Study Guide 2019-2020
Faculty of Law
University of Groningen

The online Law Knowledgebase (www.rug.nl/law/knowledgebase) also allows you to do a topic-based search.

*This document is a snapshot (03-09-2019) of the content of the Law Knowledgebase. Any changes occurring throughout the academic year will only be changed in the Law Knowledgebase.
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1 Programmes, Course units & Tutoring

1.1 Programmes and tracks

1.1.1 Which programmes does the Faculty of Law offer?
The programmes offered by the Faculty of Law are available in Ocasys.

1.1.2 Studying Law after HBO or a non-law WO degree

<table>
<thead>
<tr>
<th>General</th>
<th>Certain HBO (University of Applied Science) degrees and/or WO (research university) bachelor or master degrees can grant access to education in our Faculty. After a pre-master programme has been completed, admission to a Master’s degree programme will be possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBO degree and WO non-law degree students</td>
<td>It is possible for students with a HBO degree International and European Law of The Hague University of Applied Science and WO non-law degree students to get admission to one of the English-taught Master of Laws programmes of the Faculty of Law. This admission can only be granted after the pre-defined deficiency programme (a so-called pre-master programme) has been successfully completed. Not all degrees might lead to admission to all English-taught LLM programmes. More information can be found on the LLM website. For questions you can contact the study advisers of the International Office via <a href="mailto:LLM@rug.nl">LLM@rug.nl</a>.</td>
</tr>
<tr>
<td>Want to register?</td>
<td>The registration procedure for the pre-master programmes is available on the LLM website.</td>
</tr>
</tbody>
</table>

1.1.3 Studying in parttime mode

All English-taught programmes of the Faculty of Law are taught in full time mode. None of the English-taught programmes have the option to study in part time mode.

Last update: 09-07-2019

1.1.4 Open Degree Bachelor programme

Next to the fixed Bachelor’s degree programmes it is also possible to compose an individual Bachelor’s degree programme in the post-propaedeutic phase, based on article 7.3.4 and 7.3 c WHW (Dutch Higher Education Act). This will lead to a final examination, which content-wise deviates from any other legal post-propaedeutic Bachelor’s degree programmes; this is called an Open Degree programme.

Such individual programme must be discussed with the study adviser and needs prior approval of the Board of Examiners.

The Board of Examiners also decides to which accredited Faculty Bachelor’s degree programme the (deviating) programme would belong. Also check the Bachelor Teaching and Examination Regulations (TER).

<table>
<thead>
<tr>
<th>General</th>
<th>The guidelines for an Open Degree Bachelor programme are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* the programme is post-propaedeutic;</td>
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<tr>
<td></td>
<td>* the programme must at least be 120 ECTS;</td>
</tr>
<tr>
<td></td>
<td>* the programme needs to be coherent;</td>
</tr>
<tr>
<td></td>
<td>* should have a minimum of 50% of credits (60 ECTS) worth of legal courses;</td>
</tr>
<tr>
<td></td>
<td>at least 42 ECTS (35%) and maximum 48 ECTS (40%) should deviate from one of the existing post-propaedeutic Bachelor’s degree programmes;</td>
</tr>
<tr>
<td></td>
<td>* the optional courses can be filled in by one of the RUG minors (30 ECTS) or a minor at a foreign university;</td>
</tr>
<tr>
<td></td>
<td>* the programme has a bachelor concluding course unit fitting to the Open Degree programme, e.g. a Bachelor’s thesis (10 ECTS) or a Research Project (10 ECTS). This bachelor concluding course unit should be completed at the Faculty of Law of the University of Groningen.</td>
</tr>
</tbody>
</table>
1.1.5 Open Degree Master programme

General

- Next to the fixed Master’s degree programmes it is also possible to compose an individual Master’s degree programme, based on article 7.3 d WHW (Dutch Higher Education Act).
- This will lead to a final examination, which content-wise deviates from any other legal Master’s degree programmes; this is called an Open Degree programme.

Admission

- Such individual programme must be discussed with the study adviser and needs prior approval of the Board of Examiners.
- The Board of Examiners also decides to which Master’s degree programme the programme would belong.

Duration & size

- The size of the Open Degree programme is a minimum of 60 ECTS; the duration is – dependent on the size – at least one year.

'Civiel effect'

- An Open Degree programme in principle does not grant the so-called ‘civiel effect’, but it also depends on the content of the programme and the bachelor programme.
- Access to the bar or judiciary is in principle excluded.
- Check the ‘Civiel Effect’ page for more details and possibilities to supplement the programme with extra courses for ‘civiel effect’.

Title and degree

- The Master’s degree programme leads to the degree of Master of Laws. You can use the title LLM behind your name after successful completion of the Master’s degree programme.

Programme

- The guidelines for an Open Degree programme are that:
  1. The programme must at least be 60 ECTS;
  2. The programme needs to be coherent;
  3. Should have a minimum of 30 ECTS worth of legal courses;
  4. It is not possible to complete this programme within one of the existing Master’s degree programmes;
  5. At least 21 ECTS should deviate from one of the existing Master’s degree programmes.

Open Degree programme after other master

- Taking an Open Degree programme after having already completed another Master’s degree programme, the following guidelines apply:
  1. The Open Degree programme should have at least 30 ECTS worth of new courses. The student can only get a maximum of 30 ECTS worth of exemptions for courses obtained in a previous Master’s degree programme;
  2. The programme needs to be coherent;
  3. At least half of the ECTS to be obtained should be legal courses;
  4. It is not possible to complete this programme within one of the existing Master’s degree programmes. At least 21 ECTS should deviate from one of the existing Master’s degree programmes.
  5. No exemptions are granted from having to write a Master’s thesis.

Seminar

- Please check the regulations with regard to Seminars.

Master’s thesis

- You complete the Open Degree programme by writing a Master’s thesis which connects to the content of the Master’s degree programme. Please also check the entry Master’s thesis. General Faculty guidelines with regard to writing a Master’s thesis can be found in the Thesis Regulations.
1.1.6 Honours college
All information about the Honours College is available on the [Honours College website](#).

1.2 Course units

1.2.1 Ocasys education catalogue
All course units are available in the [online course catalogue Ocasys](#).

1.2.2 Workshops Starting your Academic Career

<table>
<thead>
<tr>
<th>General</th>
<th>All first year LLB students (propaedeutic students) are registered at the start of the academic year for the so-called Workshops Starting your Academic Career (SYAC). The SYAC workshops are meant to ease the transition from high school to university. The SYAC workshop will deal with several topics with regard to study skills of the first year students. The small size of the group (half your working group) will accommodate getting to know your peers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentors</td>
<td>Students are supervised by mentors (advanced Law students). These mentors will help students get acquainted to all study related subjects Law students will face. The mentor is also, as are the study advisers of the International Office, available for students to pose questions to.</td>
</tr>
</tbody>
</table>

| Last update 9-7-2019 |

1.2.3 Research Colloquium

| General | The Research Colloquium aims to:  
a. improve the writing and communication skills;  
b. deepen the research skills;  
c. add to the academic formation.  
Students need to write and present their bachelor theses; they are expected to work independently but under the supervision of their supervisor. Students will formulate an academically relevant research question, set up a research plan, collect, analyse and evaluate relevant information and data, and formulate conclusions based on the research conducted. Research results have to be clearly presented in a research paper and orally presented and defended in front of lecturers and fellow students. Students will be evaluated on their research and presentation skills. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor concluding course unit</td>
<td>The Research Colloquium is the bachelor-concluding course unit within the LLB programme International and European Law. This course is therefore only open to students who are in the final stages of this LLB programme.</td>
</tr>
<tr>
<td>Requirements</td>
<td>You can participate in the Research Colloquium when you have obtained at least 90 ECTS including all first year courses. These credits need to be available in Progress. The Board of Examiners can deviate from this rule at the request of a student in case of extraordinary circumstances. For more information, please check <a href="#">Ocasys</a>.</td>
</tr>
<tr>
<td>Enrolment</td>
<td>More information about the enrolment procedure can be found <a href="#">here</a>.</td>
</tr>
<tr>
<td>Last update: 9-7-2019</td>
<td></td>
</tr>
</tbody>
</table>

1.2.4 Seminars

| General | A seminar is an educational form in which academic and legal skills are being dealt with. It has a research-like set-up. You will be conducting research, do assignments, hold presentations, and write papers. It is a training in academic thinking, which, after a thorough analysis has been made, leads to a (creative) solution of a legal question. This solution should be presented clearly and hold all possible arguments. |
### 1.2.5 Master’s thesis

#### General

Every master programme is concluded by the writing of a Master's thesis. In this Master's thesis, a student should show his/her command of academic skills in such a way that he/she, with the knowledge provided during the programme, is able to:

- formulate a scientific phrasing in the legal field;
- set up a research in a responsible scientific manner;
- assemble, classify, analyse, correlate and value the relevant data;
- draw relevant conclusions on the basis of the conducted research and to formulate defensible solutions;
- reproduce the research, the conclusions and solutions in a clear and orderly manner.

The study load of the Master's thesis is arranged for in the Teaching and Examination Regulations of your programme and can also be found in the Thesis Regulation.

#### Thesis class & Library instruction

In order for all students to have all necessary information about writing a Master's thesis, all students are required to:

- participate in the Thesis class;
- participate in the Library instruction.

The Thesis class is offered twice a year and can be found in the list of courses available in the schedule generator. At the start of each academic year, the International Office arranges for all students to participate in a library instruction. Only students who have taken their bachelor's degree at the Faculty of Law of the University of Groningen can be exempt from this library instruction.

Next to these compulsory sessions, the Faculty also offers thesis workshops. Students can sign up for these thesis workshops during the Thesis classes in each semester.

#### Thesis coordinators

Each LLM programme has its own thesis coordinator:

- Energy and Climate Law: Prof. Dr M.M. Roggenkamp
- European Economic Law: Prof. Dr L.W. Gormley
- Global Criminal Law: Dr K.K. Lindenber
- International Commercial Law: Dr C.E. de Jager
- International Human Rights Law: Dr A.G. Hallo de Wolf
- Public International Law: Dr A.G. Hallo de Wolf

The Faculty has set Thesis Regulation which amongst others hold guidelines for thesis writing and information about:

- The (compulsory) Thesis class and Library instruction;
- Choosing a topic;
- Thesis supervision;
- The size;
- The assessment;
- The way of handing in the thesis, etc.

#### Thesis Regulations

A student can choose to write a paper instead of taking an optional course. All arranged for above is not applicable to such a paper. Please contact a lecturer with a supervision request if you wish to write such a paper. The paper should at least be 3 ECTS and can be 7 ECTS maximum.

