BA-2 year student were to prove not to have satisfied the 60 ECTS threshold, that student will not be admitted to the teachings and examinations for year 3 of that programme. In that case the level in which the student in question has satisfied these admittance requirements will not be reassessed before the end of the following academic year.
5. In order to be admitted to any of the Master programme(s), including those with a special admittance facility, all students are required, as of 1 September 2012, to have satisfied all the requirements for the bachelor’s exam.

The hardship clauses stipulated in articles 11.1 and 11.2 apply to these progression provisions.

Paragraph 4 Exam results

**Article 4.1 Determination and announcement of exam results**

1. The examiner will mark a written examination within fifteen working days of the day of examination and will immediately supply the programme administration, i.e. either the faculty or the university, the necessary data regarding the examination results. This is done in the interests of study progress monitoring and to allow written proof of the result attained to be awarded to the student.

2. With regard to written examinations in the form of a paper or report, or which contain a paper or report, marking as referred at 2 in this article a period of 21 working days following the paper's submission deadline will apply.

3. With regard to examinations other than written ones the Examination Board will determine in advance the manner and term within which students will receive written statements on their results.

4. The written statements on the examination results will inform students of their right of inspection as referred to in article 4.3 paragraph 1, as well as their right to submit an appeal with the Board of Appeal for examinations as referred to in article 7.60 of the Act and the Rules of conduct of the Board of Appeal of the Erasmus University Rotterdam.

5. The periods referred to in paragraphs 2 and 3 will be extended by 21 days in cases where circumstances, e.g. a student being required to complete a substitute exercise for missing a meeting or session, have delayed the signing off of the attendance requirement by more than 14 days beyond the conclusion of the course.
Article 4.2 - Validity & Compensation
1. Exams passed remain valid for six years after their examination date.
2. Should developments pertaining to one or more sections or courses so require, the Examination Board may, with respect to those sections or courses that have lost intrinsic relevance, require the student to take an additional or replacement examination before allowing the student to complete the requirements for the Bachelor's degree. Such a decision will remain at the discretion of the Examination Board.
3. The sections or courses for which academic credit has already been awarded, will not be credited a second time, unless previously awarded credits were to have lapsed.
4. Students' study progress data will list the date of completion of an exam as the date of award of its academic credit. Courses completed by a paper will list the date the paper completing the course was uploaded to PsyWeb as the date of award of its academic credit.

Article 4.3 Right of inspection
1. Students will be offered the chance to inspect their exams at a predetermined time and location at an either individual or collective inspection session within 30 days of the day of publication of the mark for a written examination. If the person in question is able to demonstrate that forces beyond his/her control will keep or kept him/her from being present at the set time and place, he/she will be offered a resit, where possible within the period referred to in paragraph 1.
2. During the period specified in the first paragraph, any interested party that has sat the exam may inform themselves of the questions and assignments of the examination in question, as well as the standards against which the assessment was conducted.

Paragraph 5 Exemptions

Article 5.1 Exemptions from Examinations
1. At the student's request the Examination Board may grant a student a partial or full exemption from examination on the basis of either other undergraduate courses of an equivalent content and study load passed by the student or other knowledge and skills attained elsewhere. Exemption requests must be submitted four weeks before the start of the course for which an exemption request has been submitted to the Examination Board.
2. The Examination Board will consult the examiner(s) concerned for their advice before taking its decision.
3. In principle, exemptions do not count towards study progress in the sense of the performance-related tuition funding. The Examination Board may, however, elect to decide otherwise, provided the exemption pertains to the current year of the programme.
4. The Examination Board may decide, at a request to that effect submitted by a student, to allow that student to replace a limited number of bachelor programme courses with bachelor programme courses completed at other university programmes in either the Netherlands or abroad. In such cases the Examination Board will determine how and to what extent academic credit for these bachelor programme courses completed at other university programmes should be awarded.
5. The Examination Board will undertake to publish any general exemptions in the study guide. In that respect the study guide is to be considered an integral part of these Teaching and Examination Regulations.

Paragraph 6 Exams

**Article 6.1 Exam frequencies and periods**
1. Every course of the programme will offer students a minimum of two exam opportunities per academic year.
2. Students will be offered at least two opportunities to complete their bachelor's thesis per academic year.
3. Students wanting to sit exams for Ba-1, Ba-2 and Ba-3 are to have been admitted to that particular year of the programme to be allowed to sit any particular exam.

**Article 6.2 Determination and announcement of bachelor's exam results**
1. Once all the component parts of the bachelor's exam have been taken the Examination Board will determine the exam results as soon as it has seen ample proof that the student has satisfied all the requirements demanded for the degree.
2. Students that have satisfied all the requirements demanded for the degree will be deemed to have passed all component parts of the bachelor's exam and will be awarded the bachelor's diploma in evidence thereof.
3. In addition to the contents of paragraph 2 of this article, it should be noted that the Examination Board awards its degrees in an active manner. I.e.: as soon as a student has satisfied all the requirements demanded for the bachelor's exam, the DUO-IB Group will informed of the award of the bachelor's diploma to that student.

Paragraph 7 Previous Education

**Article 7.1**
1. With regard to the Selective Admission Procedure: With reference to Article 7.57° of the Dutch Higher Education and Research Act, a selective admission procedure is in place for the International Bachelor Degree programme of Psychology.
2. One of the requirements is excellent mastery of the English language based on the following criteria (the tests may not be older than 2 years at the time of application)
   a. TOEFL iBT score of 80 or higher, with a minimum score of 20 for each sub element
   b. IELTS score of 6 or higher with a minimum score of 6 for each sub element
   c. Cambridge Exam at the minimum level of CAE/CPE
2. You are exempt from this language-skill requirement if:
   a. You are a native English speaker (i.e., a national of one of the following countries: Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom and the United States of America) and you have obtained a diploma of secondary education in English for at least 2.5 years in one of the above countries and/or:
b. You hold an International Baccalaureate Diploma, English A (HL or SL), English B (HL);

c. English was part of your final exam of the following diplomas and you have obtained at least 70% of the maximum score: Dutch vwo, Belgian ASO (in the Dutch-speaking part of Belgium), German Abitur, Norwegian Vitnemal, Swedish Slutbetyg, Finnish Ylioppilastuskintotodistus, Icelandic Studentprof, Danish Studentereksamen, Swiss Maturität (in the German speaking part of Switzerland), Austrian Maturazeugnis, French Option Internationale du Baccalauréat (Anglo-American section)

c. You have obtained a diploma of higher education in English (the entire programme).

Article 7.2 - Language of program

Classes, lectures, assignments and exams are in English.

Paragraph 8 Student Counselling

Article 8.1 - Student Counselling and Study Progress

1. The programme is responsible for recording the study marks in such a way that each student may be provided an overview of their results attained towards the Teachings & Examinations programme of their programme at least once a semester.

2. The programme is responsible for counselling the students enrolled in the programme, in part to provide guidance as regards potential study paths in the programme and beyond.

3. All students are issued a written binding study advice (see paragraph 9) at the end of their first year of enrolment on the continuation of their education within the programme or elsewhere. The binding study advice is issued by the chairman of the Examination Board pursuant to the Dean's mandate. The study advisor will provide counsel and advice to the chairman of the Examination Board with regard to any special circumstances applicable to any particular student that might affect the recommendation.

Paragraph 9 Binding Study Advice

Article 9.1 - Rejection

1. The study advice issued by the programme may form the basis for a rejection issued by the dean on the grounds of Article 7.8b, paragraph 3 of the Act if the student has not yet passed all of the sections/courses for Bachelor 1 nor received exemptions.

2. Such a rejection will only be issued if the student is only not considered suitable for the programme, with due consideration being given to his/her personal
circumstances, because his/her study results do not meet the standards listed in article 9.2 of these regulations.

3. The rejection shall apply for a period of three academic years.

**Article 9.2 – Standards**
1. The student must have earned 60 ECTS for Bachelor 1 by the end of the first year of enrolment.
2. If the student has been granted an exemption by the Examination Board for one or more courses or parts of courses, these will not be counted towards the average final mark of their cluster. The average final mark will then be calculated based on the number of courses for which no exemptions were awarded.
3. Should the individual study plan so require the Examination Board may elect to adjust the standard referred to in paragraph 1.
4. Should the Examination Board decide to do this it will do so within four weeks of the submission of the individual study plan, taking into account the circumstances, delay in study progress and the possibility for the student to continue their education.
5. Should the student's personal circumstances so require, and pursuant to the submission of a motivated request to that effect, the Examination Board may elect to adjust the standard and the individual study plan.

**Article 9.3 – Times of issue Study Advice**
The binding study advice for the programme is issued during the first year of enrolment, i.e. Bachelor 1 after the last resits for that year have been concluded, but, in any event, before the beginning of the new academic year.

**Article 9.4 - Student Counselling and Study Progress Monitoring**
1. During the first year of enrolment, the Examination Board will issue two provisional recommendations (following courses 3 and 5).
2. Further regulations for student counselling and study progress monitoring during Bachelor 1 are explained in the programme's study guide.

