Student manual for:
- approval list of courses
- application degree certificate
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents</td>
<td>2</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Student registration</td>
<td>4</td>
</tr>
<tr>
<td><strong>Variant / specialization</strong></td>
<td>6</td>
</tr>
<tr>
<td>Step 1: Compilation of list of courses by students</td>
<td>8</td>
</tr>
<tr>
<td><strong>Courses passed</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>Courses not yet passed</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Courses studied abroad and internships</strong></td>
<td>10</td>
</tr>
<tr>
<td>Step 2 Approval list of courses by the Board of Examiners</td>
<td>11</td>
</tr>
<tr>
<td><strong>Changes to list of courses</strong></td>
<td>11</td>
</tr>
<tr>
<td>Step 3 Approval list of courses Honours College</td>
<td>12</td>
</tr>
<tr>
<td>Step 4 Finalising your list of courses</td>
<td>12</td>
</tr>
<tr>
<td>Step 5 Applying for your degree certificate</td>
<td>12</td>
</tr>
<tr>
<td>Step 6 All courses in list passed – automated process</td>
<td>12</td>
</tr>
<tr>
<td>Step 7 Document check and registration at CSA</td>
<td>12</td>
</tr>
<tr>
<td>Step 8 Sending statement of graduation</td>
<td>12</td>
</tr>
<tr>
<td>Step 9 Creating concept degree certificate</td>
<td>12</td>
</tr>
<tr>
<td>Step 10 Check concept degree certificate</td>
<td>13</td>
</tr>
<tr>
<td>Step 11 Completing degree certificate</td>
<td>13</td>
</tr>
<tr>
<td>Step 12 (if applicable) Degree certificate pick up (no ceremony)</td>
<td>13</td>
</tr>
<tr>
<td>Step 13 Date handing over degree certificate</td>
<td>13</td>
</tr>
</tbody>
</table>


**Introduction**

The entire process of getting approval from the Board of Examiners for your programme and applying for your degree certificates within the Faculty of Law is arranged via Progress.

The entire process, from getting approval for your programme down to the degree certificate application, is clearly visible, providing direct insight into the progress per student within this process both to the students themselves, the Board of Examiners and the International Office of the Faculty of Law.

This document is a manual that provides step-by-step instructions for the application process by means of screenshots.
**Student registration**

Students must follow these steps to get their programme approved and apply for their degree certificate:

- Start your internet browser
- Start Progress
- Click ‘enrolling’
- Select ‘Application degree certificate / approval courses’

You must have gained at least 100 ECTS in order to register for your first or second Bachelor’s degree certificate process.
Select the relevant degree certificate you want to apply for (tick the box).
You have to choose the 10th option, as this is the specific option for the LLB programme (with an entire procedure in English!). The code for this process is ‘BABULLLB’.
Tick the box and click ‘enroll’.

The process will now appear in the bottom right corner of the screen.

Select the process by clicking on it.
Select the relevant degree programme.
You will have to pick ‘56829: B Internationaal en Europees Recht’, as officially the LLB is currently still part of that programme.

Variant / specialization
As the LLB is part of the Dutch-programme, you then will have to choose the variant ‘177: LLB International and Eur. Law (English taught)’
Select the variant.
Once you have selected your variant, an overview of the steps to be taken in the process will be shown. A brief explanation is provided next to the process name. The column ‘By’ indicates who has to perform the step in question. The other columns may be filled in later.

<table>
<thead>
<tr>
<th>Step</th>
<th>Name of step</th>
<th>Explanation</th>
<th>By</th>
<th>Finished</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applying for approval for your list of courses</td>
<td>In this step you can apply for approval of your list of courses. For more information, please check the instructions.</td>
<td>student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approval list of courses</td>
<td>The Board of Examiners checks the courses you have selected.</td>
<td>ProfS, ExpSt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Finalizing list of courses</td>
<td>If you have any changes for your list of courses, please send a message to <a href="mailto:LLB@rug.nl">LLB@rug.nl</a>. Please make sure the latest version of your learning agreement is filled at the International Office (<a href="mailto:exchange@rug.nl">exchange@rug.nl</a>).</td>
<td>ProfS, ExpSt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Student application for degree certificate</td>
<td>The student should apply for his/her degree certificate by filling in the application form degree certificate. You get to the form by clicking here. Application degree certificate LLB programme</td>
<td>ProfS, ExpSt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Document check and registration at CSA</td>
<td>All documents required for graduation are being checked. The International Office applies for registration of the graduation at the Central Student Administration (CSA). After registration, the International Office returns the signed approval of graduation form to CSA.</td>
<td>ProfS, ExpSt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Compilation of list of courses by students