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**Last update:** 9-7-2019
1.2.6 Law in Practice course units

| General | Law in Practice is a collective name for all activities which allow you in some way to get in touch with law in practice, either inside or outside the Faculty. This could e.g. be done by taking up an internship, participation in a Law Clinic, participation in Moot Courts, etc. More information can be found on the Careers Services Law website and in Ocasys. |
| Awarding credits | Only the course units which appear in the overview in Ocasys can be awarded with ECTS. Rules applied when including Law in Practice course units on your list of courses: * In order to be awarded ECTS for a Law in Practice course unit, the course unit must have prior approval of the Board of Examiners via de graduation process approval in Progress. You will also have to, if applicable for your specific Law in Practice course unit, fulfill the requirements arranged for in the Internship Regulation. You need to apply for approval with the internship coordinator before the start of the internship. * Your job cannot be registered as an internship. * Participation in a Law in Practice module can lead to the awarding of 9 ECTS maximum. These ECTS are always extracurricular though, so on top of the required 180 ECTS of your LLB programme or 60 ECTS of your LLM programme. * If you are participating in more than one internship or write more than one paper (or a combination thereof), these cannot be dealing with the same topic. * The same activity cannot be part of several lists of courses. |
| Contact persons | Overview Faculty contact persons Law in Practice. Overview Faculty contact persons Internships. |

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1.2.7 Internship

| General | It is recommended to take up an internship during your programme. An internship can help you choose your career path and provides you with relevant work experience which is considered to be very important in job application rounds. An appropriate moment to take up an internship would e.g. be in the final year of your Bachelor’s degree programme or in your Master’s degree programme. To help you choose an internship and consider the options for your career after your programme, we have made a website which presents you with all information in clear steps: * Self-analysis * Exploration internships and labour market * Decision-making * Action * Reflection These steps will entice you to think about your career options and choices and help you find an internship that is suitable for you. |
| Faculty internship coordinator / Career Coach | Every programme has an internship coordinator. For general questions about internships you can also contact the Faculty internship coordinator. If you would some help in searching for and/or choosing an appropriate internship, the Faculty’s Career Coach is also available for students. |
| Internship Regulation | The Faculty has an Internship Regulation which holds amongst others the guidelines with regard to duration of the internship, the internship supervision, the approval of internships, secrecy, and insurances. |
| Approval and registration of result | All internships are extracurricular. They can however be part of your degree certificate. If you wish the internship to appear on your diploma supplement as extracurricular course unit, you need to have your internship approved by the Board of Examiners. In addition, the programme internship coordinator should approve your internship before its start. After completion of the internship, the internship will be assessed by the programme internship coordinator, based on the internship report and the assessment by the internship provider. |
| Formal approval | Before the start of the internship, you will have an talk in whichever form with the programme internship coordinator. The internship needs to be formally approved. You need to meet the formal demands for the internship and final report, as arranged for in the Internship Regulation. Next to this, you need to apply for approval from the Board of Examiners. |
| Combination with a paper | An internship and a paper cannot be dealing with the same topic. This also goes for two internships and two papers when taken in two different programmes. Within a programme, an activity can only lead to the award of ECTS once. |
### 1.3.1 Courses outside our Faculty

As student of our Faculty, you can participate in (separate) courses at other faculties/universities. Please be aware: you **cannot** participate in a minor for your degree certificate.

### 1.3 Courses from other faculties & minors

#### 1.2.8 Study period abroad (exchange)

<table>
<thead>
<tr>
<th>General</th>
<th>If you are interested in a study period abroad within your programme, you can contact the <a href="https://www.studentportal.nl/">Faculty’s International Office Law</a>. General information can be found on the <a href="https://www.studentportal.nl/">webpage</a>. The International Office organises an information session in November for students interested in going abroad as part of their studies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration / Deadline</td>
<td>The deadline for registration depends on your destination. You can find more information on the <a href="https://www.studentportal.nl/">website</a>. It might still be possible to have a spot assigned to you after the deadline. If you are interested, please contact the International Office.</td>
</tr>
</tbody>
</table>
| Which courses | **LLB students**  
The study period abroad in the LLB programme International and European Law is scheduled for the first semester of year 3. LLB students are allowed to take any law course, which is not part of the LLB programme and some non-law courses which are related to the programme (e.g. criminology, international relations, political Science, etc.). Please be aware that at least 25 ECTS out of the 30 ECTS should be law credits. The characterisation of the courses is at the discretion of the Board of Examiners.  

**LLM students**  
It is also possible for LLM students to go abroad. This will usually be on top of their programme in Groningen, as an extracurricular addition to the LLM programme. This will lead to a study delay in most cases. Optional courses can be taken abroad, as long as they are within the scope of the programme in question. Other extra-curricular courses can be accepted as long as they are law courses.  

Please be aware: the Board of Examiners does not accept any language courses as part of the law degree. Language courses can therefore be taken, but can only appear as extra-curricular courses on the degree certificate.  

More information about courses can be found on the [website](https://www.studentportal.nl/). |
| Approval of courses | All courses need to be approved by the Board of Examiners. This can be done by filling in the correct online form:  

- [Approval form courses abroad LLB students](https://www.studentportal.nl/)  
- [Approval form courses abroad LLM students](https://www.studentportal.nl/)  
- [Approval form courses abroad students of Dutch-taught programmes](https://www.studentportal.nl/) |
| Registration of results | Results obtained will be registered in Progress as separate courses, provided that the courses are approved by the Board of Examiners. |
| Scholarship | More information about scholarships can be found on the [website](https://www.studentportal.nl/). |

Last update: 9-7-2019
Check the entry requirements and registration procedure at the faculty/university of your choosing. Some faculties might request a statement from the Board of Examiners in which they give permission to participate in that specific course. Please keep in mind when applying for the course that this extra step will cost time.

If you want to have this course listed as optional course in your programme, you need to apply for approval from the Board of Examiners before you participate in such course.

You can do so by registering your full list of courses in Progress (Enrolments RUG – Faculty of Law – Application degree certificate). Please keep the requirements of your degree programme with regard to optional courses in mind when choosing such a course. In the bachelor a course should be bachelor (2nd or 3rd year) or M4-level; in the master a course should be M4 or M5 level. Such courses can be added to your list of courses in the section 'extracurricular credits'.

<table>
<thead>
<tr>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check the entry requirements and registration procedure at the faculty/university of your choosing. Some faculties might request a statement from the Board of Examiners in which they give permission to participate in that specific course. Please keep in mind when applying for the course that this extra step will cost time. If you want to have this course listed as optional course in your programme, you need to apply for approval from the Board of Examiners before you participate in such course. You can do so by registering your full list of courses in Progress (Enrolments RUG – Faculty of Law – Application degree certificate). Please keep the requirements of your degree programme with regard to optional courses in mind when choosing such a course. In the bachelor a course should be bachelor (2nd or 3rd year) or M4-level; in the master a course should be M4 or M5 level. Such courses can be added to your list of courses in the section ‘extracurricular credits’.</td>
</tr>
</tbody>
</table>

Last modified: 9-7-2019

### 1.3.2 Minors for Law students

**General**

It is *not* possible to take a minor when you are participating in a Bachelor of Laws programme. It is possible to participate (under certain conditions) in courses from other faculties and have these approved as optional courses. The courses should be post-propaedeutic in such cases.

For more information, please check the item ‘courses outside our Faculty’.

Last update: 9-7-2019

### 1.3.3 Minors

For more information about minors, please check the [minor website](#).

### 1.4 Study advisers

**General**

The study advisers for all English-taught programmes are part of the Faculty's International Office. The study advisers can help you with any questions which have a (possible) relation with or have consequences for your study programme.

Next to advising about your study programme, the study advisers can also arrange for the Faculty to possibly take personal situations (e.g. illness or other special circumstances) into consideration. The study advisers can also be a guide to finding other organs within the University. The study adviser also would like to think along with you when it comes to study planning and additions to your programme (e.g. extracurricular activities).

**The study adviser can help you with**

- Study choice;
- * Questions about study planning and options in case of delay or extra course units (e.g. study abroad, extra courses or internships);
- * Difficulties starting up/keep going when studying;
- * Illness which can influence your studies;
- * Mental problems;
- * Personal circumstances, like divorce, deaths, illness in the family;
- * … and for any other questions which have a (possible) connection to your study programme.

**Internet**

Please check the [Law Knowledgebase](#) first for the questions most frequently asked. If your question does not appear, please contact the study advisers of the International Office. You can do so by emailing them: LLB@rug.nl (LLB students), exchangelaw@rug.nl (incoming exchange students), and LLM@rug.nl (LLM students).

**Office hours**

The International Office has two kinds of office hours:

* Walk-in office hours
* Office hours by appointment

**Walk-in office hours**

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The study advisers of the International Office have walk-in office hours on Mondays, Tuesdays, Thursdays, and Fridays from 1-3 pm in room 1314.0107. Students are helped on a first come first served-basis.

Appointment office hours
You can also arrange for an appointment with one of the study advisers of the International Office. These appointments can take a maximum of 20 minutes. The appointment office hours are explicitly not available for asking for statements or transcripts, picking up documents.

The appointment slots are available every Monday from 10-12 am and every Wednesday from 11 am – 1 pm.

Students can arrange for such an appointment by sending a message to LLB@rug.nl or LLM@rug.nl. Appointments need to be arranged for at least 24 hours before the available appointment slot. Students who cannot make the appointment are held to inform the International Office by email at least two hours before the appointment time. Not showing up without prior notification will lead to a note in your file and no new appointments can be booked. These students can only use the walk-in office hours as from that point.

The International Office has 4 study advisers:

Mr J. (Jelmer) van der Hem, BA
Ms S.E.L. (Stephanie) Hoenders, LLM
Mr P.F.T. (Pepijn) Tukker, LLM
Ms K.C. (Kirsten) Wolkotte, LLM

Any questions including questions about the Binding Study Advice can be posed to either of the study advisers.

All incoming exchange students can pose their question to Ms A.E. (Astrid) van Dort and Ms E.K.E. (Ella) Goljan.

Last update: 9-7-2019

1.5 Board of Examiners

The members of the Board of Examiners are appointed by the Faculty Board based on their expertise regarding the programme or group of programmes.

The Board of Examiners is the organ which in an objective and expert way determines if a student fulfils the requirements the Teaching and Examination Regulations set for knowledge, insight, and skills needed for obtaining a degree. It also watches over the quality of examinations and the final assessment.

Based on the Higher Education and Academic Research Act, the Executive Board should constitute a Board of Examiners for every programme or group of programmes it offers.

* Members of the Board of Examiners are appointed from the faculty responsible for the education in that (those) programme(s).
* The members of the Faculty’s Board of Examiners represent each programme or group of programmes.
* An external assessment expert has been appointed as external member of the Board of Examiners.

The Board of Examiners has authority with regard to administering examinations and with regard to the organisation and coordination of examinations.