**Article 9.5 - Personal Circumstances**
1. Personal circumstances that can be taken into consideration when issuing a recommendation are:
   - student illness, disability or pregnancy,
   - exceptional family circumstances,
   - membership of the associations and organs of the university community that receive grants issued by the university.
   - other circumstances as outlined in Art. 2.1 of the WHW Implementation Decree.
2. Any student who can reasonably expect to incur some delay in his/her studies due to personal circumstances should report this fact to the study advisor as soon as possible. Reporting these circumstances aims to limit delays in study progress and, should the study advisor deem this necessary, should constitute the starting point for
drafting a study plan. The circumstances should be reported within four weeks of their initial occurrence. Should the circumstances deny the student or their caretaker to report these within four weeks of their initial occurrence, such a delay will be assessed in light of the circumstances of the case.

**Article 9.6 - Form and Content of the Binding Study Advice**

The study advice will be provided in writing and include:

1. the standard that applies to the student in question, expressed in the number of ECTS to be earned in Bachelor 1;
2. the number of ECTS the student actually earned in Bachelor 1;
3. if the standard was not met, the personal circumstances that were taken into consideration;
4. whether or not a rejection as referred to in Article 7.8b, paragraph 3 of the Act was issued;
5. If such a rejection has been issued, this rejection should include:
   - an issue of a declaration stating that student is banned from enrolling in the programme as a student or extraneus for the following three academic years,
   - a recommendation on the continuation of the programme at the Erasmus University Rotterdam or elsewhere,
6. the option of appealing to the Board of Appeal, as well as the period within which such an appeal is to be submitted.

**Paragraph 10 Study Progress and Study Funding**

**Article 10.1 Calculation Rules for Assessing Study Progress**

As part of the annual assessment of study progress by the Executive Board in relation to tuition funding, the following rules apply for awarding academic credit to study results attained.

1. In Bachelor-1 and Bachelor-2 academic credit is awarded to a cluster of education units, i.e. the Knowledge and Skills Clusters as included in the appendix called *structure of the bachelor programme*. Academic credit is awarded to a cluster average of all marks attained for that cluster of its related year of the programme amounts to a 6.0 or higher. Only exams for which the mark attained was lower than 4.0 and exams for which the average of all marks attained for that cluster was lower than 6.0 or exam results that have lapsed may be resat, bearing in mind that a maximum number of two course exams and two practicals may be resat in any one academic year.
2. Academic credit is awarded at course level in Bachelor-3, see appendix: *structure of the bachelor programme*. Academic credit in Bachelor-3 is also awarded results attained for education units that, according to the Examination Board's Rules and Guidelines, may be compensated by results attained for other education units. Award of a compensation facility at any one level will proceed if such compensation, i.e. a pass, is achieved at a higher level than the level compensation is sought for. In such
a case, the award will be issued for the academic year in which the above compensation is attained.

3. In the event that a previously-attained pass or compensated result were to either lapse or no longer count towards an exam, this will not affect any (prior) award of academic credit for that education unit. Hence in the application of this article previously awarded academic credit shall remain valid.

4. Education units for which academic credit has previously been awarded, cannot receive such credit a second time, irrespective of any passes attained by the student for that education unit.

5. As a rule no academic credit is awarded for exemptions granted by the Examination Board referred to in paragraph 5 of these regulations. There is, however one exemption to this rule: Student who within one academic year transfer from one programme, according to the Act, to the bachelor programme at the Institute of Psychology at the Erasmus University in Rotterdam and, in that same year, have been granted an exemption for one or more courses of the bachelor programme due to results attained in their original programme, will be awarded full academic credit for a cluster of education units to which the exemption belongs, provided the average result attained for the education units of that cluster that did not receive an exemption amounts to at least a 6.0.

6. Students who, having received approval from the Examination Board to that effect, take courses at other bachelor programmes as part of their bachelor programme at the Institute of Psychology of the Erasmus University in Rotterdam, will be awarded a set number of ECTS by the Examination Board in the year that they have attained passes for these courses. The calculation rules mentioned in this article also apply to this exception.

Paragraph 11 Hardship Clause

Article 11.1 Unforeseen circumstances
The Examination Board may in individual cases, at the request of the student, elect to deviate from these provisions if a strict application of one or more of those provisions were to lead to unreasonable and/or unfair situations. When assessing these individual cases the Examination Board will apply the principal of equal treatment in equal cases, and unequal treatment in unequal cases. When assessing the admissibility of these cases the Examination Board will apply the principal of Force Majeure.

Article 11.2 All but one clause
In the event that a student were to have passed all but one of the courses of the bachelor programme and if a minimum period of four months were to follow their passing of their penultimate course of the programme, that student may submit to the Examination Board a motivated request to have their resit for that course rescheduled to an earlier time An early resit does not imply an extra resit: In the event that a student has
already taken up two opportunities to meet the exam requirements, the early resit will be offered in the ensuing academic year.

**Paragraph 12 Final clauses and implementation**

**Article 12.1 Amendments**
1. Amendments to these regulations will be adopted by the dean by separate decree.
2. No amendments will be made to provisions that apply to the current academic year, unless, within reason, the interests of the students may not be deemed to be damaged by such amendments.
3. Moreover, amendments may negatively affect the interests of students through neither the approval granted nor any other decision taken with respect to a student by the Examination Board pursuant to these regulations.

**Article 12.2 Publication**
1. The faculty board is responsible for the appropriate publication of these regulations and their amendments.
2. Any interested party may receive a copy of these Teachings & Examinations Regulations from the faculty board through the Educational Office.

**Article 12.3 Powers**
All of the powers of the Examination Board referred to in these regulations may be delegated either to its chairman or any other member of the Board appointed an authorised examiner.

**Article 12.4 Transferral of ‘Old’ Results**
The Examination Board will, at a request to that effect submitted by a student, determine the value in ECTS of that student's results attained before the entry into force of the Act so they may count towards an exam, as referred to in these Teaching and Examination Regulations.

**Article 12.5 Entry into force**
These regulations enter into force on August 31st 2014.
The latest amendments to these regulations were adopted by Decree from the dean of the Faculty of Social Sciences at Rotterdam on August 31st 2014.
Appendix - bachelor exam as of academic year 2014-2015
The Bachelor programme consists of the following mandatory courses listing their total ECTS:

**Bachelor-1**

<table>
<thead>
<tr>
<th>Course Exam 1.1 Social Psychology (People in groups)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Exam 1.2 Personality Theory (Differences between people)</td>
</tr>
<tr>
<td>Course Exam 1.3 Statistics (Curious Man)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Exam 1.4 Biological Psychology (The Body)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Exam 1.5 Developmental Psychology (Changing Man)</td>
</tr>
<tr>
<td>Course Exam 1.6 Clinical Psychology (Normal or Abnormal?)</td>
</tr>
<tr>
<td>Course Exam 1.7 Occupational &amp; Organisational Psychology (Working Man)</td>
</tr>
<tr>
<td>Course Exam 1.8 Educational Psychology (Learning Man)</td>
</tr>
</tbody>
</table>

**Knowledge Cluster 1: Average (Marks for Course Exams 1.1-8) >= 6.0**

<table>
<thead>
<tr>
<th>Practical 1.1 PBL &amp; Study Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical 1.1 Psychodiagnosics: Testing</td>
</tr>
<tr>
<td>Presentations Week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practical 1.3 Empirical Research I - Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical 1.4 Neuropsychological Diagnostics I</td>
</tr>
<tr>
<td>Practical 1.5 Testing Children</td>
</tr>
<tr>
<td>Practical 1.6 Interviewing I</td>
</tr>
<tr>
<td>Practical 1.7 Writing Skills</td>
</tr>
<tr>
<td>Practical 1.8 Writing Skills</td>
</tr>
</tbody>
</table>

**Skills Cluster 1: Average (Marks for Practicals 1.1-8) >= 6.0**

<table>
<thead>
<tr>
<th>Professional Conduct 1 Average for Reviews of Professional Conduct 1.2, 1.4 and 1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>No credit, but must be signed off before 60 ECTS are awarded.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Conduct 2 Average for Reviews of Professional Conduct 1.6, 1.7 and 1.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>No credit, but must be signed off before 60 ECTS are awarded.</td>
</tr>
</tbody>
</table>

No credit, but must be signed
Professional Conduct 3 Average for Reviews of Professional Conduct 1.2 and 1.6

Test Subject Requirement (12 hours)

*Other cohorts: Please check the Study Guide with the TER and the R&G for the relevant the cohort.
Annex - bachelor exam as of academic year 2013-2014

Bachelor-2

Course Exam 2.1 Biological psychology (The Body)
Course Exam 2.2 Methods and Techniques (Explaining and Predicting)
Course Exam 2.3 History and Philosophy
Course Exam 2.4 Brain & Cognition (Perception)
Course Exam 2.5 Developmental Psychology (from babies to elderlies)
Course Exam 2.6 Clinical Psychology (Fear & Stress)
Course Exam 2.7 Occupational & Organisational Psychology (Performance in the workplace)
Course Exam 2.8 Test theory & Psychometrics

Knowledge Cluster 2: Average (Marks for Course Exams 2.1-8) >= 6.0 40 ECTS

Practical 2.1 Neuropsychological diagnostics
Practical 2.2 Empirical Research II
Observation Week
Practical 2.3 Ethics debate
Practical 2.4 Experimental Research in Psychology
Practical 2.5 Writing Skills II
Practical 2.6 Interviewing II
Practical 2.7 Training for Trainers
Practical 2.8 Drafting questionnaires

Skills Cluster 2: Average (Marks for Practicals 2.1-8) >= 6.0 20 ECTS

Professional Conduct 4 Average for Reviews of Professional Conduct 2.1, 2.3 and 2.4) No credit, but must be signed off before 60 ECTS are awarded.

