

**TEACHING AND EXAMINATION REGULATIONS 2010-2011  
MASTER'S PROGRAMME**

**MEDICAL PSYCHOLOGY**

**FACULTY OF SOCIAL AND BEHAVIOURAL SCIENCES  
UNIVERSITY OF TILBURG**

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# **PART I: GENERAL**

## **Chapter 1 General Provisions**

### **Article 1.1 Applicability of the regulation**

This regulation applies to the instruction and (preliminary) examination(s) of the Master's programme Medical Psychology, henceforth to be called: the programme. The programme is provided within the Faculty of Social Sciences of the University of Tilburg, henceforth to be called "the Faculty".

### **Article 1.2 Definitions of terms**

In this regulation the following definitions apply:

1. The law: de wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW, "the higher education and academic research act");
2. Student: a person who has been registered at the university for receiving instruction and/or taking the (preliminary) examinations in one or more programmes;
3. Course: an educational unit of the programme, in the sense intended by the law;
4. Extra optional course: a course that can be chosen on top of the compulsory programme;
5. Practical: a practical training, as referred to in article 7.13 of the law in one of the following modes:
  - writing a thesis;
  - writing an essay, paper or trial project;
  - executing a research assignment;
  - participating in fieldwork or an excursion;
  - attending a traineeship;
  - participating in any other instruction activity aimed at acquiring certain skills;
6. Pre-master's route: a route of instruction consisting of 60 ECTS credits to prepare a student for the master's programme concerned;
7. Examination: the Bachelor's examination of the programme;
8. Preliminary examination: examination of a particular course;
9. Test: a part of a preliminary examination;
10. Examiner: person responsible for taking en evaluating (preliminary) exams;
11. Semester: part of the academic year beginning approximately September, 1 and ending on a date to be set by the Faculty approximately January, 31; or beginning on this date and ending approximately August, 31. In both semesters, at least one week must be scheduled for examinations and re-examinations;
12. Ects-credits: credit points in accordance with the European Credit Transfer System;

All other terms have to be understood in accordance with the law.

### **Article 1.3 Aim of the programme**

After completion of the master's programme the student possesses knowledge, insight and skills in the field of one of the programme Medical Psychology. The aim of the programme is to be reached by the final goals formulated for the master's programme Medical Psychology.

### **Article 1.4 Form of the programmes**

The programme is taught on a full-time basis exclusively.

## **Article 1.5 Examination of the programmes**

The master's programme Medical Psychology is being concluded with a master's examination.

## **Article 1.6 Study load**

1. The study load is expressed in ECTS credits.
2. The programme comprises a study load of 120 ECTS credits.
3. The study load of the courses amounts to at least 6 ECTS credits per course.

## **Chapter 2 The master's programme**

### **Article 2.1 Composition of the master's programme Medical Psychology**

The master's programme Medical Psychology comprises the courses and accompanying study load, that can be found in PART II of this regulation.

### **Article 2.2 Practical**

In as far as the courses of the master's programme Medical Psychology contain a practical in the way mentioned in article 1.2, paragraph 5, these practicals have been marked by the letter P in PART II of this regulation.

## **Chapter 3 (Preliminary) Examinations of the programmes**

### **Article 3.1 Compulsory order**

1. In order to be eligible for admission to the second year of the master's programme of Medical Psychology all courses of the fall semester and three courses of the spring semester of the first year of the programme must have been successfully concluded, as a minimum.
2. The master's programme shall be concluded with a master's thesis. This thesis has a study load of 24 ECTS credits.
3. As far as specific entry demands for taking a course are requested, these will be mentioned in the Electronic Guide (ESG).

### **Article 3.2 Periods and frequency of examinations**

1. The opportunity to take preliminary examinations in the courses listed in Part II is provided twice a year in every academic year in which the course in question is offered.
2. The first opportunity to take preliminary examinations takes place immediately after the semester in which a course is offered. The second opportunity for the courses of the fall semester is immediately after the exam period of the spring semester. The second opportunity for the courses of the spring semester is offered immediately following the second opportunity of the exam period of the fall semester.
3. Notwithstanding the provision in the first paragraph of this article, the opportunity to take a preliminary examination in a course that is not taught in a particular academic year, is offered to the students at least once.
4. Regarding the dates on which preliminary examinations and resits shall be taken the following applies:
  - a) The dates of written examinations and resits will be determined by the Education Office and published in the Electronic Guide (ESG), ultimately at the beginning of the academic year.

- b) The dates of oral examinations and resits will be determined through mutual consent between the instructor and the student concerned.
  - c) With regard to handing in assignments or papers that are part of a preliminary examination, the instructor will determine two dates for doing so (in accordance with the two opportunities a student has for the successful completion of a course). The dates of handing-in will be published in the Electronic Guide (ESG), ultimately at the start of the course.
5. The fourth paragraph, under c) of this article also applies to the master's thesis, with the understanding that the instructor may appoint the second opportunity for handing in the thesis in august.