The Board of Examiners has, amongst others, the following duties:
* ensures the quality of the examinations and the final assessment;
* checks via the course approval forms if the requirements of a final assessment is met;
* establish rules with regard to the correct course of events during the examinations and with regard to any measures to be taken in that context;
* has the authority to pass judgement on students who are suspected of fraud and to impose sanctions when fraud is determined;
* has the authority to extend the validity of examinations;
* can decide in special circumstances to have examinations be conducted in a different manner than determined by the Executive Board;
* can determine if an exemption for certain courses can be obtained based on previously taken and passed examinations or examinations in higher education, be it for knowledge or skills gained outside higher education.

Next to this, the Board of Examiners has other duties, which can be found in the Teaching and Examination Regulations, in the Examination Regulation and in the Aberrant Examination Regulation of the Faculty of Law.

Some of its duties have been mandated to the study advisers and the Official Secretary of the Board of Examiners.

You can file an individual request or complaints about (the procedure with regard to) examinations in writing to the Board of Examiners. Check if your request falls within the duties (see above) of the Board of Examiners.

You can contact the Board of Examiners by using this email address: BoE-Law@rug.nl
Or you can send a letter to the address below:
Board of Examiners
P.O. Box 716
9700 AS Groningen
the Netherlands

If you do not agree with a decision of the Board of Examiners or the decision from an examiner (e.g. your grade), you can appeal that decision at the Board of Appeals for Examinations.

**Explanation:**
The Board of Appeals for Examinations will ask the Board of Examiners to hold a reconciliation meeting with you before they will actually start assessing the complaint.

**Period:**
Please be aware: this appeal must be filed within six weeks after the official decision date. **For more information, please check 'complaint, objection and appeal' in the Knowledgebase.**

NB: This information is offered and maintained by the University Student Desk. For questions and remarks, please contact them directly.

Last update: 9-7-2019

### 1.6 Studying with extra facilities

<table>
<thead>
<tr>
<th>General</th>
<th>The Faculty offers the possibility to students with an impairment to participate in examinations in a way that is geared towards their specific situation. Such examination facilities are granted by the Board of Examiners and executed by either the departments responsible for a course or the Student Administration and Student Affairs Office.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procedure temporary impairment</strong></td>
<td>Is your impairment temporary, e.g. a broken wrist, please contact a study adviser of the International Office as soon as possible. Make sure to provide the study adviser with a recent expert statement (e.g. a doctor’s statement). Based on these documents, it can be assessed what kind of temporary facilities, e.g. the use of a laptop, can and should be arranged for. The study adviser will contact the Board of Examiners on your behalf with a possible request for temporary facilities. You will then receive notification from the Board of Examiners about the possible allocation of the facility. This allocation is temporary.</td>
</tr>
<tr>
<td><strong>Procedure non-temporary impairment</strong></td>
<td>If you have a non-temporary impairment, you first need to get advice from a student counsellor. This advice plus a (recent) expert statement (e.g. doctor’s statement or dyslexia report) can be sent to the Board of Examiners through <a href="mailto:BoE-Law@rug.nl">BoE-Law@rug.nl</a>. The Board of Examiners will subsequently contact you about the possible allocation of facilities; if need be, you will be invited for a meeting. When allocating the facilities, it will be indicated whether the facilities are granted to you permanently or for a certain period of time. The facility therefore does not has to be applied for each examination period.</td>
</tr>
</tbody>
</table>
You are responsible for the timely application of the facility/facilities, handing in the expert statement(s), and the advice of the student counsellor. If the application is not done in time, it cannot be guaranteed that the facilities will be arranged for before the examination period.
Please keep the following deadlines in mind:
For block 1: 27 September 2019
For block 2: 06 December 2019
For block 3: 28 February 2020
For block 4: 8 May 2020

To do

1. Make an appointment with a student counsellor to discuss your impairment. Should you need facilities for a short period, this step can be skipped (e.g. arm in plaster);
2. You need to report your impairment to a study adviser of the International Office. You need to attach a statement which explains the circumstances, e.g. advice of the student counsellor;
3. You will receive notification from the coordinator examination facilities a week before the start of the examination period at the latest. Should you not receive such mail, please contact bstUDENTen-rechten@rug.nl;
4. Organising examination facilities is very labour intensive. Should you therefore decide to not participate in an examination you registered for, you need to inform the department responsible for the course or the Student Administration and Student Affairs Office. Not informing the organisation might mean that the facilities cannot be offered to you any more in the future or that the costs incurred will be invoiced to you.

Last update: 9-7-2019

1.7 Careers Services Law

Careers Services Law is available for personal advice and supervision regarding internships and jobs. They organise workshops and information sessions which can help you along in your career after your studies. They also offer you the opportunity to search for a mentor who can help you in case of career questions.

After all, your career does not only start after graduation, but already during your programme. This website will provide you with diverse information about your career perspectives and the way to get there. The Career Planner offers support in this. In addition, you can find information about internships, studying abroad, applying law in practice, competences and career events organised by the study associations.

All these possibilities offer you a chance to already start developing your competences and thus distinguish yourself on the labour market later.

Please check the Careers Services Law website for more information.

CareerConNEXT

In de Student Portal in the third tab Career you find a database CareerConNEXT in which you can see all internships and jobs offered to our university and faculty. You also find the full offer of career events and workshops to improve your job hunting skills. You can search in the system by using the student login and using the advanced search option to select your preferences.

Mentor

Regarding your career orientation and preparation to entering the labour market, you can use the mentor system available at the Faculty of Law. Our mentors are alumni who are willing to spend time to help you as a student with your career questions and choices and make ambitions and aims more concrete. They can use their work experience and knowledge of the labour market to help you along or provide you with information. They know first-hand which competences are necessary to perform their job and can give tips on which skills you could/should develop during and next to you programme. Possibly, they can also open their network for you.

The database CareerConNEXT shows which alumni are willing to be mentors, what their current job position is and what kind of support they can and are willing to offer. You can choose a mentor that suits your needs with regard to your career. You can find the overview of mentors by logging in to the system.

Employability Officer

What can you expect from the career adviser?
* Short career orientation (who am I, what can I do, what do I want)
* Help on questions about the job market for jurists and their career possibilities
* Help with (study) career and advice how to improve your employability skills (among others part-time jobs, internships, extracurricular activities)
* Thinking about choices in your programme from a career perspective
* All questions concerning your (future) career (scheduled) career Master choice workshop or individual coaching in relation to which master to choose
1.8 Master Learning Communities
The master Learning Communities is a pilot which runs for the Dutch-taught master programmes and therefore the information is not applicable to students of the English-taught programmes.

2 Applications and arranging matters

2.1 Course enrolment (Student Portal) and Group enrolment

2.1.1 Enrolment

Enrolment periods

1. Please check the enrolment periods here.
2. Check whether you fulfill the entry requirements of the course in Ocasys. The course enrolment is open to all. If you do not fulfill the entry requirements, your course enrolment will not lead to an exam enrolment.
3. Check the schedule to see which working groups fit your schedule to avoid overlap in working groups.

Enrolling for a course and a working group

Enrol by taking the following steps:
1. Go to Progress.
2. Click ‘Enrolling’ at the top menu.
3. Choose ‘Faculty of Law’ and click ‘Enrolment Courses (Nestor and Exams)’.
4. Tick the boxes of courses that you will take and click ‘enrol’ (at the bottom of the list).
5. The courses marked in bold require an extra group enrolment (working group).
6. Click ‘Enrolment Groups (Working groups)’ (under the folder of ‘Faculty of Law’), choose the correct block and choose the correct category (LLB or Exchange).
7. Tick the boxes of the working groups you want to enrol for and click the button ‘enrol’.

There is a limitation of 30 ECTS each block with regard to course enrolment. Each block 30 ECTS will be added. This will add up to 60 ECTS for block 1 and 2 combined, 90 ECTS for blocks 1, 2, and 3 and 120 ECTS for block 1-4. The course enrolments of last block will be part of the calculation of ECTS in the next block. If you want to enrol for more than the maximum number of ECTS available, you need to contact a study adviser to discuss your planning. You can also de-enrol for courses, which might provide for more room. The reason for this maximisation is to prevent unnecessary no show for exams and as such more efficient use of locations.

Seminar registration

The International Office registers all LLM students for their compulsory seminars. No course registration is therefore necessary for these courses, as the seminar registration done by the International Office will provide students with access to the course information at the Student Portal.

Rules with regard to working group registration

Year 1
All LLB students will be registered for a working group for the full first year. No working group enrolment is therefore necessary in the first year.

Year 2 and 3
All LLB (and exchange) students need to register for working groups for the second and third year courses themselves.

Please be aware: the registration for the Research Colloquium will be in August of the 2nd year!

Group full?
You can still enrol for a different working group that still has places available. Only in cases where insurmountable scheduling problems occur (for instance if the times of the remaining working groups are interfering with other compulsory courses) you can contact the administration. The administration is available in the enrolment periods on working days from 10.30-11.30 am at +31503635721. Check in advance which working groups would be an option according to your course schedule.

Missing deadline enrolment groups
If you have not enrolled for a working group during the enrolment period, you should:

- 1st year LLB students should contact the International Office (LLB@rug.nl);
- all other students should contact the departments in charge of the particular course as soon as possible.
Confirmation exam enrolment and table number

At the latest three weeks before the start of the examination period you will receive an email about the automatic enrolment for written examinations. You have to check the actual exam enrolments yourself in Progress. At the latest one week before the examination period you will receive an email with your table number. Therefore: check your University email regularly! Bring the proof of your exam enrolment to the examination (digital Progress printscreen or on paper). The lecturers will not allow you to enter the examination room without such proof of enrolment.

Should you decide not to participate in the (resit) examination: please de-enrol as soon as possible for the (resit) examination.

Forgot to register? Possibility to repair!

Student Portal (Nestor) and Examinations

There is a repair possibility in week 5 of each block for enrolment for the (resit) examination in Progress. This enrolment also grants you access to the Student Portal and enrolment for a possible resit examination. After week 5, there is no repair possibility for a (resit) examination in that block any more. According to the Examination Regulation, you are obliged to enrol for a written examination. If you have not fulfilled the enrolment obligation, you cannot participate in the examination and/or the examination is invalid.

Resit examination

If you have failed or have not participated in the examination of a course, you will be automatically enrolled for the resit.

If you only want to participate in the resit, you must also enrol for the course, but then de-enrol for the first examination as soon as the exam enrolment comes through.

If you have any questions or problems regarding the enrolment, please contact the International Office.

You can reach the International Office via email (LLB@rug.nl, exchangelaw@rug.nl or LLM@rug.nl) or by telephone: +31503637942.

You can also visit the International Office during their walk-in office hours:

**LLB & LLM students**
every Monday, Tuesday, Thursday and Friday: 1-3 pm, room H1314.0107

**Exchange students**
every Tuesday and Thursday: 3-5 pm, room H1314.0110

Last update: 9-7-2019

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2.1.2 Course information Student Portal

**General**
The Student Portal holds the digital learning environment of the University of Groningen. Via the Student Portal, section ‘Courses’, students and lecturers can exchange information and course materials irrespective of time and place.