Professional Conduct 5 Average for Reviews of Professional Conduct 2.5, 2.6, 2.7 and 2.8) No credit, but must be signed off before 60 ECTS are awarded.

Professional Conduct 6 Average for Reviews of Professional Conduct 2.6, 2.7 and 2.8) No credit, but must be signed off before 60 ECTS are awarded.
Test Subject Requirement (8 hours)

*Other cohorts: Please check the Study Guide with the TER and the R&G for the relevant cohort.
Bachelor-3 for cohorts starting as of 2012-2013*

<table>
<thead>
<tr>
<th>Minor</th>
<th>15 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course exam course 3.3 - Elective section</td>
<td>5 ECTS</td>
</tr>
</tbody>
</table>

**Preselection for Clinical psychology Master AND Child- and Juvenile Psychology Master**

| Course exam course 3.4 Psychosis and Depression | 6 ECTS |
| Course exam course 3.5 Food, sex and other needs | 6 ECTS |
| Course exam course 3.6 Neuropsychology | 6 ECTS |
| Practical 3.4 Psychodiagnostics | 2 ECTS |
| Practical 3.5K Anamnesis | 2 ECTS |
| Practical 3.6K Neuropsychological diagnostics II | 2 ECTS |
| Bachelor Thesis Courses 3.7 and 3.8. | 16 ECTS |
| Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6. | No ECTS awarded |
| Professional Conduct Clinical Practicals - Average for Reviews of practicals 3.5 and 3.6. | No ECTS awarded |

**Preselection for Occupational & Organisational Psychology Master**

| Course exam course 3.4 Person perception | 6 ECTS |
| Course exam course 3.5 Organisational psychology | 6 ECTS |
| Course exam course 3.6 Occupational Health and Safety | 6 ECTS |
| Practical 3.4 Psychodiagnostics | 2 ECTS |
| Practical 3.5A Organisational Advice I | 2 ECTS |
| Practical 3.6A Organisational Advice II | 2 ECTS |
| Bachelor Thesis Courses 3.7 and 3.8. | 16 ECTS |
| Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6. | No ECTS awarded |

**Preselection for Psychology of Learning and Performance Master AND Clinical Child and Juvenile Psychology Master**

| Course exam course 3.4 Learning and instruction in schools | 6 ECTS |
| Course exam course 3.5 Engines for learning | 6 ECTS |
| Course exam course 3.6 - Learning disabilities | 6 ECTS |
| Practical 3.4 Psychodiagnostics | 2 ECTS |
| Practical 3.5O Educational Psychology in practice | 2 ECTS |
Practical 3.6O Diagnostics of Learning Problems 2 ECTS

Bachelor Thesis Courses 3.7 and 3.8. 16 ECTS
Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6. No ECTS awarded

### Preselection Brain & Cognition Psychology Master

<table>
<thead>
<tr>
<th>Course exam course 3.4 Foundations of Cognitive Brain Research</th>
<th>8 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course exam course 3.5 Memory</td>
<td>8 ECTS</td>
</tr>
<tr>
<td>Course exam course 3.6 The Brain: anatomy, function and imaging</td>
<td>6 ECTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practical 3.6B Anatomy of the Brain</th>
<th>2 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Thesis Courses 3.7 and 3.8.</td>
<td>16 ECTS</td>
</tr>
<tr>
<td>Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6.</td>
<td>No ECTS awarded</td>
</tr>
</tbody>
</table>

| Request Bachelor's diploma                                   | No ECTS awarded |

### Elective courses/Minor Bachelor 3

<table>
<thead>
<tr>
<th>Elective period</th>
<th>20 ECTS</th>
</tr>
</thead>
</table>

### Minor

<table>
<thead>
<tr>
<th>Minor Exam</th>
<th>15 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Broadening Minor - External</td>
<td></td>
</tr>
<tr>
<td>- Deepening Minor - Psychology</td>
<td></td>
</tr>
<tr>
<td>o More than a clear head</td>
<td></td>
</tr>
</tbody>
</table>

### Course period 3.3

<table>
<thead>
<tr>
<th>Course exam course 3.3</th>
<th>5 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Elective courses</td>
<td></td>
</tr>
<tr>
<td>o Applied philosophy of science</td>
<td></td>
</tr>
<tr>
<td>o Motivation, self-regulation and performance</td>
<td></td>
</tr>
<tr>
<td>o Social Cognition and Emotion</td>
<td></td>
</tr>
<tr>
<td>o First line of treatment</td>
<td></td>
</tr>
<tr>
<td>o Effective components of hospital psychotherapy</td>
<td></td>
</tr>
</tbody>
</table>

**Earlier cohorts: Please check the Study Guide with the TER and the R&G for the relevant the cohort.**
Bachelor-3 for cohorts starting as of 2012-2013*

<table>
<thead>
<tr>
<th>Minor</th>
<th>15 ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course exam course 3.3 - Elective section</td>
<td>5 ECTS</td>
</tr>
</tbody>
</table>

**Preselection for Clinical psychology Master AND Child- and Juvenile Psychology Master**

| Course exam course 3.4 Psychosis and Depression | 6 ECTS |
| Course exam course 3.5 Food, sex and other needs | 6 ECTS |
| Course exam course 3.6 Neuropsychology         | 6 ECTS |

- Practical 3.4 Psychodiagnostics
- Practical 3.5K Anamnesis
- Practical 3.6K Neuropsychological diagnostics II

Bachelor Thesis Courses 3.7 and 3.8. 16 ECTS

Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6. No ECTS awarded

Professional Conduct Clinical Practicals - Average for Reviews of practicals 3.5 and 3.6. No ECTS awarded

**Preselection for Occupational & Organisational Psychology Master**

| Course exam course 3.4 Person perception | 6 ECTS |
| Course exam course 3.5 Organisational psychology | 6 ECTS |
| Course exam course 3.6 Occupational Health and Safety | 6 ECTS |

- Practical 3.4 Psychodiagnostics
- Practical 3.5A Organisational Advice I
- Practical 3.6A Organisational Advice II

Bachelor Thesis Courses 3.7 and 3.8. 16 ECTS

Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6. No ECTS awarded

**Preselection for Psychology of Learning and Performance Master AND Clinical Child and Juvenile Psychology Master**

| Course exam course 3.4 Learning and instruction in schools | 6 ECTS |
| Course exam course 3.5 Engines for learning        | 6 ECTS |
| Course exam course 3.6 - Learning disabilities     | 6 ECTS |

- Practical 3.4 Psychodiagnostics
- Practical 3.5O Educational Psychology in practice 2 ECTS
### Teaching and Examination Regulations (TER) Psychology Bachelor

| Practical 3.6O Diagnostics of Learning Problems | 2 ECTS |
| Bachelor Thesis Courses 3.7 and 3.8. | 16 ECTS |
| Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6. | No ECTS awarded |

#### Preselection Brain & Cognition Psychology Master

| Course exam course 3.4 Foundations of Cognitive Brain Research | 8 ECTS |
| Course exam course 3.5 Memory | 8 ECTS |
| Course exam course 3.6 The Brain: anatomy, function and imaging | 6 ECTS |
| Practical 3.6B Anatomy of the Brain | 2 ECTS |
| Bachelor Thesis Courses 3.7 and 3.8. | 16 ECTS |
| Professional Conduct 7 - Average for Reviews of Professional Conduct 3.4, 3.5 and 3.6. | No ECTS awarded |
| Request Bachelor's diploma | No ECTS awarded |

#### Elective courses/Minor Bachelor 3

| Elective period | 20 ECTS |
| Minor Exam | 15 ECTS |
| - Broadening Minor - External |
| - Deepening Minor - Psychology |
|  - More than a clear head |

| Course period 3.3 | 5 ECTS |
| Course exam course 3.3 |
| - Elective courses |
|  - Applied philosophy of science |
|  - Motivation, self-regulation and performance |
|  - Research in Psychology |
|  - First line of treatment |
|  - Effective components of hospital psychotherapy |
Rules and Guidelines

as stipulated in article 7.12 paragraph 4 of the Act;

Article 1 Scope
These rules and guidelines apply to the tests and exams in the bachelor degree programme of the Institute of Psychology at the Erasmus University of Rotterdam.