### **Article 3.3 Form of the preliminary examinations**

- 1. Except for the regulation of paragraph 3 of this article, in most cases, the preliminary examinations of courses listed in sections 2 are in the form of written preliminary examinations. A written preliminary examination can also take the form of a written assignment, a paper or essay, as well as an examination consisting of both written and oral elements.
- 2. For each course the exact form of examination is determined in the Electronic Guide (ESG). Ultimately at the start of the course the examiner announces additions or alterations of the examination in the Electronic Guide (ESG).
- 3. At the student's request, the examining board can allow a preliminary examination to be taken in a manner different from the announcement in the Electronic Guide (ESG).
- 4. Students with functional disorders are given the opportunity to take the preliminary examinations in ways that are adapted to their individual handicaps as much as possible. In the case this requires special facilities for taking an examination or a special form of examination, the student must submit a request to the examining board. If necessary, the examining board seeks expert advice before making a decision.

### **Article 3.4 Oral preliminary examinations**

- 1. At oral preliminary examinations no more than one person at a time is given an examination, unless the examining board has decided otherwise. With the approval of the examinees concerned an examiner may decide that a certain oral preliminary examination will be taken by then together.
- 2. An oral preliminary examination is held in public, unless, in a special case, the examining board or the examiner in question has decided otherwise, or if the student has raised an objection.
- 3. Oral examinations are being taken on a date to be determined by the examiner(s), if possible after consulting the examinee.

### **Article 3.5 Duration of the preliminary examination**

The duration of written preliminary examinations is three hours, unless the examiner responsible publishes or gives instructions to publish otherwise before the beginning of the examination, or unless it is announced otherwise on the instruction page of the preliminary examination. The duration of any preliminary examination will be such that examinees will have sufficient time for responding to all questions of the examination, judged by reasonable standards.

### **Article 3.6 Registration**

- 1. Registration for a preliminary examination takes place at the Centrale Studentenadministratie (DEA-SA, "Central Student Administration"). This registration takes place in accordance with the guidelines determined by the Centrale Studentenadministratie.
- 2. The examining board can allow exceptions to the stipulation of the first paragraph concerning the place where and time before which the registration must have taken place.

### **Article 3.7      Determination and publishing of the results of a preliminary examination**

1. Immediately after the oral examination has been held the examiner determines the result and provides the Education Office with the necessary information regarding the result. The examiner hands the student an authentic copy.
2. The examiner determines the result of a written preliminary examination within 15 working days after the day on which the examination has taken place.
3. Immediately after the determination of the result the examiner provides the Education Office with the necessary information regarding the result. The Education Office passes on the result to the Central Student Administration Office of the university who shall provide the student with a written proof of the result. The Central Student Administration Office provides for a correct registration of the result within a period of 5 working days.
4. With respect to preliminary examinations other than oral or written preliminary examinations the examining board may determine in advance in what way and within what period the student will receive a certificate pertaining to the result.
5. Results of preliminary examinations will not be published on any bulletin board, by means of Blackboard Course-Info (Learning system) or otherwise before the result has been handed to the Education Office by the examiner.
6. The official result of a written preliminary examination is made available on the Internet, the special pages concerning the consultation of study results.
7. When the result of a preliminary examination is being announced to the student he will also receive notice of his right to inspect his examination, as well as the right to appeal at the Examination Appeals Board.

### **Article 3.8      Period of Validity**

1. As a rule, completed courses retain unlimited validity.
2. Notwithstanding the first paragraph the examining board may impose a complementary of substitute preliminary examination if a course has been completed more than five years ago, prior to allowing the student to take the bachelors' examination.
3. Regarding the period of validity of an exemption of a course, paragraphs 1 and 2 of this article apply.
4. If an instructor wishes to impose a period of validity to a test (partial examination) (for which, in accordance with the law, he is authorized) the actual period of validity must be announced ultimately at the beginning of the instructions of the course to which the test belongs.

### **Article 3.9      Right of inspection**

1. During at least three weeks after the publication of the result of a written preliminary examination, a student may inspect his examined work on request. He may also request a copy of his work at cost price.
2. During the period mentioned in the first paragraph of this article, a student may take cognizance of the questions and assignments of the preliminary examination in question, as well as the standards applied in the assessment.
3. The examiner determines a fixed time and place for the inspection or cognizance. If the party concerned can prove that force majeure prevented him from appearing at that particular time and place, he will be offered another opportunity, if possible within the period mentioned in the first paragraph.