Please click here for the webpage holding general information about the Student Portal.

**How can I access the course information in the Student Portal?**
When you enrol for a course in Progress, you will be automatically enrolled for access to the course information in the Student Portal.

Please be aware: it might take a day before the course shows up in the Student Portal.

**Problems?**
When you have enrolled for a course in Progress and the course still does not appear on the Student Portal the next day, it is possible the lecturer has not opened the course up yet. In this case, please contact the lecturer.

Click here when you are experiencing problems with regard to the checking of course information on the Student Portal.

Last update: 9-7-2019

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2.1.3 Course information (Ocasys)

All course information is available in the online course catalogue Ocasys.
### Definitions of educational formats & levels of courses

#### Lectures
Lectures are sessions during which the lecturer speaks and the students mainly listen to the lecturer. Depending on the nature of the course, the inclination of the lecturer and the programme phase, a lecture can be characterized as:

- showing the main issues;
- providing insight in the structure of the course;
- discussion of bottlenecks;
- focusing on current issues in the field of expertise;
- showing links between theory and practice;
- providing insight in methods of problem solving.

#### Working groups
Working groups aim at supporting the lectures. They also serve to teach skills. Students are expected to take a proactive stance in working groups. This would e.g. mean:

- to prepare assignments which will be discussed during the working groups;
- to act actively and in a participating manner during a working group session.

The number of students in a working group is usually 25 to 30.

#### Practicals
Practicals have a practical approach: you will practice skills in a practical and carry out assignments. Assessment usually takes place at the end of the practical in the form of an assignment. The lecturers only have a guiding and supporting role.

#### Seminars
A seminar is a way to impart both academic and legal skills. It has a research approach. Students will undertake research, carry out assignments, give presentations and write papers.

It is a training in academic reasoning, in which, after a proper analysis has taken place, a (creative) solution for a legal question is clearly presented with arguments.

The following **academic skills** will be trained:

- logical reasoning, arguing, creative thinking, analysing problems, making links;
- verbal skills: arguing and formulating;
- communicative skills: communicating, presenting and persuading, listening, reading.

**Legal skills** include:

- employ a legal perspective;
- adequate usage of descriptive and prescriptive aspects;
- understanding and applying legal texts;
- finding and applying jurisprudence.

A seminar includes these **activities**:

- selection of relevant literature;
- developing a research question;
- to make a written and an oral presentation of the findings plus a defence thereof or a discussion about it;
- to comment on the findings of fellow students;
- if possible, a joint final publication, preferably on the internet.

#### Definitions of levels of courses

**P**
Indicates that the course can only be taken in the Bachelor’s programme and the course belongs to the propaedeutic phase (1st year).
Accessible for:
Students registered in the first year (propaedeutic phase) of a Bachelor’s degree programme or students who are enrolled in a pre-Master/transfer programme or special admission programme.

Indicates that the course can only be taken or recognised in the Bachelor’s degree programme. The course belongs to the post-propaedeutic stage (2nd and 3rd year).

Accessible for:

1. Students registered in the post-propaedeutic phase of a Bachelor’s degree programme and/or
2. Students registered in the first year (propaedeutic phase) of a Bachelor’s degree programme and are conditionally admitted by the Board of Examiners to the post-propaedeutic stage and/or
3. Students who have received a positive binding study advice or
4. Students who are registered in a pre-Master/transfer programme or special admission programme.

Indicates that the course can be taken or recognised by students either in the Bachelor’s degree or the Master’s degree programme.

To be taken for both Bachelor students and Master students

Courses at M4 level can be recognised both in the Bachelor’s and the Master’s examinations. Students must decide to take such course during the Bachelor or the Master. An M4 course which is part of the Bachelor’s examination cannot be part of the Master’s examination. The course should be included in the programme for which you are registered at the time of successful completion of this course.

If you have passed such course in the Bachelor’s degree programme and the course is a compulsory part of the Master’s degree programme, students can request an exemption for the course in the Master’s degree programme. The exempted credits should then be complemented by (an) extra optional course(s). Please also check the Teaching and Examination Regulations for the master programmes.

Accessible for:

1. Students registered in a Master’s degree programme and/or
2. Students registered in a Bachelor’s degree programme and who have completed their propaedeutic phase and/or
3. Students registered for a pre-Master/transfer programme or special admissions programme.

Indicates that the course can only be taken or recognised in the Master’s degree programme.

Accessible for:

1. Students enrolled for a Master’s degree programme

Indicates that the course is only open to students from other faculties.

Reasons:

1. the course is specially designed for that other faculty or
2. the course is specially designed as a minor course for students from other faculties.

Last update on 9-7-2019
2.2 Degree certificates & completing a pre-master programme

2.2.1 First year phase (propaedeutic phase)

The propaedeutic phase is the full first year. The administration will check after each block if students are fulfilling the requirements of the first year. When you fulfill these requirements, the administration will register you passing the propaedeutic phase at the Central Student Administration (CSA).

First year ceremony

For all students who manage to complete the full first year of their LLB programme within their first year of registration, the International Office will organise a first year completion ceremony. All concerned will receive an invitation to this event. Excellent students will be paid extra tribute to during this ceremony. Repeaters of first year courses are not eligible for this ceremony.

Last update: 9-7-2019

2.2.2 Completing a pre-master programme

Application

You will need to offer your pre-master programme through Progress for approval. This can be done by clicking 'enrolling', 'Faculty of Law', 'Application degree certificate / approval courses' and finally tick the box behind 'Approval pre-master programme'. Then follow the steps mentioned in the process. It is important this is done correctly to provide a smooth transition into the Master's degree programme.

For more information, please check the manual.

When all courses have been successfully completed, you need to apply yourself for the Master's degree programme via Studielink. As soon as you have done this, you send a message to LLM@rug.nl with the subject 'completing the pre-LLM'. This will allow the International Office to produce a Statement Admission to the Final Examination and forward that statement to the Central Student Administration. This statement will allow them to change your application into a registration.

Registration master in Studielink

Be aware!: You yourself are responsible for a correct registration in Studielink for the Master's degree programme. You can register for the Master's degree programme as soon as you have completed and submitted the application for your pre-master programme. It is only possible to start with one of the English-taught LLM programmes as per 1 September. You will also have paid the full tuition fee before that date.

Statement

When all courses of your pre-master programme have been successfully completed, you can request a statement to certify this via LLM@rug.nl.

Last update: 9-7-2019

2.2.3 Application degree certificate

2.2.3.1 Application degree certificate

General

When all course units of your approved list of courses have been completed and all course units have been registered in Progress, you will receive an email from the Board of Examiners explaining how to obtain your degree certificate. If you wish to add or drop courses from your list still, you have two weeks to inform the Board of Examiners of this. Without any response, the Board of Examiners will automatically issue your degree certificate.

Students can apply for their degree certificate themselves beforehand by filling in the application form which is available in step 5 of the graduation process. If students want to participate in the annual graduation ceremonies, these application forms should be submitted before 1 July.

Application form LLB degree certificate
Application form LLM degree certificate

Last update: 9-7-2019
2.2.3.2 Diploma production period

<table>
<thead>
<tr>
<th>General</th>
<th>The production of degree certificates usually takes about 2-3 weeks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation ceremony</td>
<td>Student can still participate in the annual graduation ceremonies if their grades are available:</td>
</tr>
<tr>
<td></td>
<td>• on 12 July for the LLB graduation ceremony</td>
</tr>
<tr>
<td></td>
<td>• on 10 August for the LLM graduation ceremony</td>
</tr>
<tr>
<td>Statement of graduation</td>
<td>Students can request a statement of graduation from the International Office. You can apply for a statement of graduation on the application form for the degree certificate. Please be aware that if your graduation ceremony is less than a week away, no statements of graduation will be produced.</td>
</tr>
<tr>
<td>Graduation date</td>
<td>In principle the date of graduation is the date at which the final course unit of your approved list of courses has been successfully completed. If this final course unit is:</td>
</tr>
<tr>
<td></td>
<td>• an examination: the date of the examination;</td>
</tr>
<tr>
<td></td>
<td>• a thesis or internship: the date mentioned on the result slip.</td>
</tr>
</tbody>
</table>

The Board of Examiners determines this date of graduation provided you hold the correct registration and your list of courses was approved timely (at least two months before the date of obtaining your last result).

Exception: if you decide to change your list of courses after having received a notification from the Board of Examiners, the Board of Examiners can decide to change your date of graduation. This is only possible if you have responded to the email from the Board of Examiners within two weeks after it was sent.

Last update: 9-7-2019

2.2.3.3 Graduation ceremony and title/degree

| Graduation ceremony | The International Office arranges for a graduation ceremony for the LLB programme in July of each year and in August of each year for the LLM programmes. This will be the first opportunity for students to receive their degree certificate. Students who do not attend this graduation ceremony can arrange for their degree certificates to be picked up at the International Office after the graduation ceremony dates. |
| Diploma pick-up | You will receive a message on your university email account as soon as your degree certificate is available. |
| Authorising pick-up | It is only possible to have your degree certificate picked up by someone else if this person carries an authorisation to this extent, which holds your signature. In addition, you need to provide that person with a copy of your identity papers. The authorised person should also bring his/her own identity papers. |
| Title/degree | Bachelor: If you have fulfilled all requirements of the bachelor examination, you will be awarded the degree of Bachelor of Laws (LLB). |
| | Master: If you have fulfilled all requirements of the master examination, you will be awarded the degree of Master of Laws (LLM). |

Last update: 9-7-2019

2.2.3.4 (Summa) Cum Laude

| General | The distinction cum laude or summa cum laude can be registered on the degree certificate if students demonstrate exceptional competence in the examination. |
| Conditions | The Board of Examiners assesses if a bachelor or master degree certificate can be awarded the distinction cum laude or summa cum laude. This assessment is based on the conditions as arranged for in article 19a of the Examination Regulaion. |

Main conditions:
### 2.2.3.5 Access to the (Dutch) bar / ‘Civiel effect’

**Access to the (Dutch) bar**

LLB students who wish to access the Dutch bar need to register for the bachelor programme ‘Rechtsgeleerdheid’. In order to be granted access to the Dutch bar, students need to speak Dutch at B2-level (minimum) and be admitted to ‘Rechtsgeleerdheid’.

LLM students who have already completed their bachelor programme in Groningen or the Netherlands, can also choose to participate in the required ‘civiel effect’-courses through the so-called ‘Open Colleges’.

More information about this option can be found [here](http://www.rug.nl/careerservices/). More information about the specific requirements for access to the Dutch bar can be found in the Dutch version of this item.

Last update on 9-7-2019

### 2.2.4 What to do after graduation?

**University of Groningen Career Services**

Studying is more than merely obtaining your degree; it is also the preparation for a successful career. The University of Groningen Career Services was set up for the purpose of supporting the University of Groningen students in this field. Career Services wants to help students to make conscious choices and to offer them the opportunity to realise those choices. For this purpose Career Services organises workshops and training sessions, offer help in writing a CV and cover letter and/or give personal advice.

