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’

**Enrollment Courses RUG**

- Enrollment Courses (Nestor and Exams)
- Enrollment Groups (Working groups)
- BezoeKgroep pi, Leeuwarden
- Enrollment Seminars
- Enrollment Student Moot Court (Dutch-taught)
- Research Colloquium
- Repair-enrollment exams/results week 5
- 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 eleventh 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’.

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**Manual approval list of pre-master courses**
The process will now appear in the bottom right corner of the screen.

- Select the process by clicking on it.

  ![Screenshot 3](image3.png)

- Select the relevant degree programme.
- You will have to pick ‘56829: B Internationaal en Europees Recht’, as the pre-master officially is registered under this programme.

  ![Screenshot 4](image4.png)

**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.

![Manual approval list of pre-master courses](image5.png)
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.
**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, 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.

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

  ![Search for course to add]

- Enter the course code.
- Click ‘next’.

  ![Searching with code]

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 ‘compulsory courses’ to place the course in.

  ![Select course]

- Select the relevant category.
- Click ‘Add to 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’.

  ![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, who 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 back to step 1 and you must adapt it 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 are 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 apply for admission to the LLM programme in Studielink yourself!!

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1 NB. Please send a message to [LLM@rug.nl](mailto:LLM@rug.nl) if you miss certain information or discover errors in this manual.