### **Article 3.10      Exemption**

1. At the student's request and after hearing the examiner in question the examination board can exempt a student from a preliminary examination of a course, if the student
  - either has already successfully completed a course of an academic or higher professional programme whose content, level and studyload sufficiently resembles the course in question;

- either proves by working or professional experiences to sufficiently possess the knowledge and skills concerning the course in question.
- 2. In as far as the exemptions, mentioned in the first paragraph of this article, have been granted on the basis of successfully concluded course outside the University of Tilburg, they shall not exceed a maximum of 18 ECTS credits per student.
- 3. An exemption from completing the master's thesis shall never be granted.
- 4. A request for an exemption of taking a preliminary examination must be submitted to the examining board in writing and well motivated.
- 5. Unless a request must be rejected on formal grounds, the examining board will hear the examiner(s) concerned before deciding on the request made.
- 6. A negative regulation on the request made will be motivated.

#### **Article 3.11 Determination of the result of the examination**

1. The result of the master's examination shall only then be determined if the student has successfully passed the bachelors' examination on the basis of which admission to the master's programme in question has been acquired.
2. If the student has been positioned in a pre-master programme as part of their master's programme, all courses of this pre-master programme must be successfully completed before the result of the master's examination can be determined.
3. If a student has taken a programme elsewhere, of which the certificate entitles to be admitted to the master's programme in question, all courses of that programme must be completed, before the result of the master's examination can be determined.

#### **Article 3.12 Optional subjects**

1. Optional subjects that are not a part of the compulsory programme of the master, can be mentioned on the master's certificate, if these subjects belong to a master's programme. As a rule no prior permission of the examining board is required in order to take a free optional subject into one's examination programme.
2. However, prior permission of the examining board is required if one wants to take a free optional subject that is being offered by a foreign university.
3. Notwithstanding that which is stipulated in paragraph 1 the Faculty is not responsible for actual admission to courses of other Faculties or Universities. The student must find out for himself whether he will be admitted to the course in question.
4. When choosing an optional course students must take into account that some courses will be offered at the same moment or that the examination of certain courses will take place at the same time. Concerning this, the student must take responsibility him/herself.

#### **Article 3.13 Degree**

1. Those who have passed the master's examination are granted the degree "Master of Science Medical Psychology".
2. The degree conferred will be registered on the certificate of the examination.

### **Chapter 4 Preliminary training and admission master's programme**

#### **Article 4.1 Admission committee**

1. Admission to the master's programme is assigned to the admission committee of the master's programme Medical Psychology.
2. The admission committee decides on the admission of all students of the master's programme.

## **Article 4.2 Preliminary training and admission**

1. A master's programme has one starting moment, namely approximately september 1th, every year.
2. Admissible to the master's programme is the student who has succesfully passed an examination of the bachelors' programme Psychology, differentiation Psychology and Health.
3. Furthermore admissible to the master's programme Medical Psychology is the student who has succesfully passed the examination of a Dutch bachelor's programme in Psychology, that in the opinion of the admission committee provides sufficient knowledge of the field of Medical Psychology.
4. Also admissible to the master's programme Medical Psychology is the student who has succesfully completed a Dutch or foreign bachelor's programme, that in the opinion of the admission committee may be considered equivalent to one of the programmes referred to in paragraph 2 of this article, or who possesses a certificate of an equivalent preliminary training.
5. In order to achieve actual admission to the master's programma Medical Psychology a student must satisfy the following requirements:
  - a. The student possesses a mean grade of 7 or higher on his report belonging to the certificate of the bachelor's programme on the basis of which he has been admitted;
  - b. The student's study progress has been nominal;
  - c. In the opinion of the admission committee, the student possesses sufficient motivation and capacities in order to acquire insights of the medical science, aside from psychological knowledge;
  - d. In the opinion of the admission committee, the student possesses sufficient motivation and ability in order to execute clinical scientific research;
  - e. In the opinion of the admission committee, the student possesses the attitude and communicative skills in order to operate in a medical setting;
  - f. In the opinion of the admission committee, the student possesses sufficient motivation and ability in order to diagnose and treat, under supervision, as a psychologist, patients in a medical setting;
  - g. The student shows sufficient mastering of the English language.

## **Article 4.3 Admission inquiry: procedure**

1. A request to be admitted to the master's programme can be submitted to the admission committee all during the academic year, starting from a date to be established and published in good time by the admission committee, with the understanding that the actual start of a programme will always be approximately September 1th of the year.
2. The admission committee poses certain demands as to the form of any admission request as well as to the content of the information one has to provide. These demands will be published in good time and well accessible.
3. The admission committee takes a decision on an admission request within six weeks after it has been submitted.
4. Considering the admission, as referred to in article 4.2, paragraph 2, 3 and 4, the admission committee makes an inquiry into the knowledge, insight and skills of the candidate. To complement written proof of the training programme(s) of the candidate, the committee may decide to have certain knowledge and skills tested by experts within or outside the university.
5. The requirement of sufficient mastering the Dutch language – in case of the admission to a Dutch master's programme based on a foreign certificate - is met if one disposes of the following certificates:
  - State examination Dutch as a second language programme II;
  - Certificate Dutch as a foreign language; Profile Academic Language Proficiency / Profile Language Proficiency Higher Education;
  - "Zeugnis der Allgemeinen Hochschulreife" at the condition that the subject Dutch has been taken to the year of the final examination (year 13) inclusive.
  - University of Tilburg's institutional examination for German native speaking persons.
6. Admission is granted subject to the condition that the candidate, at the latest on the starting



date of the programme, meets the requirements referred to in the fourth and fifth paragraph with respect to knowledge and skills as evidenced by the certificates of the training programmes attended.