Career Services by the University of Groningen is the central desk with regard to career support. The University Career Services network contains all involved parties, like all faculties, study- and alumni associations, employers and its own student pool.

For more information, please check [http://www.rug.nl/careerservices/](http://www.rug.nl/careerservices/)

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<table>
<thead>
<tr>
<th>Grade for Research Colloquium or Master’s thesis</th>
<th>Cum Laude</th>
<th>Summa Cum Laude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-rounded Grade Point Average (GPA) for all other course units of the compulsory programme</td>
<td>Minimum 8.0</td>
<td>Minimum 9.0</td>
</tr>
<tr>
<td>Minimum 8.0</td>
<td>Minimum 9.0</td>
<td></td>
</tr>
</tbody>
</table>

All conditions for (summa) cum laude can be found in the Examination Regulation.

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**No (summa) cum laude is awarded when:**

- an examination has been taken more than once* or
- you have score lower than a 7 for one or more courses or
- you have committed fraud as arranged for in Article 15 Examination Regulations during your programme.

The Board of Examiners can deviate from these conditions in extraordinary cases. If you are of the opinion that a deviation of these rules with regard to the distinction (summa) cum laude, you can request this to the Board of Examiners, according to art. 19a.7 Examination Regulation.

* Resitting a passed course based on art. 8.13 TER LLB programme or art. 4.9 TER LLM programmes does not prevent awarding a (summa) cum laude.

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**Which courses are used to calculate (summa) cum laude?**

The average grade is calculated about the curricular (optional) courses, excluding the thesis.

Any courses listed in the category ‘extra-curricular courses’ will not be calculated for (summa) cum laude.

Please be aware: if you are participating in two specialisations within one master programme, but you place the courses of one of the specialisations in the category ‘extra-curricular courses’, this specialisation will not be registered on your degree certificate.

If you have put ‘do not correct’ on an exam, or have removed a pass grade, you are deemed never to have taken the exam in question. This does not stand in the way of awarding a (summa) cum laude.

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Careers Services Law

Law students can use the facilities of Careers Services Law. Careers Services Law provides personal advice and support regarding internships and jobs in the legal field. It organises workshops and information sessions which can offer support in career choices and entering the labour market after graduation. It also offers the opportunity to find a mentor who can help you with your career questions.

Your career does not start after your degree programme, but already during your programme. On the Careers Services Law website you can find all kinds of information about career possibilities and the way to get there. The career planner offers support for this. Next to this you can find information about internships, studying abroad, the application of law in practice, career events and the study associations.

All these opportunities offer the option to already work on your competences and later on distinguish yourself on the labour market.

For more information, please check: www.rug.nl/rechten/careers-services/students/

Alumni

The University of Groningen would like alumni to remain in contact with both the university and one another after graduation. Not only to enhance their careers or support the University of Groningen, but also just for ‘gezelligheid’. You will e.g. receive the magazine Broerstraat 5 after graduation.

For more information, please check: www.rug.nl/alumni

Last update on 9-7-2019

2.3 Aberrant examination regulation

General

An aberrant examination regulation deals with a deviation of the set-up or scheduling of examinations because not granting such deviation would lead to a disproportionate delay in the study programme. The deviation can consist of a different distribution, acceleration or change in order of the examinations. In most cases the aberrant examination regulation will take the form of an oral examination, but this is not necessarily the case. It is for the examiner to decide when the aberrant examination regulation will take place and what form the aberrant examination regulation will have.

Categories

In principle, all examinations should be conducted in the way, order and at the times, stated in the Teaching and Examination Regulation including the Examination Regulation, Ocasys, and the examination schedule. If an unacceptable delay of the degree programme impends, the Board of Examiners might grant an aberrant examination regulation. Aberrant examination regulations can only be granted the Board of Examiners (so not the examiner) in extraordinary cases of a pressing nature.

Examinations conducted in a different fashion than arranged for by this examination regulation (and thus which are not determined by the Board of Examiners), are invalid. Deviation with regard to the set-up of the degree programme (spreading, acceleration, change in order of examinations) can only be granted if they have been requested beforehand and have been approved by the Board of Examiners.

Aberrant examination regulations are possible in case of:

- An impairment
- Illness of personal circumstances
  
  Please be aware: this will only be awarded when both exam opportunities offered were missed as a result of these circumstances and this can be supported with documentation and provided you have enrolled for the examinations according to the proper procedure
- Administrative/managerial duties
- Final course(s) bachelor (LLB) or (pre-)master ((pre-)LLM).

No aberrant examination regulations are granted to participants of the Study Abroad programme.

Requests are only granted under very strict conditions. For more information and the conditions per category, please check the regulation.
The Board of Examiners will in principle only grant an aberrant examination regulation for the final course of your LLB or LLM programme if these conditions are met:

- an unacceptable delay in the degree programme impends, and,
- you only have to take an examination for one* more course in order to fulfil the requirements of your LLB or LLM programme, and,
- you need this examination indeed to graduate, and,
- you have participated in the two most recent examinations for this course, and,
- The result of these two most recent examinations show that they were properly prepared**, and,
- The next regular examination is not taking place within the next three months.

NB. If you have chosen for the option 'do not correct' on one of these most recent examination changes, the Board of Examiners will regard this as an examination opportunity that was not used.

A request to take an extra examination in the period between two regular examinations within one semester are not granted.

* By exception a request for two final courses can be granted. This only happens in very exceptional cases.

** Proper preparation needs to be visible in the results obtained by having obtained at least one 5. Students who e.g. have score a 3 for one of the two regular examinations will not be granted an aberrant examination regulation. Should you be of the opinion that you are eligible for an aberrant examination regulation despite such a bad result, you will have to explain this carefully in your request. The Board of Examiners will always consider the circumstances of a case.

Applications

Please complete the form to file a request at the Board of Examiners.

2.4 Deletion of grade

The Board of Examiners offers, under certain circumstance, the possibility of retaking an examination which has already been successfully passed.

Conditions:

- The option can only be used for a maximum of two examinations per academic year.
- You need to apply to the Board of Examiners for this deletion within three (3) working days after the result of the examination is published. You can do so by using the form 'deletion grade'.
- The grade cannot be for a grade for a (research) seminar, practical or thesis (both Research Colloquium and Master's thesis). A pass grade for such courses cannot be deleted.

Consequences:

- The grade is deleted from the administration. This deletion is final; the examination is supposed not to have been taken. You cannot rescind this decision.
- The last grade is the final grade: the result of the repeated examination will be registered in the administration.
- For block 1, 2, and 3 courses, you need to register yourself for the resit of the course in week 5 of the adjacent block.
- In block 4 you will receive permission to participate in the resit without enrolment. However, please be aware: the Faculty cannot guarantee that the room will have sufficient capacity to include you. This risk is all yours.

What are the options if the original grade is raised during the post mortem?

If during the post mortem of the examination of which you have had your grade deleted your grade is raised, you can request the examiner to pass this result on to the Examination Administration as to make the grade count as an official examination. Your request to have your
A grade deleted will then be declared null and void (according to Article 9.14.3 TER LLB programme International and European Law or Article 4.9.3 TER LLM programmes).

**Participation in the resit examination**

You can register for the resit of block 1, 2, and 3 courses during the repair possibility-week in **week 5** of the adjacent block. For courses in block 4 this option does not exist. As a result of this, you will be granted admission to participation in the resit examination in block 4 next to your grade deletion. The Faculty cannot guarantee sufficient capacity in the examination room for the resit.

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**Fail grade**

Fail grades cannot be deleted from your list.

You can request the International Office for a so-called ‘clean’ transcript. Such transcripts only hold the pass grades.

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### 2.5 Certified transcript

You can request a (certified) transcript from the International Office (LLB@rug.nl; LLM@rug.nl).

You can choose between the following options:

- a ‘clean’ transcript (only the passing grades)
- a full transcript (holding all results)

Transcripts requested during office hours (9 am – 5 pm) can be picked up during the walk-in office hours of the International Office as from the next working day. If you apply for your transcript on Friday, the first day to pick up your transcript is Monday!

Transcripts can be sent to you by post or by email or picked up in the consulting room during walk-in office hours.

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### 2.6 Online lectures

At the moment no English-taught courses are being recorded. As such no regulations are applicable.

Last update on 09-07-2019

### 2.7 Mid-year registration LLB programme

Students can only register in the University of Groningen LLB programmes per 1 September. Do you want to restart your programme at a different moment – e.g. to temporarily interrupt your programme – you can only do so with the permission of the Admissions Board.

With such permission, you can register at one of the following registration dates:

1. November
2. February
3. April
## 2.8 Approval courses

### General

Every student, bachelor, master, and pre-master, should ask for course approval. This should be done at least three (3) months before graduation/completing their programme. For master and pre-master students it is strongly advised to ask for approval immediately after the start of the programme. This approval can be obtained via Progress.

This approval has two functions:

- It is the first step in the graduation process (both bachelor and master) or a step in the transition from pre-master to master;
- It is an extra check for you to see if you are not missing any courses.

If your courses are not approved timely this will lead to delays in the graduation process and possibly to problems when registering for a Master's degree programme.

### Progress

To register for the graduation process, please follow these steps in Progress:

1. Go to ‘enrolling’, then click ‘Faculty of Law’.
2. Go to ‘Application degree certificate’ and click the degree you wish to apply for (1st bachelor degree LLB or 1st or 2nd master degree LLM).
3. Go through the steps in the graduation process.

Your degree certificate (diploma) will be based on your approved list of courses. Therefore check your list of courses to see if it is correct and complete. An LLB degree should be 180 ECTS, an LLM degree 60 ECTS. Also make sure to place the courses in the correct category (first year courses, second & third year courses, compulsory courses, etc.). Courses which are not needed to complete your bachelor’s or master’s degree programme should be placed in the section ‘extra-curricular credits’.

### Manual

You can find the manual in the graduation process in Progress. You go to the graduation process through ‘enrolling’ and clicking the graduation process. You can find the link to the manual at the top of the process in Progress.

You can also find the LLB graduation manual, pre-master completion manual and LLM graduation manual here.

### Changes

Any changes to your list of courses can be sent to BoE-Law@rug.nl.

### Optional courses

For all requirements with regard to your programme, please check the Teaching and Examination Regulations of your programme (TER).

---

## 2.9 Exemptions

### Applying for exemptions

In order to apply for an exemption, you need to fill in an exemption request form. You can fill this form in online and attach all necessary documentation.
**Assessment**

The Board of Examiners can, at your request, grant an exemption for an examination if you have passed an examination of a course which is similar in content, size/workload and level which is part of an already obtained bachelor or law master degree.

For exact regulations with regard to exemptions, please check the Teaching and Examination Regulations.