Scroll down until you see the text ‘Applying for approval of your list of courses. This section explains how to select courses for your list and which signals you may encounter.

Courses passed

The left-hand side of the screen contains an overview of your courses and results that have been registered by the Faculty of Law.

- Select the courses that you want to include in your list of courses (including any courses that you have not yet passed).
- You can select all courses from a block by clicking on the button.
- Select the category in which you want to place the courses in the right-hand list.

Please check Ocasys for the specifics of your programme, especially with regard to optional courses, extracurricular courses, etc.

An overview of courses passed, the number of ECTS gained and your (current) GPA is provided below the selected courses.
Scroll down to see the option ‘remove from list of courses’. This is where you can select courses in the right-hand column to remove them from your list.

**Courses not yet passed**

You can use the option ‘search for course to add’ to select a course for which you do not have a result yet. A separate explanation is provided for theses, internship and for courses studied abroad (see below).

- Click the button ‘search for course to add’.
- Enter the course code.
- Click ‘next’.

You should preferably enter a course code because courses may not always be found by their names (due to the use of abbreviations in Progress). Tick the box of the course you meant to select and press the button ‘next’. Indicate the category you wish to place the course in.
Select the relevant category.
Click ‘Add to list of courses.

Courses studied abroad and internships

Courses studied abroad
You can search for course codes starting with RGBUI via ‘search for course to add’ (see screenshot 10) to add courses that you intend to follow abroad. Search for a course code with the appropriate total number of ECTS:
- Select the appropriate code.
- Place it in the appropriate category (‘Modules studied abroad’).
Please refer to the credit point conversion table below if the country in which you will be following the course(s) uses a different credit point system. In the event that the relevant country is not included in the table, please send an e-mail to BoE-Law@rug.nl.

Conversion table: student workload - > number of ECTS

<table>
<thead>
<tr>
<th>Country</th>
<th>Student workload</th>
<th>Number of ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK - Bristol</td>
<td>2 credits</td>
<td>1 ECTS</td>
</tr>
<tr>
<td>UK - Durham</td>
<td>2 credits</td>
<td>1 ECTS</td>
</tr>
<tr>
<td>UK - Norwich</td>
<td>2 UCU</td>
<td>1 ECTS</td>
</tr>
<tr>
<td>UK - Edinburgh</td>
<td>2 SCQF</td>
<td>1 ECTS</td>
</tr>
<tr>
<td>Australia - Canberra</td>
<td>1 unit</td>
<td>1.25 ECTS</td>
</tr>
<tr>
<td>New Zealand - Wellington</td>
<td>2 points</td>
<td>1 ECTS</td>
</tr>
<tr>
<td>US - Madison</td>
<td>1 credit</td>
<td>2 ECTS</td>
</tr>
<tr>
<td>Canada - Concordia</td>
<td>1 credit</td>
<td>2 ECTS</td>
</tr>
<tr>
<td>Canada - McGill</td>
<td>1 credit</td>
<td>2 ECTS</td>
</tr>
<tr>
<td>Canada - Queen’s</td>
<td>1 credit</td>
<td>2 ECTS</td>
</tr>
<tr>
<td>Canada - UWO</td>
<td>1 credit</td>
<td>2 ECTS</td>
</tr>
<tr>
<td>Japan - Osaka</td>
<td>1 credit</td>
<td>2 ECTS</td>
</tr>
</tbody>
</table>

The official transcript will be verified by the International Office.