Article 2 Definitions
In these rules and guidelines, the following words shall have the following meanings:
1. exam regulation: the Teaching and Examinations Regulation for the programme stated in article 1, recently set out by the dean of the Faculty of Social Sciences of the Erasmus University Rotterdam;
2. student: the person taking a test or exam;
3. test/exams: the assessment of knowledge, understanding and/or skills of the student with regard to a particular section of the course exam;
4. student: the person registered to take the course.

article 3 the Examination Board
1. The programme's Examination Board has an executive section running the Board's daily affairs and includes three members of the scientific staff from the Psychology programme at Erasmus University in Rotterdam.
2. The members of the Examination Board's executive section will be appointed by the dean, following a recommendation to that effect by the board of the programme. All members of the scientific staff will be ex-officio part of the Examination Board.

article 4 Examination periods
1. Written examinations will be taken at times set by the Examination Board at least two months in advance.
2. These times will be passed to the exam administrators for their proper publication.
3. This also applies to non-written exams.
4. Changing the times mentioned here will only occur in the event of force majeure, for example - due to the exam venue not being available.

article 5 Timing and assessment of papers
1. This relates to papers, etc. as stated in article 1.2 of the Teaching and Examinations Regulations, as part of or in place of an exam.
2. A paper may only be written by more than one person if the examiner has given prior consent for this. In such cases, the paper will be submitted once as a joint paper, clearly stating the names of all its authors. Each of the authors is responsible for another, but equal and proportional part of the paper, such that all its authors may be individually assessed. In addition to this the authors may be assessed on their collaboration in writing and drafting the paper. The requirement for individual assessment may only be deviated from in consultation with the examiner.
3. Papers must be submitted by their submission deadline. If a paper is not submitted or is submitted beyond this, then the resit regulation shall apply, as stated in article 17 part 3 of the Rules & Guidelines.
4. The examiner will complete the assessment no later than twenty one working days of the section' submission deadline.
5. The examiner will provide feedback on the paper. In the event of the student being awarded a fail, the examiner will provide an explanation thereof as well as offer suggestions for the paper's improvement so a pass may then be awarded. In the event of the student being awarded a pass, the examiner will provide tips for improvement as well as indicating what the student should be aware of for any subsequent paper or thesis.

**article 6 Exemption request**

1. An exemption request must be submitted in writing, stating the reason(s) why and be submitted to the Examination Board at least four weeks prior to the start of that particular section of the programme.
2. The request should state for which section or sections exemption is requested. This can only be done for sections for which at least a 5.5 has been achieved. For each section stated, there should be a separate annex in which the following information is given:
   a. the name of the exam section in question
   b. the name of the corresponding section (s) of the courses already taken
   c. the name(s) of the examiner(s)
   d. the literature studied, stating the sections of the books studied (pages) or evidence of knowledge/skills gained outside of higher education that may make the student eligible for exemption.
   e. a photocopy of the relevant list of grades, academic transcript or deed(s) or diploma(s) upon which the request is based
   f. a letter of agreement (e.g. signed as 'approved' by the examiner(s) stated or the course coordinator (or supervisor) of the course taken.
3. The Examination Board may consult the respective examiners before rendering its decision on the request.
4. Reasons will be provided regarding any decision not to grant a part or full exemption.
5. The Examination Board will provide its decision, with explanatory notes, within thirty days of receiving the request. The Examination Board can decide to extend the thirty day period by a further period of time at its own discretion. The student will be informed of the decision in writing.
6. Exemption will not be granted to students who have been issued a negative BSA.

**Article 7 Rules of conduct for written examinations**

1. **General rules of conduct during written examinations**
   The Examination Boards have appointed invigilators who will be responsible for maintaining order during the written examinations. Lecturers may also act as invigilators.
A chief invigilator will be present in the M Hall during written examinations. The chief invigilator coordinates the course of events during written examinations.

At every examination, at least one examiner (lecturer) will either be present for a minimum of 30 minutes in one of the halls where written examinations are administered, or can be immediately reached by the chief invigilator.

Students who take examinations are required to follow the instructions of the invigilators. In the event that the instructions of the invigilators are not followed, the invigilator in question will compile a written report of this. The Examination Board will then decide on any sanctions to be administered.

In cases where a good storage system for the personal belongings of examinees outside the examination room is available coats and bags will not be allowed into the examination hall. In other cases, coats should be draped over the back a chair. Bags should be closed and out of reach at all times.

Silence is to be observed in the examination hall prior to, during and also after the examinations. All communication is prohibited during examinations, except with the invigilators and lecturers.

2. **Provisions concerning registration for written examinations**

Only students who have satisfied the attendance requirement or may do so in the same academic year will be allowed to register for a course exam.

Students may register for a course exam by filling out the course evaluation on PsyWeb. Students having to resit an exam should apply for a resit via PsyWeb. Students that have not registered for the course exam will sit the exam at their own risk and will be charged €15 in administration costs.

3. **Provisions concerning entering and leaving the hall where examinations are being administered**

Written examinations will be administered in various halls and rooms in the Woudestein campus of the EUR. The regular examination facility is the M Hall on the ground floor of the M Building. On the day of the examination monitors at, e.g. the entrance to the M Building will show indicate the exam's exact location and notify students of any changes. This information can also be found on http://monitor.eur.nl (from 9.30 pm) for morning exams taking place the following day.

Students with dyslexia and certain other types of functional disabilities will take their interim examinations in another hall. For this purpose, they should receive permission from the examining board of their programme before the registration period closes. Examinations taken here will commence 30 minutes earlier than in the other halls.

In order that examinations run smoothly and peacefully, examinees should arrive on time to take their place in the exam venue. The M Hall is divided up into blocks. There is space for 47 examinees in each block. The blocks are allocated in advance based on student numbers. Signs will be posted stating the first and last number of each block.

It is possible to begin an exam up to fifteen minutes from its start; after this time students will no longer be allowed to join the exam unless they have received permission
to do so from a chief invigilator due to demonstrably bad traffic problems causing their
tardy arrival at the exam. No appeal is possible with respect to decisions made regarding
late arrivals at examinations.

The student may not leave the exam hall any earlier than one hour from the start of
the exam. Students submitting their examinations to the invigilator before the exam’s
conclusion must undertake to cause as little disruption to other examinees as possible
when doing so. Examinees are not allowed to leave the exam hall during the final fifteen
minutes of the exam.

The exam’s conclusion time is also the time at which all exams must be handed in.
All forms to be submitted must list in pen, the student’s name and number before being
handed in to the invigilator.

4. Specific rules of conduct during examinations

The only items permitted to be on the student’s table are: a valid form of ID (see next
paragraph), writing equipment, food and drink for the student’s own use and, if brought,
evidence of participation in the exam. For some examinations, a simple or graphic
calculator or certain sources are permitted. The tutor will indicate this to all examinees
well ahead of the exam date and this should also be stated on the front page of the
exam paper. Sources permitted in examinations may not include the student’s own
annotations. Equipment and other permitted sources may be lent to another student
only if these items are transferred before the start of the exam. If such items contain
information used to commit fraud then both the owner of these items as well as the
person borrowing them will be deemed responsible.

Each student must be able to identify him/herself using one of the following forms of
ID: university card, driving licence, ID card, or passport. Participation in examinations is
not permitted unless one of these forms of ID is shown to the invigilator.

Only paper which is provided by the university may be used
during the exam. Examinees are hence not permitted to use their own paper.

In cases in which adequate storage is provided for the personal items of examinees,
mobile telephones may not be taken into the exam hall. In all other cases, mobile
telephones must be switched off before entering the exam hall. Moreover, telephones
must remain out of reach for the entire duration of the exam. Use of mobile telephone
and other electronic communication equipment for/during written examinations is
forbidden. Any breach of this rule will be considered an act of fraud.

Examinees are not permitted to visit the toilet during the first and last thirty minutes
of the examination, unless in extremely unusual (medical) circumstances of which the
student should inform the tutor or invigilator before the start of the exam. Examinees are
permitted only one bathroom break per exam, with no more than one person from the
same block allowed to take a bathroom break at any one time. Students should ask the
invigilator for permission to take a bathroom break and should follow his instructions.

Invigilators are responsible for maintaining order before, during and after the
examination. In the event of a tutor invigilating, then he/she will be the acting invigilator.
In the event of fraud, the invigilator will complete a fraud form and the exam paper will be
stamped with 'at own risk.' The student(s) in question will be allowed to continue the exam.

**article 8a Fraud**

1. Fraud is understood to mean:
   a. during the examination consulting books, syllabi, annotations or other notes, all or any of which are explicitly not permitted;
   b. during the examination using information and/or communication technology, all or any of which are explicitly not permitted during the examination;
   c. during examinations looking over at fellow student's work or exchanging information with another student in any way, be it inside or outside of the exam hall;
   d. acting on behalf of another person during an exam;
   e. allowing yourself to be represented by another person during an exam;
   f. pretending to be another person during mandatory tutorial group meetings;
   g. having another person pretending to be you during mandatory tutorial group meetings;
   h. to swap the question papers (or parts thereof) and/or answer sheets given to him or her or to exchange these with others, or the unauthorised taking and/or copying of the question papers and/or answer sheets;
   i. to be in possession of the exam questions or papers before the date or time at which the exam is due to take place;
   j. in any other way cheating or misrepresenting one's knowledge and insights and/or skills or partially or entirely rendering the assessment thereof impossible.
   k. plagiarism;
   l. unauthorised collaboration on the report of an individual assignment.