The Board of Examiners decides within six weeks after receiving your request. You need to provide the Board of Examiners with information with regard to your diploma, examinations, and assessments based on which you apply for an exemption. You will also have to hand in some documentations, like a (certified copy of) your examination result, transcript or diploma, a list of literature and/or a course description. You should hand in a file which is as complete as possible.

As rule of thumb: HBO courses (courses from a University of Applied science) cannot lead to exemptions from post-propaedeutic courses (bachelor or master courses).

**Deadline**

Applications need to be handed in by the end of week 2 of the block in which the course is taught.

Last update: 9-7-2019

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**2.10 Ordering readers**

You can order readers on the website of the Readershop.

**3 Schedules & Regulations**

**3.1 Exam schedule. Class schedule & academic calendar**

**3.1.1 Class schedule and exam schedule**

The schedule of both the lectures and the examinations can be consulted in the Schedule Generator. Please be aware: the examination times are subject to change. Always check the Schedule Generator for the latest information.

- Schedule online -
  - Block 1 and 2 – 1 August at the latest
  - Block 3 and 4 – 2 January at the latest

Please check the examination schedule of the entire academic year 2018-2019 (without examination venues and times).

Please check the examination schedule of the entire academic year 2019-2020 (without examination venues and times).

Please check the schedule generator for any schedule changes. The changes will be marked in red with the message ‘CHANGE’.

There are two ways to import your schedule into your own calendar. The 1st option will not automatically adjust any schedule changes in your calendar; the 2nd option will.

1. You can use iCal (this is a function of the Schedule Generator which appears after you have selected your courses) to save your timetable as an iCal file which can be imported in your own calendar. This is a snapshot, so schedule changes will not be automatically adjusted.

2. You can copy the link of the iCal and save it in your Google calendar. The schedule changes will then be automatically adjusted in your Google calendar.

For more information, please take a look at the manual.
Create your schedule

You can generate a schedule by using one of the options ‘Courses’, ‘Programmes’, or ‘Groups’.

- Groups
  This option only provides for complete schedules per working group for first year LLB students.

- Programmes
  This option allows you to select a programme (and your year) so you can find all (optional) compulsory courses of your programme in that year in the schedule.

- Courses
  This option offers all courses separately. You can create a list of multiple courses by using the button ‘multi-select’.

The options ‘Courses’ and ‘Programmes’ can be combined. By clicking the selected courses and/or programmes, you can click the course units that are application to you. This is useful for courses with multiple working groups for instance. Be careful though that sometimes a working group consists of various parts (e.g. part A and part B, where both parts should be taken).

Last update: 9-7-2019

3.1.2 Change of exam dates & two exams scheduled at the same day

Can the Faculty change examination dates?

Two examinations scheduled at the same day

The Faculty strives to hold all examinations on the date they are scheduled. However, experience has shown that sometimes serious problems arise, not only for our Faculty, but also for other faculties and educational institutions, as to securing acceptable examination rooms on the stated dates due to accumulation of examinations. Therefore, the Faculty must reserve the right to reschedule the examination dates if necessary. Students should therefore be available during the entire examination period considering possible changes.

If it appears that the examinations you want to take are scheduled on the same day, you are strongly advised to adjust your study plan (contact your study adviser for this if necessary). Should you still want to take both examinations on the same day, this will be at your own risk.

If compulsory examinations within the same programme are scheduled on the same day at the same time, you can submit a request to schedule the examinations at different times of the day. Such a request will only be considered when submitted it well before the start of the semester by emailing to octa-rechten@rug.nl.

Last update on 9-7-2019

3.1.3 Academic calendar

Click here for the academic calendar 2019-2020

Last update: 5-9-2019

3.2 Courses and departments

Click here for an overview of Courses linked to departments.

3.3 Locations

- Please click this map for all education facilities of the University of Groningen

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-zalen / A-rooms</td>
<td>Academy building</td>
</tr>
<tr>
<td>ACLO Station</td>
<td>Near the head trainstation</td>
</tr>
<tr>
<td></td>
<td>Broerstraat 5</td>
</tr>
<tr>
<td></td>
<td>Stationsplein 7-9</td>
</tr>
</tbody>
</table>
3.4 Binding Study Advice (BSA)

The University of Groningen has a 'Binding Study Advice' (BSA). BSA entails that a student needs to earn 45 of the 60 ECTS in the first year of enrolment. If a student does not meet this requirement, s/he can no longer participate in the programme for a period of two years.

More information about 'Binding Study Advice' can be found in paragraph 4 of the Teaching and Examination Regulations for the Bachelor's degree programmes. Some information you can find there is:
- how the faculty will inform the student about his/her study progress and which support it offers
- when, how and by whom the Binding Study Advice will be given
- under which conditions personal circumstances can influence the decision (report those a.s.a.p. at your study adviser)
- before a binding study advice is given, the student will be given the opportunity to be heard.

Please make sure to report all circumstances which (negatively) influence your study result to the study advisers of the International Office immediately when they occur. Should you fail the BSA and no circumstances have been reported, the Binding Study Advice committee usually decides negatively on cases, even when students are being heard during the BSA hearings.

More general information about the Binding Study Advice can be found here.

Procedure and hearings

Binding study advice (BSA): criteria hearings

The procedure is as follows:

- first year students who have obtained less than 45 ECTS yet and who have no registered special circumstances (or which circumstances are deemed to be not enough for exceptions) will receive a notification which will indicate the intend to give a negative BSA on 19 July 2019. This notification of intend will be sent by email.
- students who have received a notification of intend to give a negative BSA will have the option to be heard by the Faculty’s BSA committee on 22 and 23 July; registration for these hearings will take place in Progress as from 16 of July. Students are allowed to be accompanied by someone at the hearing.
- the BSA committee can decide to postpone giving an Binding Study Advice in case of special circumstances. The BSA committee advises the Faculty Board who will ultimately take the decision.
- the final Binding Study Advice will be sent out by the Faculty Board, both through regular mail and e-mail, on 26 July 2019. It is possible to appeal this decision. The appeals procedure will be explained in the decision.

The BSA committee can decide to postpone giving an Binding Study Advice in case of special circumstances. The BSA committee advises the Faculty Board who will ultimately take the decision.

Faculty criteria in case of special circumstances

In line with the Higher Education and Research Act (WHW, Wet op het hoger onderwijs en wetenschappelijk onderzoek), a binding (negative) study advice can only be issued ‘if the student (...), after taking his or her personal circumstances into account, is not deemed suitable for the degree programme because his/her study results do not meet the requirements which the Board has determined for that degree programme.’

This is operationalized by the BSA Committee as follows:

I. The Committee assesses the suitability of the student for the programme based on the study results.

Leading in this assessment is:
I.1 the number of ECTS credits attained and study progress in relation to:

- the seriousness of any individually identifiable personal circumstances (hereinafter referred to as ‘personal circumstances’)

- and the extent to which these personal circumstances may or may not have influenced the study results

I.2 the perspective that emerges concerning a successful completion of the Bachelor’s phase within a reasonable period of time.

Furthermore, in this assessment the following is considered:
I.3 the degree to which the student has taken responsibility, for example demonstrated by study behaviour and a timely report to the study advisers of the personal circumstances and problems concerning study progress.

Ad. I.1 The personal circumstances to be considered when assessing suitability are exclusively the following:
a. illness and mental problems of the student
b. physical, sensory or other functional disability of the student
c. pregnancy of the student
d. extraordinary family circumstances
e. membership, including the presidency, of forums such as the University Council, the Faculty
Council and the board of a student organization of a significant size
f. circumstances related to the combination of study and elite sport for students who have been recognized as elite athletes by the University of Groningen in accordance with the elite sport regulation.

II. If there are personal circumstances, which prevent an assessment of the student's suitability for the programme, the advice will be to postpone the decision to a later point in the propaedeutic phase.

3.5 Rules and Regulations

3.5.1 Teaching and Examination Regulations 2019-2020

Onderwijs- en Examenregeling (OER) Bachelor – Rechtsgeleerdheid (in Dutch)
Onderwijs- en Examenregeling (OER) Bachelor - Oude Stijl (in Dutch)
Onderwijs- en Examenregeling (OER) Duale Masters (in Dutch)
Onderwijs- en Examenregeling (OER) Promotieopleiding (in Dutch)
Onderwijs- en Examenregeling (OER) Master (in Dutch)
Onderwijs- en Examenregeling (OER) Master Rechtswetenschappelijk Onderzoek (in Dutch)
Teaching and Examination Regulation (TER) Bachelor - International and European Law
Teaching and Examination Regulations (TER) Bachelor (old style)
Teaching and Examination Regulation (TER) LLM programmes
Teaching and Examination Regulation (TER) – PhD programmes

3.5.2 Regulations examinations

3.5.2.1 Aberrant Examination Regulation written examinations

Aberrant Examination Regulation written examinations

3.5.2.2 Announcement results

<table>
<thead>
<tr>
<th>Written examinations</th>
<th>The Education Administration and Coordinator Office of the Faculty is responsible for publishing results of written examinations through Progress.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between the 4th and the 10th working day after the examination date</td>
<td>Publication of examinations results will take place before the tenth working day after the examination date (holidays as well as the days between 26 December and 1 January are not considered to be working days in this context).</td>
</tr>
<tr>
<td>Three weeks after the examination date</td>
<td>Some (main) courses have been granted a longer grading period. Notwithstanding the foregoing, the publication of the results of these examinations shall take place no later than three weeks after the examination date. For further information, please check the Teaching and Examination Regulations.</td>
</tr>
</tbody>
</table>
### Oral examinations

Unlike written examinations, the results of oral examinations are determined immediately after the examination and the result is provided to students in a written form.

### Examinations conducted in another may

If examinations are conducted in another way than above mentioned, the Board of Examiners will decide beforehand in which way and within what period you shall receive a written statement of the result.

### Right of inspection

The written statement of the result holds the right of inspection (when and how students can check their examinations) as well as the possibility of appeal at the Board of Appeal for Examinations.

### Validity of examination results

The examination results are valid indefinitely.

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### 3.5.2.3 Examination Regulation

**Examination Regulation**

### 3.5.2.4 Dutch educational and grading system

#### Classes: no tutor system

Groningen has quite big classes especially for courses at bachelor level. Working groups have fewer students (maximum 30 in general), but not every course has working groups.

Groningen does not have the tutor system, which also means that students should plan their studies themselves. Students need to make a workable study schedule and to start studying right from the beginning. This will avoid not having enough time to prepare for the exams.

Our University’s Student Service Centre offers special workshops for students who have difficulties with planning their studies. These workshops can be very helpful.

#### DIY-attitude

The Dutch educational system is built on the notion that it is the student’s own responsibility to actually study. As a result, the University informs the student of what is expected of him/her in each course. This is mentioned in the course information on the Student Portal or by the lecturer(s) in the individual courses. Students are supposed to keep track themselves to see if they are still on schedule with their reading and preparations.

This also means that if they get stuck, it is strongly advised for them to contact either the lecturers directly or the study advisors at the International Office. Help will surely be offered, but only when asked for.

