Student manual for approval list of pre-master courses
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**Introduction**

The entire process of getting approval from the Board of Examiners for your pre-master programme within the Faculty of Law is arranged via Progress. The entire process 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’

Enrollments RUG
Faculty of Law

➢ Enrollment Courses (Nestor and Exams)
➢ Enrollment Groups (Working groups)
➢ Enrollment Seminars
➢ Research Colloquium
➢ Enrollment Student Moot Court (Dutch-taught)
➢ Application degree certificate / approval courses
➢ Thesis
➢ Thesis supervisors
➢ Registration tracks Dutch-taught bachelor

Select the relevant option you want to apply for (tick the box).
➢ You have to choose the 10th option, as this is the specific option for the pre-master programme (with an entire procedure in English!). The code for this process is ’PRELLM’.
➢ Tick the box and click ‘enrol’.
The process will now appear in the bottom right corner of the screen.

➢ Select the process by clicking on it.

**Graduation**

Approval pre-master programme

[details]

**Registered processes**

Approval pre-master programme Law (0 of 4 steps finished)

➢ Select the relevant degree programme.
➢ You will have to pick ‘56829: B International and European Law’, as the pre-master officially is registered under this programme.
Variant / specialization
As the pre-master is part of this programme, you then will have to choose the variant ‘182: Pre-master’

- 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 at</th>
<th>Remarks</th>
</tr>
</thead>
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<td>1</td>
<td>Creating list of pre-master courses (by student)</td>
<td>The pre-master programme will be assessed by the Board of Examiners</td>
<td>student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Approval pre-master programme Law</td>
<td></td>
<td>Prof, Admin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Passed all exams</td>
<td></td>
<td>auto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Statement final admission LLM to CSA</td>
<td>The ‘Statement final admission LLM’ will be forwarded to the Central Student Administration. You will have to take care of the master registration through Studielink yourself.</td>
<td>Prof, Admin</td>
<td></td>
<td></td>
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screenshot 6
**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.

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.

➢ 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’.

➢ Click ‘Add to list of courses’. 
Once you have completed your list of courses, you can make it final 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; they will inform you of their decision by e-mail 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 the list in accordance with the explanation provided by the Board of Examiners.

**Step 3 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 3 of 4 has been completed.

Step 3 is completed once all the courses in the approved list of courses have been successfully passed. This is an automated process.
Step 4 Statement final admission to LLM sent to CSA

As soon as all your courses have been passed and all documents have been processed and approved, the International Office forwards the ‘statement final admission LLM programme’ to the Central Student Administration (CSA) and completes step 4 in your graduation process.

Please be aware that you still will have to (timely!) apply for admission to the LLM programme in Studielink yourself!

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