2. In the event that fraud is established or suspected on an exam or part of an exam taking place, then the examiner or the invigilator will address this immediately with the student and collect any evidence available. The student will - if applicable - be allowed to finish and submit their work.

3. Any decision regarding disqualification will be made by the Examination Board following a written report from the examiner or invigilator regarding the suspected or established fraud.

4. The student may submit a request to the Examination Board to reverse the disqualification. To do so, he/she will need to submit a copy of the report stated in the third paragraph and attach any comments to that report as they desire to make.

5. Before the Examination Board makes a decision on the request referred to in this article, they will give the student and examiner the opportunity to be heard on the matter.

6. Disqualification will lead to the exam referred to in the second paragraph not being marked.

7. In the event that fraud is established, a student may be excluded from exam sections and/or exams for a certain period of time. In the event of serious fraud the board of
the university may, at the request of the Examination Board, decide to definitively terminate the student's participation in the programme (art. 7.12b of the Act).

8. Please find included below information on the sanctions relating to the various forms of fraud.

a. Fraudulent use of/ consultation of material
   This category refers to copying, exchanging information with fellow examinees, having with you or using electronic tools such as a mobile telephone, certain watches, graphic calculators, having with you or using written materials such as cheat sheets, syllabi, books, in as far as these items have not been expressly forbidden. Depending on the gravity of the nature of the fraud committed, the Examination Board will rule on whether or not the exam will be marked due to the fraudulent conduct and this may also mean that the student will not receive a mark for the exam and/or be sanctioned by a penalty as mentioned in the sentence below. It may result in a suspension for a period (as stated in paragraph 7) of up to a maximum of one year (this is the legal maximum).

b. Fraudulent participation in examinations
   This refers to the unregistered sitting of examinations and allowing yourself to be represented by a third party during an exam. The penalty for the unregistered sitting of examinations is non-assessment of the work submitted, consequently resulting in no mark being awarded. Multiple occurrence of this will result in a reprimand. This may lead to disqualification for one or more exam sections and/or examinations. Allowing yourself to be represented by a third party during an exam is a serious offence. This is penalised by a suspension for a period (as stated in paragraph 7) of up to a maximum of one year.

c. Fraudulent participation in a course and allowing yourself to be represented by a third party during required tutorials.
   Allowing yourself to be represented by a third party is a serious offence. Trading places with another person during a required tutorial meeting will result in the attendance record for the respective course/ practical being declared invalid.

d. Plagiarism
   Plagiarism is the act of copying of (parts of) papers, theses and other written work by third parties. Copying substitute exercises is also considered an act of plagiarism. Punishment for this offence will, in the first instance, consist of a non-review of papers, or any previously made assessment being discounted (and therefore no mark being awarded) and, secondly, lead to an instruction that a new paper must be submitted that will be subjected to much stricter requirements. Given the severity of the offence a suspension for a period (as stated in paragraph 7) of up to a maximum of one year may be considered fitting. It should also be noted that this is also a punishable offence under copyright law.

e. Forgery of documents
   Forgery of documents is deemed to have occurred in the event that changes are made to exam papers during the inspection session or submitting the exam work of a third party and passing them off as your own. This is in fact a criminal
offence. A suspension for a period (as stated in paragraph 7) of up to a maximum of one year is hence also considered fitting.

f. Theft
This refers to the unlawful possession of exam questions and answer sheets. This is also a criminal offence. A suspension for a period (as stated in paragraph 7) of up to a maximum of one year is hence also considered fitting. Furthermore, in such cases the Dean of the Executive Board will be informed of the offence. This can lead to a report being submitted to the Public Prosecution Service.

**article 8b Iudicium abeundi**
In line within article 7.42a of the Act, the Executive Board can, in exceptional cases and following advice from the Examination Board, the dean or a body within the institution equal to the dean, and after careful consideration of interests, terminate or reject a student's registration for a programme if the student in question has demonstrated through his/her behaviour or remarks that he/she is unsuitable to carry out any of the vocations for which the programme is designed to prepare him/her, or for the practical preparation to enable him/her to execute the profession(s).

**article 9 The Questions and Answers**
1. Examination materials may be derived from a variety of different sources, not necessarily collated from written materials. The exam questions and answers will fall within the scope of the sources studied. Students may be tested on their knowledge of the topics discussed during the lectures
2. The exam questions and answers have been drafted in such a way that balanced spread of the student's knowledge of the exam materials is tested.
3. The exam adheres to the course objectives in terms of their content and form. The exam questions and answers are clear and contain sufficient indications of the required level of detail needed in answers.
4. The course reader for the respective course will contain an explanation by the Examination Board or examiner regarding how the exam are to be taken.

**Article 10 Examination**
The Institute for Psychology has two final examinations: the bachelor level psychology exam and the master level psychology exam. The psychology bachelor and master examinations will be offered by the Psychology Examination Board. The Examination Board is responsible for implementing the guidelines for the bachelor and master exam and the component parts, in accordance with the requirements of the law and the Teaching and Examination Regulations regarding the structure and scope of the examinations for the bachelor and master courses in psychology at the Faculty of Social Sciences at the Erasmus University of Rotterdam. The Examination Board will appoint examiners authorised to offer exams on behalf of the Examination Board. In such cases, the Examination Board is authorised to discount and review decisions made by
examiners. This applies in particular to cases where students have not met the entrance requirement for the exam section taken.

**article 11s Structure of the bachelor examinations in psychology for students that have started the programme as of the 2013-2014 academic year.**

The bachelor psychology examinations are made up of the following sections:
1. Knowledge Cluster 1 (average of 8 comprehensive course exams year 1);
2. Knowledge Cluster 2 (average of 8 comprehensive course exams year 2);
3. Skills cluster 1 (weighted average of 8 practical exams and Presentation Week);
4. Skills cluster 2 (weighted average of 8 practical exams and Observation Week);
5. 4 comprehensive course exams and 1 minor (exam) year 3;
6. 3 course practicals year 3 and associated assignments;
7. the bachelor's thesis;
8. the attendance requirement;
9. 7 exam sections regarding professional conduct;
10. the test subject requirement;
11. application for Bachelor's diploma

*For cohorts not mentioned here, please refer to the Study Guide of earlier cohorts.

**Article 12 - Sign Off & Compensation**

*Paragraph 1:*

**Paragraph 1a: Formative course exams (applies to students that have started the programme before the 2011-2012 academic year)**

For each of the formative course exams, a student will only be awarded a mark if he/she has met each of the following requirements:
1. sign off for the attendance requirement for the respective course
2. registration for the formative course exams by completing the course evaluation on PsyWeb. If the course evaluation is not completed, the exam will be sat at your own risk and €15 of administration costs will be charged.
3. attendance during the course exam.

**Paragraph 1b Comprehensive course exams as part of 'Knowledge Cluster 1' and 'Knowledge Cluster 2' (applies to students that have started the programme as of the 2011-2012 academic year).**

The following requirements must be satisfied in order to participate in a course exam:
1. sign off for the attendance requirement for the respective course;
2. registration for the formative course exams by completing the course evaluation on PsyWeb. If the course evaluation isn't completed, the exam will be sat at your own risk and €15 of administration costs will be charged.
3. For 'Knowledge Cluster 1' and 'Knowledge Cluster 2' respectively students must achieve an average mark of at least 6.0 for the 8 comprehensive course exams of that particular
year. Course exams will count towards this average if students have scored at least 4.0 for the respective course exam.

**Paragraph 1c: Comprehensive course exams year 3 (applies to all students)**
For each of the comprehensive course exams, a student will only be awarded a grade if he/she has met each of the following requirements:
1. sign off for the attendance requirement for the respective course;
2. a pass score for course exam. The final mark will be expressed on a ten-point scale. A comprehensive course exam in year 3 can be compensated. See paragraph 4 of this article for information about this.
3. registration for the comprehensive course exams by completing the course evaluation on PsyWeb.

**Paragraph 2b: Practical exams as part of ’Knowledge Cluster 1’ and ’Knowledge Cluster 2’ (applies to students that have started the programme as of the 2011-2012 academic year)**
The following requirements must be satisfied in order to participate in a practical exam:
- (Potential) sign off for the attendance requirement for the respective practical;

For ‘Skills Cluster 1’ and ‘Skills Cluster 2’ respectively, students must achieve an average mark of at least 6.0 for the 9 comprehensive practical exams (please check the Study Guide under the cohort in question for the exact details of the components for Skills Clusters 1 & 2). Practical exams will count towards this average if students have scored at least 4.0 for the respective practical exam.

**Paragraph 2c: Course practicals year 3 (applies to all students)**
For all course practicals in year 3 a sign off will be given if the following requirements are met:
1. sign off for the attendance requirement for the respective practical;
2. at least a pass mark for the exam.

**Paragraph 3a: Professional Conduct (applies to students that have started the programme before the 2011-2012 academic year)**
For the ’professional conduct’ exam sections in years 1 to 3 of the bachelor course, the final score will be a weighted average of three to four consecutive section reviews of professional conduct. Each section review is linked to how students functioned in the tutorial groups during a certain course. Additionally, each review is weighted equally. A sign off will be given if the following requirements are met:
- a pass mark (at least 5.5) for the exam. The final mark will be expressed on a ten-point scale. See also article 17 paragraph 4a.