#### Build-up of programmes in Groningen

As the Faculty strives to deliver self-sufficient students at the end of each programme, the programmes are set up in such a way that students become more and more independent throughout the programme.

For a bachelor programme this e.g. means that all courses in year 1 have working groups.

Not all courses in year 2 will have working groups though, as students should already be able to go through the materials by themselves.

In year 3 hardly any working groups are offered.

The same goes for the master programmes: no working groups are offered, only lectures.

#### Keep up with the reading

Our lecture blocks are immediately followed by the exams of that block. Students should be aware of this and should start studying right from the start of the lecture block.

The entire system is based on the idea that students prepare well for their lectures and working groups. No preparation means that the lectures will be a lot more difficult to comprehend. Working groups can only add value to your studying if you have prepared the materials beforehand. In working groups, lecturers will have discussions and ask questions and students are supposed/expected to engage and actively participate.
Contact hours per course

In general, a course has 4 contact hours per week, sometimes an additional working group per week. This means that students will have to do a lot of studying on their own. It is therefore very important for students to make a workable study schedule right from the start of lectures which will enable them to keep up with the weekly workload and assignments.

Answering exam questions and example exams

Usually lecturers provide examples of exams/exam questions on the Student Portal. These examples usually come with model answers and can be used to practice taking exams in the Dutch system.

Answering exam questions may also be different from what students are used to: in our exams, students are supposed to strictly answer the question, be to the point (and please write legibly!) and mention the applicable (treaty) articles and case law. They should not just write down everything they know about the subject/question as this will not give them any extra points if it is not the answer to the question. Not the quantity but the quality of the answer will count.

Each exam should mention the number of points allocated to each correct answer, so that students will know what to expect when examiners check their work.

Grading system

The Dutch grading system is using a 1 to 10 grading scale in which 10 is the highest grade, 6 the minimum pass grade, and 1 the lowest grade. However, the grade 10 is rarely awarded. The scale used translates as follows:

- 10 = outstanding
- 9 = excellent
- 8 = very good
- 7 = good pass
- 6 = pass
- 1-5 = fail

In the Netherlands, grades are given on an absolute basis. Results of exams will hardly ever be adjusted to a curve, because we do not use a comparative system for grading. The Groningen Law Faculty does not use class rankings and no statements to imply class rankings can be produced.

The distinction Cum Laude is awarded, when a degree programme is completed with an average grade of at least 8.0 or higher, including a Bachelor's or Master's thesis marked 8.0 or higher.*

The distinction Summa Cum Laude is awarded, when a degree programme is completed with an average grade of at least 9.0 or higher, including a Bachelor's or Master's thesis marked 9.0 or higher.*

All assessments are graded in full marks. The only exception to this are the Bachelor's thesis (Research Colloquium), seminars and the Master's thesis. These can be graded in half grades. The grade 5.5 is considered to be a pass grade in this respect. For all other assessments only full marks are given.

* The precise regulations for awarding the distinctions Cum Laude and Summa Cum Laude can be found here.

Last update: 12-7-2019

3.5.2.5 Fraud

Definition of fraud

Fraud is arranged for in the articles 11.5 and 15 of the Examination Regulation.

By fraud is meant an act or omission by the student designed to partly or wholly hinder the forming of a correct assessment of his or her knowledge, insight and skills or the knowledge, insight and skills (or that of another student).

The following actions are considered to be fraud, though this is not a limitative list:

i. Having available during an examination – toilet visits included – at any other place than in a closed bag on the floor: texts, other data carriers or electronic devices; unless the use of them is explicitly allowed.

ii. Having available during an examination: written notes in legislations, including any codes that may be hidden in underlining or marking.

iii. Reusing texts in papers, thesis included, without mentioning the source.
iv. Presenting ideas which were developed by others as your own work.

v. In case of individual assignments: taking note of papers of other students that are applicable to the same assignment; in case of group assignments: taking note of papers of others students not part of the group.

vi. The making available of papers to other students, including uploading papers to websites which are available to others, unless it concerns an individual assignment for which the deadlines has not passed yet; in case of group assignments: the same applies when papers are made available to students that are not part of the group for the assignment.

General

In cases of fraud during an examination, the examiner or invigilator is authorised to exclude the student in question from participation in the examination (articles 11.5 and 15 Examination Regulation). The examiner makes sure that a full report of the determined or suspected fraud will be sent to the Board of Examiners and that a copy of that report is sent to the student. If there is a serious suspicion of fraud, the examiner or invigilator has the right to inspect the student’s belongings which were brought into the examination room.

The Board of Examiners is authorised to pass judgement on students who are suspected to have committed fraud. The Board will invite the student for a hearing. Both the reporting examiner and the student will be given the opportunity to present their views on the matter.

If the Board of Examiners determines that fraud was committed, the student can amongst others be excluded from participating in one or more examinations during a period to be set by the Board of Examiners, which can be a maximum of one year.

In cases of serious fraud the Board of Examiners can request the Executive Board of the University to indefinitely revoke the registration for his programme for his student (judicium abeundi).

Appeal

The student can protest against exclusion with the Board of Examiners. The Board of Examiners will only decide after both student and examiner have been heard or at least they have been given the opportunity to be heard.

The sanction decision of the Board of Examiners can be appealed at the CBE. This appeal can be submitted via www.rug.nl/clrs, within 6 weeks after the decision date.

Postal address
Board of Examiners Faculty of Law
P.O. Box 716
9700 AS Groningen

Or digitally
By sending a message to BoE-Law@rug.nl.

Examples of fraud

<table>
<thead>
<tr>
<th>Fraud case</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student printed an empty examination from Nestor and used the standard answers to add to answers given on the examination sheet; this new examination sheet was handed in with the examiner at the post mortem with the sole purpose of getting a higher grade.</td>
<td>The examination in question was declared invalid, one year exclusion from participating in examinations</td>
</tr>
<tr>
<td>Student had brought four pages of case law to the examination while the first page of the examination clearly showed that this was not allowed.</td>
<td>The examination in question was declared invalid, the student was only allowed to take examinations to a maximum of 15 ECTS in the next semester</td>
</tr>
<tr>
<td>Student used a paper produced by another student in writing a paper.</td>
<td>The examination in question was declared invalid, exclusion of 10 ECTS.</td>
</tr>
<tr>
<td>Student circled certain letters in treaties in several places; together these letters formed the name of a case. All combined it enumerated to about 80% of the case law of the examination.</td>
<td>Examination was declared invalid, the student was excluded from taking the next regular examination, no possibility of an aberrant examination regulation and no exemptions till after the resit examination</td>
</tr>
</tbody>
</table>

No rights can be derived from this overview. The Board of Examiners will assess the merits of each case separately and will sanction accordingly.
3.5.2.6 Complaints with regards tot examinations

**General**

If you have a complaint about the procedures with regard to, the organisation of or the examinations themselves, you can, after you have made your objections known to the lecturer/invigilator, file a formal complaint with the Board of Examiners.

Examples of complaints about examinations:

- The lecturer/invigilator arrived too late;
- The examination questions were formulated ambiguously;
- There were technical issues with the digital examination;
- There was noise disturbance during the examination;
- The examination was assessed carelessly;

Even in case of a well-founded complaint, the Board of Examiners can never bring about a change in the grade. They can, however, take measure to prevent (further) damage in the future, or request examiners to take well-founded complaints into account.

In case you do not agree with the content or the assessment of the examination (and as a result of that: with the grade you were awarded), you first should discuss your complaint with the lecturer involved. Should this not lead to a resolution, you can file a complaint with the Board of Appeals via the online legal protection portal.

You can file an online complaint with the Board of Examiners. They will respond within six weeks to your complaint.

**Complaint regarding the content of an examination or assessment**

In case you do not agree with the content or the assessment of the examination (and as a result of that: with the grade you were awarded), you first should discuss your complaint with the lecturer involved. Should this not lead to a resolution, you can file a complaint with the Board of Appeals via the online legal protection portal.

You can file an online complaint with the Board of Examiners. They will respond within six weeks to your complaint.

**Complaint about the situation during the examination**

You can file an online complaint with the Board of Examiners. They will respond within six weeks to your complaint.

3.5.2.7 Discussion of examinations

<table>
<thead>
<tr>
<th>Availability of the examination questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a written examination has been conducted, the examination must be made available to students after the examination at a fixed time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information to be taken after the examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every examination sheet will be provided with information about time, place and type of consultation, when the examination taken can be discussed such that students can take it along with them after the examination. (The appendix to) the examination form should also state that an appeal may be lodged against a decision of examiners within six weeks with the Board of Appeals for Examinations, in accordance with Article 7.60 of the Higher Education and Research Act (WHW). This appeal should be lodged through the Central Portal for the Legal Protection of Student Rights.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam discussion or inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>The lecturer involved, will arrange a time and place where:</td>
</tr>
</tbody>
</table>

- the corrected examination will be returned to the examinees for inspection and a general discussion will be held, or
- the corrected examinations with standard answers will be shown or handed out to examinees.

The time of the discussion must be no later than two weeks after the announcement of the exam results and if possible no later than four working days before the resit examination. In deviation of the aforementioned, the consultation of resit examinations of block 4 can be scheduled in the period before the start of the adjacent first semester. If an examination has been taken in written form, the questions posed in the exam must be made available to the student for inspection after the examination, at the latest at the aforementioned time.

In deviation of this, the period for examinations for the second semester may fall in the period around the start of the next first semester.
Discussion must aim at clarifying errors or omissions in an answer given by a student. Students may take notes during the discussion as long as this is not done on the examination sheet.

If an examination has been taken digitally, the questions posed in the exam and the answers given by the student must be made available for inspection for a reasonable period of time. During the exam discussion, students are responsible for having their answers available, in a manner specified by the lecturer (print or digital).

Check at distribution examination papers

At the time of the discussion or inspection, the examinations will be returned to the examinees by members of the relevant department in such a way that name, student card number and/or registration number can be checked during the inspection or taking out of the exam.

A student who is not present during the exam discussion without prior notice and which notice holds reasonable grounds, does not have the right to have an exam discussion. However, a student is given the opportunity to inspect the examination made at a predetermined and announced moment. The examiner assesses the reasonable grounds for the absence.

Individual discussion

The lecturer involved, will provide students with the opportunity to discuss the examination individually, either at a time immediately subsequent to the discussion or inspection, or on a later day.

If an individual student does not attend the discussion at the time and place of discussion or inspection and does not submit a notice of absence based on reasonable grounds, an individual discussion may be refused. The Board of Examiners does not accept holidays or vacations as a reasonable ground for absence. The student will be given the opportunity to inspect the examination at a pre-set and published time.