Internship
Select the appropriate internship code. A temporary internship code is used if the type of internship is not yet known at the time the list of courses is submitted. This temporary code starts with RG0008 and ends with the number of credits the internship will be valued at.
- Select the course and its number of ECTS (RG0008...).
- Select the right category for the course (see screenshot 12).
- Select ‘Add to list of courses’.

The temporary code will be replaced by the definitive code as soon as the internship is completed.

Finalise list of courses
Once you have completed your list of courses, you can make it definitive by selecting the option ‘Present list for evaluation’.

- Select ‘Present list for evaluation’.
A screen will appear in which you can provide an explanation to your list of courses or to specific courses. You can copy and paste text from a word processor in this field. If you are sure that no further changes will be needed in your list of courses, please indicate this when you submit your list.

- Select ‘Save commentary’ (even if you have not provided explanations).

Your list of courses has now been submitted to the Board of Examiners for approval. The current date is automatically registered – you can check this in the on-screen step overview. *NB. It is now no longer possible to change your list of courses yourself!*

**Step 2 Approval list of courses by the Board of Examiners**

Your list of courses will now be assessed and approved or rejected by the Board of Examiners. The Board of Examiners will inform you of their decision by e-mail (University email) within a few weeks (maximum six weeks). Once your list of courses has been approved, you can proceed to step 3. If your list is rejected, your process reverts to step 1 and you must adapt it in accordance with the explanation provided by the Board of Examiners.

**Changes to list of courses**

Please send an e-mail to [BoE-Law@rug.nl](mailto:BoE-Law@rug.nl) if you want to change your list of courses. Please indicate the changes you want to make, so the Board of Examiners can change the list and check if the approval can be kept. Changes in courses for the exchange part of your programme must also be adapted your learning agreement and you need to have this approved by the International Office (do so by sending an e-mail to [exchangelaw@rug.nl](mailto:exchangelaw@rug.nl), explaining what you want to change and why). The history of previous steps will remain stored. You can apply for your degree certificate as soon as
you have passed all the courses in your list and you no longer wish to make any changes
or before any deadline the International Office sets for this.

**Step 3 Approval list of courses Honours College**
For students who participate in the Honours College, the coordinator of the Honours
College of the Faculty of Law approves the Honours College-courses.

**Step 4 Finalising your list of courses**
The internship code and completion of courses studied abroad are made definitive in
this step. Any temporary internship codes or codes for courses studied abroad will now
be replaced by definitive ones.

**Step 5 Applying for your degree certificate**
If you are at the end of your programme, you can apply for your degree certificate by
completing and submitting the application form for the LLB degree certificate.
The International Office will complete this step once the application form has been
received.

**Step 6 All courses in list passed – automated process**
You can follow the progress of the process in the registration screen. The screenshot
below shows how step 4 of 13 has been completed.
Step 6 is completed once all the courses in the approved list of courses have been
successfully passed. This is an automated process.

**Step 7 Document check and registration at CSA**
As soon as all your courses are passed and all documents have been processed and
approved, the International Office applies for your degree certificate with the Central
Student Administration (CSA) and completes step 7 in your graduation process.

**Step 8 Sending statement of graduation**
Please indicate in your application form for your degree certificate whether you wish to
receive a statement of graduation. If you indeed wish to receive such a statement, you
will receive another e-mail (on your University email account) informing you about the
status/progress of your degree certificate application once this step has been
completed.

**Step 9 Creating concept degree certificate**
The International Office will produce a concept degree certificate in its degree
certificate application system.
**Step 10 Check concept degree certificate**
The degree certificate is sent to the Board of Examiners for a final check. The Board of Examiners conducts the final check.

**Step 11 Completing degree certificate**
The official degree certificate will be produced by the Central Student Administration. Normally students will receive their degree certificate at the annual LLB graduation ceremony.

**Step 12 (if applicable) Degree certificate pick up (no ceremony)**
If you do/did not attend the annual LLB graduation ceremony, you will receive a notification that you can collect your degree certificate at the International Office.

**Step 13 Date handing over degree certificate**
The International Office registers when the degree certificate has been officially handed over to the student.

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**NB.** Please send a message to LLB@rug.nl if you miss certain information or discover errors in this manual.