**Paragraph 3b Professional conduct (applies to students that have started the programme as of the 2011-2012 academic year)**
For the 'professional conduct' exam sections in years 1 and 2, the final score must be an average of 6.0, calculated across three to four consecutive section reviews of professional conduct. Each section review is linked to how students functioned in the tutorial groups during a certain course. See also article 17 paragraph 4b.

Paragraph 4a: Writing Skills; essay (applies to students that have started the programme before the 2011-2012 academic year).
For the 'Writing Skills 1 and 2' a sign off will be given if the following requirements are met:
1. sign off for the attendance requirement for the respective course;
2. at least a pass mark for the exam. The final mark will be expressed on a ten-point scale.

Paragraph 4b: Writing Skills; essay (applies to students that have started the programme as of the 2014-2015 academic year).
The Writing Skills 1 and 2 sections are weighted in the average of 'Skills Cluster 1' respectively 'Skills Cluster 2' if the attendance requirement has been met and at least 4.0 is achieved for the position paper. For cohorts not mentioned here, please check the Study Guide for information on how these components are weighed towards Skills Clusters 1 & 2.

Paragraph 5: Old-style exams
If changes are made to the contents of a course all cohorts will be offered the old-style exam in the academic year following the year in which it was cancelled. Students will offered two chances to sit this exam, i.e. during the course exam and during the resit of this exam. After this students will have to sit the new-style exam (new content).

Paragraph 6: Test subject requirement
For the test subject requirement, a sign off will be given if the following requirements are met:
during the first three years of the bachelor course the student must have listed at least 20 hours of acting as a test subject; 12 of these must be in the first year;
if there are no or an insufficient number of test subject hours available, the test subject requirement will still be signed off.
If a student submits his/herself for a study and fails to appear without explanation, one hour will be deducted from their total.

article 13 Absence from tutorial group meetings
1. If a student cannot attend a tutorial group (on time), he/she must request permission for doing a substitute exercise through MyDossier within one week. Students are asked to fill out their reason(s) for their non-attendance.
2. The reason referred to at 1 will be assessed for validity by the examiner.
3. This assessment shall be based on the reason provided by the student for his/her absence, in which the Examination Board can also consider the tutor’s assessment of why the student missed a tutorial. Situations that are valid cause for non-attendance of a tutorial are: illness, an exceptional family celebration or death of a close family member.

4. If the student is unable to demonstrate a sufficient excusable reason for their absence, then the student will be permission to complete the substitute exercise by their tutor. The substitute exercise is an individual assignment and offers the student the chance to meet the attendance requirement. This exercise may be downloaded from PsyWeb.

5. The substitute exercise must be uploaded back to PsyWeb within two weeks, at the latest, from the date of the group/session. If a substitute exercise is marked as a pass, this will be listed under MyDossier as such and the attendance requirement will then be signed off. If the substitute exercise is initially rejected, the student will be awarded the chance to improve the exercise in line with the suggestions made by the tutor. Students may be asked to meet supplementary requirements in this respect. The resit must be uploaded to PsyWeb within four weeks from the missed tutorial (and at least 2 weeks prior to the end of the course).

6. In addition to that stated in 4, if a course schedules two tutorial groups per week as standard, a student may miss a maximum of two tutorials for excusable reasons. This means that the student is only eligible for a substitute exercise on two occasions. If a course schedules one tutorial group per week as standard, a student may miss a maximum of one tutorial for excusable reasons and will only be eligible for one substitute exercise.

7. If there is no excusable reason for which a student has failed to meet the attendance requirement then that student will be required to contact the Examination Board. Students who do not meet or may yet meet the attendance requirement for the tutorial group meetings will not be entitled to sit the course exam for that course during that academic year.

**article 14 Absence from practical sessions**

In the event of non-attendance at practicals, the following shall apply:

1. If a student cannot attend a practical session (on time), he/she must request permission for doing a substitute exercise from their trainer through MyDossier within one week at the latest. Students are asked to state their reason(s) for their non-attendance in the request.

2. The reason referred at a will be assessed for validity by either the trainer or the practical sessions coordinator. The trainer or the practical sessions coordinator will then decide on the excusability of the student's non-attendance.

3. The decision on the excusability of the student's non-attendance will be based on the information the student in question has submitted in respect to their non-attendance. Situations that are valid cause for non-attendance of a practical session are: illness, an exceptional family celebration or death of a close family member.
4. If the student is unable to demonstrate a sufficient excusable reason for their absence, then the student will be assigned a substitute exercise by either the trainer or the practical sessions coordinator. The substitute exercise offers the student the chance to meet the attendance requirement.

5. The substitute exercise must be uploaded to PsyWeb within two weeks, at the latest, from the date of the missed practical session. If a substitute exercise is marked as a pass, the attendance requirement will be signed off. If the substitute exercise is initially rejected, the student will be awarded the chance to improve the exercise in line with the suggestions made by either the trainer or the practical sessions coordinator. Students may be asked to meet supplementary requirements in this respect. The resit must be uploaded to PsyWeb within four weeks from the missed tutorial (and at least 2 weeks prior to the end of the course).

6. In addition to that stated in b, a student may miss a maximum of one practical for excusable reasons. This means that the student is only eligible for one substitute exercise.

7. If there is no excusable reason for which a student has failed to meet the attendance requirement then that student will be required to contact the Examination Board. Students who do not meet or may yet meet the attendance requirement for the practicals will not be entitled to sit the practical exam for the course in question during that academic year. Students who started the programme before 2011/2012 should also meet the attendance requirements for the practicals and practical exam for the ensuing year.

8. Should a student have met the attendance requirement, but have been unable to achieve a pass mark for the practical exam in question in that academic year (see b), they will, in some cases no longer be considered 'signed off' on their attendance requirement following that year. The student will then need to meet the attendance requirement for the ensuing year. This applies to practicals for which students are required complete the practical a second time before taking the practical exam. If this applies to a practical, then this will be included in the respective practical manual.

**Paragraph 15 Withdrawal from a course exam (applies to students that have started the programme before the 2011-2012 academic year).**

In the event of non-attendance at a course exam, the following shall apply:

1: withdrawal from a course exam

Students who are unable to attend a formative course exam must announce their withdrawal from the exam at least one day in advance of the date on which the exam is due to be taken, providing a reason for their withdrawal to the Educational Office either by telephone, in writing or via email (owburo-psy@fse.eur.nl). The withdrawal will be confirmed by email.

If students are unable to meet the specified withdrawal notice period, then he or she must inform the Educational Office by telephone (010 408 2241) of their withdrawal before 9 am on the date on which the course exam is due to take place.
2: valid reasons for not attending a course exam
a. Students withdrawing from a formative course exam, in line with the procedure stated in paragraph 1 of this article, automatically submit a request to the Examination Board to be signed off for the exam requirement due to a valid reason.
b. The Examination Board's decision on the excusability of the student's non-attendance will be based on the information the student in question has submitted in respect to their non-attendance of the course exam. Situations that are valid cause for non-attendance of a course exam are: illness, an exceptional family celebration or death of a close family member.
c. The Examination Board may ask the student to provide evidence to support the reasons he/she has given to the Examination Board for missing a course exam. Examples of evidence that, in principle, might excuse absence from a course exam are: a doctor's note, a wedding announcement or an obituary.

3: sign off from missed formative course exam
a. Students who, in the opinion of the Examination Board, do not have a valid reason for missing a formative course exam will not be signed off for the respective exam requirement. Students will need to meet the attendance requirement for the formative course exam in the ensuing academic year.
b. Students who are absent for a valid reason will be signed off for the exam requirement (AMT) only if they have met the attendance requirements for the tutorials for that course. When applying for the compensation regulation in accordance with article 12 paragraph 2 of the Rules & Guidelines, any exam not completed will be awarded a mark of 5.

Paragraph 2: withdrawal from a comprehensive course exam (applies to all students)
Students who are unable to attend a course exam must announce their withdrawal from the exam at least one day in advance of the date on which the exam is due to be taken to the Educational Office either by telephone, in writing or via email (owburo-psy@fse.eur.nl). The withdrawal will be confirmed by email.
If students are unable to meet the specified withdrawal notice period, then he or she must inform the Educational Office by telephone (010 408 2241) of their withdrawal before 9 am on the date on which the course exam is due to take place.

Article 16 Resits
For students who do not initially pass a section of the bachelor's or master's exam, the following resit regulations shall apply. The respective resits are only open to students who have met the attendance requirement.