Conduct of students during a discussion

Students are expected to remain polite at all times and only discuss their individual case with lecturer(s) if they disagree with the assessment of the lecturer(s) of their specific answer. It is expected of students to only argue based on the content of the answer given by the student in the examination compared to the answer provided by the lecturer during the exam discussion. No general statements can be made during these exam discussions, only individual cases can be taken into consideration. It is not expected of lecturers to discuss and re-assess all examinations once more during the exam discussions. The intention of the exam discussion is to explain what the correct answer should have been and perhaps in individual cases, explain why the answer provided is correct or insufficiently correct to receive the maximum number of points.

Copy of examination when appealing the result

If a student appeals the result, the student will, at their request, be provided with a copy of the corrected examination paper. Every examinee is allowed to arrange for the copy of his or her corrected examination to be collected by someone else at the time of the exam discussion. The responsible lecturer should be informed by the student in writing or by email. The person picking up the examination paper must present the registration number, their own identification, and proof of identification of the examinee.

3.5.2.8 Guidelines during examinations

<table>
<thead>
<tr>
<th>Examination Regulation</th>
<th>Check Examination Regulation here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arriving too late</td>
<td>You will not be allowed to participate in the examination if you arrive more than half an hour late. The invigilator(s) may refuse you to sit in the examination if you do not have a valid reason for showing up late. This could be found in article 11 of the Examination Regulation.</td>
</tr>
<tr>
<td>&quot;Do not grade&quot;</td>
<td>If you notice, while taking the examination, that you might fail this examination, you could prevent from getting a failing grade in the following way: during or immediately after the examination, you can inform the lecturer or invigilator that you do not want your exam paper to be graded. You need to do this by writing down &quot;Do not grade&quot; on your answer sheets. You should, however, hand in the written examination papers and answer sheets to the lecturer/invigilator.</td>
</tr>
</tbody>
</table>
Please be aware! By writing ‘do not correct’, you are assumed not to have participated in the examination. This also excludes you from a possible future appeal to the Aberrant Examination Regulation.

<table>
<thead>
<tr>
<th>Law books</th>
<th>Prohibited:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Adding notes: words, numbers, article numbers, etc.</td>
</tr>
<tr>
<td></td>
<td>• Placing arrows</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permitted:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Highlighting</td>
</tr>
<tr>
<td></td>
<td>• Underlining</td>
</tr>
<tr>
<td></td>
<td>• Use of coloured tabs (if blank)</td>
</tr>
</tbody>
</table>

These rules are used to prevent fraud. Having a text with annotations at your disposal during the examination will be considered fraud as arranged for in article 15 Examination Regulation.

<table>
<thead>
<tr>
<th>Dictionaries</th>
<th>In principle, you are not allowed to use dictionaries during examinations.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mobile phones</th>
<th>Your mobile phones are not allowed to be switched on and/or be available during the examinations. The invigilator can check that you do not have your mobile phone switched on or available. An invigilator is also allowed to (temporarily) confiscate similar devices.</th>
</tr>
</thead>
</table>

Last updated on 9-9-2019

3.5.2.9 Guidelines calculation study load
Please click here for the Guidelines calculation study load.

3.5.2.10 Assessment quality plan
Please click here for the Assessment quality plan.

3.5.2.11 Extended oral resit examination (1st year)

<table>
<thead>
<tr>
<th>General</th>
<th>An extended oral resit examination is an extension of the two examination opportunities and is only available for students who are in their first year of registration (propaedeuse) for the LLB programme International and European Law.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB. The extended oral resit examination is therefore no extra examination opportunity. The extended oral resit examination is also not the same as an aberrant examination regulation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aim</th>
<th>If after serious preparation for both the examination and the resit you did not manage to get a passing grade but were close to passing, you will get the opportunity, through the extended oral resit examination, to convince the examiners that you master the subject matter sufficiently.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>The extended oral resit examination is held shortly after the resit examination. The interviewing and assessment will be conducted by two lecturers and takes 15 minutes. If the examiners are convinced that the student masters the subject matter sufficiently, the grade of the resit examination will be changed into a six (6). A higher grade is not possible! If the examiners are not convinced the student masters the subjects matter sufficiently, the grade five (5) obtained in the resit examination stands.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Below you will find the conditions for eligibility. Please be aware that you need to fulfil all requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• You are in your first registered year of registration of the LLB programme International and European Law or in your first registered year of registration of your pre-LLM programme.</td>
</tr>
</tbody>
</table>

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• You have scored at least a 4 in the examination and a 5 in the resit examination (in this order!).

The policy with regard to extended oral resit examinations is strict and there are no exceptions to the conditions mentioned above.

Procedure
As the extended oral resit examination is an extension of the resit examination, you cannot register yourself. If you fulfil the requirements mentioned above and thus are eligible for the examination, you will receive an email at your university email account maximum three days before the extended oral resit examination. This email will hold the location, time of the examination, etc.

The dates of the extended oral resit examinations have been published in advance in the Examination Schedule.

Regulation
Click here for the Extended Oral Resit Examination Regulation.

Last update 9-9-2019

3.5.3 Other Rules and Regulations

3.5.3.1 Bonus points
It is possible to earn bonus points in some courses. These points will be added to your examination result. Please check the course descriptions in Ocasys for more details.

3.5.3.2 Faculty Regulations
Click here for the Faculty Regulations.

3.5.3.3 Thesis Regulations
Thesis Regulation

3.5.3.4 Internship Regulations
Internship Regulation

3.5.3.5 Student Charter
Student Charter

3.5.3.6 Admission Regulation
Please click here for the Admission Regulation.

3.5.4 Transition Regulation 2019-2020

3.5.4.1 Transition regulation termination LLM International Business Law
Please click here for the Transition Regulation.

3.5.4.2 Transition regulation LLB programme for students who have started before 1-9-2018
Please click here for the Transition Regulation.

3.5.4.3 Transition regulation LLB programme for students who have started in 2018-2019
Please click here for the Transition Regulation.
3.5.4.4 Archive old transition regulations

Transition regulations from previous academic years are available in the Law Knowledgebase.

3.5.5 Archive: old Rules and Regulations (TER) and study guides (mainly in Dutch)

Old rules and regulations are available in the Law Knowledgebase.

3.6 Suggestions of complaints

3.6.1 Complaint, objection and appeal (formal)

Link to https://www.rug.nl/education/laws-regulations-complaints/

3.6.2 Suggestion or feedback (informal)

If you have a suggestion or want to provide the Faculty with feedback, please use the contact form.

3.6.3 Complaints with regard to examinations

If you have a complaint about the procedures with regard to, the organisation of or the examinations themselves, you can, after you have made your objections known to the lecturer/invigilator, file a formal complaint with the Board of Examiners.

Examples of complaints about examinations:

- The lecturer/invigilator arrived too late;
- The examination questions were formulated ambiguously;
- There were technical issues with the digital examination;
- There was noise disturbance during the examination;
- The examination was assessed carelessly;

Even in case of a well-founded complaint, the Board of Examiners can never bring about a change in the grade. They can, however, take measure to prevent (further) damage in the future, or request examiners to take well-founded complaints into account.

In case you do not agree with the content or the assessment of the examination (and as a result of that: with the grade you were awarded), you first should discuss your complaint with the lecturer involved. Should this not lead to a resolution, you can file a complaint with the Board of Appeals via the online legal protection portal.

You can file an online complaint with the Board of Examiners. They will respond within six weeks to your complaint.

Last update: 9-7-2019

3.7 Ill, what to do?

If illness or special circumstances prevent you from participating in an examination, in principle no aberrant examination regulation is awarded to you. An aberrant examination can only be awarded if you cannot participate in the two subsequent examination opportunities (again due to illness or special circumstances) and this will concretely result in unreasonable study delay. Please be aware: you thus have no right to two examination chances, but can use two examination opportunities.

Procedure in case of sudden illness or personal circumstances:

- Have you fallen ill for the first sit of an examination, please inform the International Office as soon as possible but at the day of the examination at the latest by sending an email LLB@rug.nl, exchangelaw@rug.nl, or LLM@rug.nl) or call (050 363 79 42).
Are you (still) ill for the rest of the same course, you again need to inform the International Office as soon as possible, but at the day of the resit examination at the latest.

You then need to request the Board of Examiners for an aberrant examination regulation. This can be done by using this form. You need to include your medical statement or other proof of illness or special circumstances. Please note you cannot apply for an aberrant examination regulation if you have not informed the International Office timely as mentioned above.

If you are participating in courses which have an attendance requirement, you will also have to inform the lecturers of these courses. Therefore keep close track of the regulations in the courses you are participating in.

Long-term illness or personal circumstances?

Do you have a long-term illness or are not able to study due to force majeure, you need to contact the study adviser of the International Office as soon as possible. Examples of force majeure situations are: illness, pregnancy, an impairment, special family circumstances or educational force majeure.

This report to the International Office is particularly important in relation to the Binding Study Advice which is given at the end of your first year of studies. This allows the International Office to investigate whether or not an aberrant examination regulation is needed (and possible) and how this would work out. We would like to stress that no such appeals can be made afterwards.

Graduation Fund

Students who have study delays as a result of those special circumstances can, under certain conditions, in some cases be supported by a contribution from the University's Graduation Fund. It is vital that you immediately contact the study advisers of the International Office in cases of (expected) study delay. They will open a report for you with the Graduation Fund and will refer you if necessary to the student counsellors in case of delays of 15 ECTS or more. Also check the Graduation Fund Regulations for more information.

Appointment with study adviser

If you have made an appointment with a study adviser from the International Office and you are ill, you must inform the International Office of this by email (LLB@rug.nl or LLM@rug.nl). If you have not cancelled your appointment and you do not show for the scheduled appointment, this will be noted in your file. You can then no longer use the appointment option of the International Office and will have to use the walk-in office hours.

The International Office walk-in hours for study advice are on Mondays, Tuesdays, Thursdays and Fridays between 1 – 3 pm. Appointment slots of 20 minutes each are available every Monday (10 – 12 am) and Wednesday (11 am – 1 pm) morning. Appointments can be booked up to 24 hours in advance.

Ill and impaired?

If your impairment has led to the Board of Examiners granting you extra facilities during your examinations and these facilities are taking care of by the Student Administration and Student Affairs Office and you turn ill, you need to inform the administration of this illness at least on the day of the examination. You can do so by sending an email to fbstudenten-rechten@rug.nl.

Contact

Please contact the International Office (LLB@rug.nl, exchangelaw@rug.nl, or LLM@rug.nl) for your questions.

Last update: 9-7-2019

3.8 Study costs

Link to https://student.portal.rug.nl/infonet/studenten/begeleiding-carriere-advies/geldzaken/studiekosten

4 Contact

- Infobalie Rechten
- Request a transcript
- Send a message to a study adviser
- Send a message to the Board of Examiners
• International Office, Faculty of Law
• Address Faculty of Law
• Locations
• Board and committees
• Offices & Facilities
• Departments
• Study associations
• Language Centre

5 Go directly to
• Studentportal (nestor)
• Class schedule
• Ocasys
• Progress
• University email account
• Careers Services Law