Paragraph 1: Course exams
a. Formative course exams (applies to students that have started the programme before the 2011-2012 academic year)
In principle no resits will be offered for formative course exams.

b. Comprehensive course exams years 1 and 2 (applies to students that have started the programme as of the 2011-2012 academic year).
The comprehensive course exams in years 1 and 2 will be averaged counting towards the exam for ‘Knowledge Cluster 1 or 2’. The average for each of the knowledge clusters will only be calculated if 8 valid course exam marks have been awarded. A course exam is valid if the mark awarded is equal to or higher than 4.0. Course exam marks lower than 4.0 are therefore not valid. If the average mark for a knowledge cluster cannot be calculated, or if the average mark for a knowledge cluster is lower than 6.0 then the student will need to resit. In that event, the follow resit regulation will apply: Course exams that are awarded a mark lower than 4.0 will have to be resat. Course exams that are awarded a mark equal to or higher than 4.0 may be resat. This resit will take place after the eighth course period. There is a total of one resit opportunity per course exam with a maximum of two resits per knowledge cluster per year. At the end of the academic year there is therefore the opportunity to resit a maximum of two different course exams per knowledge cluster.

c. Comprehensive course exams year 3
Students who have not achieved a pass for a course exam will be given one resit opportunity during that academic year.

d. Composed comprehensive course exams (only applies to year 3 students)
For composed exams (e.g. exam marks attained for a course exam and writing a paper), students have to achieve a pass mark for all elements of the exam. Sections that are not awarded a pass mark can be resat separately in that academic year.

Paragraph 3a. Papers (applies to students that have started the programme before the 2011-2012 academic year).
1. Students who have not achieved a pass for a paper will be given one resit opportunity during that academic year.

2. Students have twenty one days, from the date of the course exam's inspection session, to submit a resit paper. If this deadline is not met the resit paper will not be marked.

Paragraph 3b Practical tests year 1 and 2 (applies to students that have started the programme before the 2011-2012 academic year).
1. Students who have not achieved a pass for a practical exam will be given one resit opportunity during that academic year.
2. Students have twenty one days, from the date of the practical exam's inspection session, to submit a resit paper. If this deadline is not met the resit paper will not be marked.

Paragraph 3b Practical tests year 1 and 2 (applies to students that have started the programme as of the 2011-2012 academic year).

1. The comprehensive practical exams in years 1 and 2 will be averaged counting towards the exam for ‘Skills Cluster 1 or 2’. The average for each of the skills clusters will only be calculated if 8 valid practical exam marks have been awarded. A practical exam is valid if the mark awarded is equal to or higher than 4.0. Practical exam marks lower than 4.0 are therefore not valid. If the average mark for a skills cluster cannot be calculated, or if the average mark for a skills cluster is lower than 6.0 then the student will need to resit. In that event, the follow resit regulation will apply: Practical exams that are awarded a mark lower than 4.0 will have to be resat. Practical exams that are awarded a mark equal to or higher than 4.0 may be resat. There is a total of one resit opportunity per practical exam with a maximum of two resits per skills cluster per year. At the end of the academic year there is therefore the opportunity to resit a maximum of two different practical exams per skills cluster.

2. If no minimum average mark of 6.0 is awarded across 8 valid practical exams for the 'Skills Cluster 1 or 2' exam section at the end of the academic year, then other practical exams will be open to resits. These will take place during the summer break. There is 1 resit for each practical exam and a maximum of two resits per year per skills cluster.

Paragraph 3d Practical tests year 3 (applies to students that have started the programme as of the 2011-2012 academic year).

1. Practical exams with a mark of 5.5 or lower will need to be resat. There is a total of one resit opportunity per practical exam.
2. Students have twenty one days, from the date of the practical exam's inspection session, to submit a resit paper. If this deadline is not met the resit paper will not be marked.

Paragraph 4a: Professional Conduct

Students awarded a fail on their professional conduct exam section (< 6.0 for students starting the course as of 2011/2012 and <5.5 for students starting the course before 2011/2012) will be given one chance to resit during the academic year. Given that the result of the professional conduct exam section is a weighted average of three to four section assessments, the resit assignment is as follows: for each fail mark (< 6.0 for students starting the course from 2011/2012 and <5.5 for students starting the course before 2011/2012) students will be given a substitute exercise for each section review. This assignment will be offered by the Examination Board. The number of substitute exercises can therefore vary between one and four. After completing the substitute exercise a new weighted average will be given. If this average results in a pass the
exam section will still be signed off. An example of a results pattern, as could be achieved by a random student, could look like this:

<table>
<thead>
<tr>
<th>Course</th>
<th>Mark awarded for professional conduct (ten point scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 1.5:</td>
<td>6</td>
</tr>
<tr>
<td>Course 1.6:</td>
<td>4</td>
</tr>
<tr>
<td>Course 1.7:</td>
<td>6</td>
</tr>
<tr>
<td>Course 1.8:</td>
<td>4</td>
</tr>
</tbody>
</table>

As is clear, the weighted average of the four review is a 5 (= fail). Where the professional conduct element of courses 1.6 and 1.8 is awarded a fail mark, the resit assignment also applies to courses 1.6 and 1.8.

Note: This does not apply if the mark for the practical also constitutes the mark for professional conduct.

**Paragraph 5: Additional assignment in the event of excusable absence**

a. Students who have not achieved a pass for a substitute exercise will be given one resit opportunity during that academic year.

b. The resit must be submitted to the practical coordinator within four weeks of the missed tutorial, and at least 2 weeks prior to the end of the course.

**Paragraph 6: Attendance Requirement**

No resit option will be offered in the same academic year for the attendance requirement. Students who have not met the attendance requirements for a certain section (tutorials, practicals, course exam) will still have to meet the requirement in the ensuing academic year, if the TER permit this.

**Paragraph 7. Resit regulation for students repeating a year**

Students repeating a year may again take part in the exam sections for the respective year (including the formative course exams). They will, however, be expected to once again meet the valid attendance requirements. Participation is only permitted if no ECTS have already been awarded for the respective exam section. Students repeating a year must apply for post placement (via PsyWeb) at the start of the academic year (by 1 October at the latest) for all exam sections he/she wishes to retake. Students wishing only to retake one or two subjects in the new academic year must apply for post placement for the respective exam sections at least one month prior to the start of a course. A €15 fee for administration costs will be charged for any later post placement.
**Article 18 Bachelor thesis for cohorts starting as of 2012/2013**

Paragraph 1. Nature and size

a. The exam concluding the Psychology bachelor programme requires students to write a thesis is open to students registered as a Ba-3 at the EUR's Psychology Institute.

b. The exam concluding the Psychology bachelor programme (bachelor's thesis) will take place in the final two course periods of the academic year (periods 3.7 and 3.8) and carries a study load of 16 ECTS.

c. The bachelor's thesis should constitute a research report on either a literature study or an empirical survey.

d. The bachelor's thesis should be approximately 7,000 words in length for literature studies or 4,500 words for empirical surveys.

e. The guidelines and review criteria for writing a bachelor's thesis will be published on PsyWeb.

f. The Examination Board will rule on any matters not covered by these rules.

g. The following will apply to students that have started the programme before the 2011/2012 academic year. The admittance requirement for the bachelor's thesis, demands a pass for Writing Skills I and Writing Skills II. For cohorts not mentioned here, please check the Study Guide for information on the bachelor's thesis.

Paragraph 2. Supervision and assessment

a. Supervision of the bachelor's thesis is carried out by an authorised tutor who is a member of the scientific staff of the Institute of Psychology.

b. Students who started the programme as of 2011/2012 will be entitled to tutoring and feedback on study activities that should result in a bachelor's thesis for a period spanning two course periods. Up to ten hours are allocated for supervision and feedback. For cohorts not mentioned here, please refer to the Study Guide for more information.

c. The supervisor and second reviewer will assess the thesis independently of each other. The final mark will be awarded upon consultation between the first and second reviewers.

d. If the mark, expressed on a 10-point scale, is equal to or higher than 5.5 then the number of ECTS will be awarded to the thesis.

e. If the thesis is marked as a fail, then one opportunity to resit will be offered per academic year.

**Article 19a Simultaneously participating in two programmes**

Students who began the course before 2011/2012 must have passed at least 8 progress tests and scored an average of 7.5 or higher on each of the following exam sections:

- formative course exams 1.1 to 2.8
- practicals within courses 1.1 to 2.8
- Professional Conduct 1, 2, 3 & 4.
All other students will need an average score of 7.5 or higher in each of the following exam sections:
- Knowledge Cluster 1 & 2
- Skills Cluster 1 & 2
- Professional Conduct 1, 2, 3 & 4.

Permission must be gained from the Examination Board and will only be granted if there is sufficient educational capacity available.

**article 19b Studying abroad**

1. During the elective courses for BA-3, students taking BA-3 have the option to study at a university abroad.
2. International exchanges are managed by the International Office of the Faculty of Social Sciences.
3. In order to be eligible for an international exchange outside of Europe, students must have submitted their application to the International Office before 1 March in the BA-2 academic year. In order to be eligible for an international exchange in- or outside of Europe, students must have submitted their application to the International Office before 1 February in the BA-2 academic year.
4. International exchange is only possible if the student:
   - Is accepted onto BA-3;
   - Has completed BA-1;
   - Have achieved an average mark of 6.0 or higher for the practicals and course exams for courses 2.1, 2.2 and 2.3, with their lowest mark being no lower than a 5.0.

If students have not met the above conditions, permission will not be granted for studying abroad and attaining ECTS during the electives period.
5. Allocation will be made based on average course marks and the average mark for the practical exams for courses 2.1, 2.2 and 2.3 (see paragraph 4).
6. For the purposes of international exchanges, a 'learning agreement' will be drawn up between the student, the host university and the Examination Board of the Institute of Psychology. This will state which subjects are to be studied, for how many ECTS and during which period. This agreement may not be deviated from in any way without the permission of the Examination Board.
7. After the conclusion of the international exchange, the student will discuss the certificates achieved for the subjects studied with the contact person for internationalisation in Psychology, Drs Laurine Ruijten/Drs Martine van de Paal. Based on these certificates, the Examination Board will sign off the BA-3 electives for the volume of the number of actual ECTS points accrued.
8. For subjects the student has followed in line with the 'learning agreement' within the context of language learning, the Examination Board can award a maximum of 6 ECTS.
**article 19c Simultaneously taking an extra external course**

In BA-3 students may take an external course in one or more course periods concurrent with their regular programme. In order to do this, students must submit a request to the Examination Board at least 4 weeks prior to the start of the course. When considering the request, the Examination Board will take into account the fact that taking any extra courses should not compromise the student's regular programme. In principle, students will be allowed to take the extra course if they meet the following requirements: Moreover, taking an external course should not interfere with the student's studies towards the psychology bachelor programme.

Students will need an average score of 7 or higher in each of the following exam sections:
- Knowledge Cluster 1 & 2
- Skills Cluster 1 & 2
- Professional Conduct 1, 2, 3 & 4.

**article 19d Dealing with delayed preference requests**

Students must submit their preference requests to the Educational Office at least one month before classes start. These preferences may concern, e.g. early-late preferences or daytime preferences or exceptional situations such as, for example, taking two tests at the same location or a special exam arrangement. A €15 administration fee will be charged to those who do not meet this deadline.

*Article 20b. Marking of Bachelor's exam (applies to students that have started the programme as of the 2012/2013 academic year)*

Awarding the bachelor examinations and the associated exam certificate will take place if the student has been signed off on all of the exam sections stated in article 11b.

- have been awarded an mark of 6.0 or higher for Knowledge Cluster 1;
- have been awarded an average mark of 6.0 or higher for Knowledge Cluster 2;
- have been awarded an average mark of 6.0 or higher for Skills Cluster 1;
- have been awarded an average mark of 6.0 or higher for Skills Cluster 2;
- have been awarded a 5.5 or higher for the minor exam, the elective course exam and the 3 course exams (3.4 to 3.6) in year 3;
- have been awarded a 5.5 or higher for the 3 course practicals in year 3 and the associated assignments;
- have been awarded an average mark of 6.0 or higher for both the professional conduct exam sections 1 to 5 and - where applicable - professional conduct for clinical practice in BA-3, and have been signed of on their attendance requirement;
• have met the 20 hour test subject requirement;
• have been awarded a 5.5 or higher for the concluding bachelor’s thesis;
• have met the conditions for Requesting the Bachelor Diploma. The procedure for this will be made available on PsyWeb (PsyWeb - Education- Educational Office - Bachelor Students - Bachelor Graduation).
• * For cohorts not mentioned here, please refer to the Study Guide.

**article 21 Standards**
The Examination Board will make its decision based on the following standards based on the Testing Plan for the Psychology programme:
1. the level of quality and selection criteria for each exam;
2. effectiveness requirements, focused on, e.g.:
   a. the limitations of time-loss for students progressing swiftly through the programme:
   b. timely cancellation of participation in the programme by students who are unlikely to pass an exam(s);
   c. protecting students from themselves if they wish to take on an excessive study load;
   d. leniency for students whose study progress is delayed due to circumstances out of their control:

**article 22 Determining results for the Bachelor’s exam**
The Examination Board will establish the result of the Bachelor’s exam based on the provisions of article 20. In evidence of passing the Bachelor’s exam, the Examination Board will provide the student with a signed exam certificate.

**article 23 Judicium**
*Cum laude Bachelor*

a. The judicium is the weighted average of the previously awarded marks (rounded to integers) for course exams, practical exams, writing skills and thesis.

b. This figure is weighted based on the relative share of the exam section in the programme, as expressed in the number of ECTS awarded to it. For students who started the programme before 2011/2012, the relative weight of the formative course exams awarded for these tests will be calculated by the total number of ECTS awarded for the 8 progress tests in years 1 and 2, equally divided across the 16 formative course exams in years 1 and 2.

c. Students who started the programme before 2011/2012, and have completed a minimum of 7 progress tests for a percentile score of 70% or higher and if their weighted average across all exam sections, without resits (course exams, practicals, writing skills and thesis) is equal to or higher than 8.25 and if their lowest mark awarded is not lower than 6.5 and if they have attended more than 2/3 of their exam programme at the EUR (with marks for courses received elsewhere counting towards the average mentioned), then the academic credit awarded will be 'cum laude'
(English: 'excellent'). The same requirements apply to all other students with the exception of the requirement regarding progress tests.

d. If a student is participating in two bachelor programmes, the results attained for the course and practical exams in courses 3.4 to 3.6 of their second programme will not count towards their judicium.

e. No cum laude qualification may be awarded if the student applied the BA-3 compensation regulation (article 12 paragraph 4 R&G BA).

f. No cum laude qualification may be awarded if the student was temporarily excluded from taking examinations during the bachelor phase due to acts of fraud (based on article 8a R&G).

g. 

**Article 24 Right of appeal**
Any decisions made by the Examination Board are open to appeal with the Board of Appeal of the institute where the student is registered for examinations as referred to in article 7.61 of the Act.

**article 25 Changes to the rules & regulations**
No amendments will be made to provisions that apply to the current academic year, unless, within reason, the interests of the students may not be deemed to be damaged by such amendments.

**Article 26 Entry into force**
These rules & guidelines enter into force on August 31st 2014.
These rules & guidelines shall apply as enacted by the Examination Board for the Psychology programme at Erasmus University, Rotterdam on August 31st 2014.
Annexes to the Rules & Guidelines

Annex 1 House rules during tutorial groups, practicals and lectures

House rules during tutorial groups/ practicals
- Be on time.
- In the event that you were to be late for any session, please inform your tutor, or one of your fellow students, about this as soon as you can.
- Should you be late for a session by a couple of minutes, you will be excused without any repercussions. Should you, however, be late a second time, you will be asked to complete the substitute exercise.
- In the event that you were to know, beforehand and for a valid reason, that you are going to be late for any session, please inform your tutor about this as soon as you can.
- Mobile devices should be switched off during all classes.

House rules during lectures
- Be on time.
- If you are late (i.e. the speaker has already started) you will not be permitted entry to the lecture. You may only enter after the break.
- Be quiet during the lecture. If the materials being discussed are not of interest to you, then you may leave after the break. Please respect the fact that your fellow students will want to follow the lecture.

House rules during computer practicals
The new PC suite in the T-Building has a total of 120 computer places. These will all be in use during practicals. To ensure that you are able to work in an uninterrupted and concentrated way, the computer suite will not be accessible to students who are not conducting practicals at that time. In addition to this, the usual rules apply within the PC suite: no eating or drinking and mobile phones must be switched off. Emailing and chatting are not permitted during practicals. If you need to discuss anything with other students, please do so quietly. Ongoing disruptive behaviour will result in you being asked to leave the room leading to you no longer being able to take the course.

\[ \text{\footnotesize \textsuperscript{1}} \]

\[ \text{\footnotesize No rights may be derived from the annexes of the rules & guidelines given here. The Examination Board retains the right to amend the content of these annexes at any time. Students will be informed of this in good time.} \]

---

1 No rights may be derived from the annexes of the rules & guidelines given here. The Examination Board retains the right to amend the content of these annexes at any time. Students will be informed of this in good time.
Annex 1 Guidelines for creating a concept folder

Concept folders are marked on both content and layout. Both must be of a sufficient quality. Content and layout will be subjected to the following requirements:

**Content (sufficient/insufficient)**

- The contents of the concept folder should be comprehensive and coherent.
- Central to the concept folder should be the answering of learning objectives.
- The concept folder should clearly state a well-formulated learning objective on the central problem.
- The concept folder should be based on at least two scientific sources.
- The concept folder should offer the reader a full overview of the relevant literature pertaining to the problem.
- The concept folder discusses the central concepts of the literature.
- The content of that literature should also be correctly shown in the concept folder.
- Where necessary, relations between sources/concepts/theory should be mentioned.
- Relations between concepts should boast sufficient meaning and depth.
- All concepts mentioned are relevant.

**Layout (sufficient/insufficient)**

- The concept folder should be sufficiently readable and structured.
- The student's name, student number, course number, tutorial group number, session number and the name of their tutor should be listed at the top of the page.
- Sources used are clearly referenced.
- The concepts should not exceed seven words in length.
- The concept folder should be drafted in English. You may only deviate from this language requirement if the related scientific jargon has itself incorporated terminology from another language.
- Concepts and relations pertaining to the same source should be graphically portrayed in the same way, clearly indicating which figure or table belongs to which source.
- Concepts and relations mentioned in both sources should be graphically portrayed in the same way.

The concept folder should be uploaded to PsyWeb.