7. In specific cases, supplementary demands concerning the Dutch proficiency can be imposed on students who have met the requirements as referred to in the fourth or fifth paragraph of this article.
8. In the written statement with respect to admission, the student is alerted to the possibility of appeal to the examination appeals board.

#### **Article 4.4 Registration after the start of the academic year**

In accordance with Article 2.4 of the Regulation Registration and Tuition Fee, students who want to register one or more months later than the start of the academic year or the start of the programme in question, have to get permission by the Governing Board of the University of Tilburg. As part of the decision process the Board will request of the Faculty or the examining board to hand a written declaration that registration at this stage does not come across any didactic objections. The Faculty or the examining board that finds that the student cannot fit in anymore into the programme at that point, has to give reasons for this in writing. Within a period of six weeks a written objection can be submitted against a dismissive decision at the Examination Appeals Board.

### **Chapter 5 Programme Counselling**

#### **Article 5.1 Study progress administration**

1. The Centrale Studentenadministratie (DEA-SA, "Central Student Administration") registers the students' individual course results.
2. DEA-SA supervises the accessibility of the study progress data on the Internet, as well as the information on this matter.

#### **Article 5.2 Counselling**

1. The Faculty ensures sufficient counselling regarding the master's programme for which a student is registered. The Faculty assigns this task to the Education Office or the Departments in charge of the master's programme.
2. If the University has granted the status of top-class sportsman/woman to a student registered in the masterprogramme Medical Psychology, the Faculty will try to support this student in practising his/her sport, within reasonably attainable boundaries, by providing additional counselling and facilities with regard to tests and preliminary examinations, as well as exemption from specific obligations within the programme.

### **Chapter 6 Transitional and final provisions**

#### **Article 6.1 Transitional Provisions**

3. For all courses of the Teaching and Examination Regulation of the academic year 2009-2010 that will expire at the beginning of the academic year 2010-2011 and for which no replacements in accordance with this Regulation have been pointed out, at least one opportunity to take a preliminary examination will be offered in the academic year 2010-2011. An overview of these courses is presented in PART III of this regulation. Only those students that have taken this opportunity and have not yet successfully concluded such a course, can apply for possible additional resits thereafter.
2. Any student who has not yet successfully concluded a course after the last opportunity for a preliminary examination has taken place, must, for the continuation of his programme, replace

this course by a course of the corresponding new programme, in accordance to the transition schedule that can be found in PART III of this regulation.

#### **Article 6.2      General severity clause**

In case of the occurrence of iniquities of a preponderant nature, in individual cases the Examination Board is entitled to make an exception to the Teaching and Examination Regulation.

#### **Article 6.3      Changes**

1. Changes of this Regulation will be determined by the Dean by means of separate decrees, after hearing the programme committee and the managing director of the programme concerned, and after consultation of the Faculty council.
2. A change of this Regulation may not concern the present academic year, unless this does not unreasonably impair the interests of students.
3. A change of this Regulation cannot impair any other decision that has previously been taken in accordance with this Regulation regarding a specific student.

#### **Article 6.4      Publication**

1. The Dean takes care of a suitable announcement of this Regulation, of the rules and guidelines laid down by the examining board, and of any change of these documents.
2. Through the Faculty Web pages, any interested person can take cognizance of the documents referred to in the first paragraph.

#### **Article 6.5      Date of commencement**

This Regulation comes into operation September 1, 2010.

Laid down by the Dean, June 3, 2010.

## PART II: COMPOSITION OF THE PROGRAMME MEDICAL PSYCHOLOGY

The first year of the master's programme of Medical Psychology comprises the following courses and accompanying study load expressed in ECTS credits.

Code	Course		Ects
500819	Pathology: Pathology-1: Cardiovascular diseases (subcode 500820; 3 ects) Pathology-2: Pulmonary Diseases (subcode 500821; 3 ects) Pathology-3: Cancer (subcode 500822; 3 ects) Pathology-4: Diabetes (subcode 500823; 3 ects)	P	12
500825	Medical Psychology-1: Theory and Research	P	3
500826	Medical Psychology-2: Pathology	P	3
500835	Pediatrics and Pediatric Psychology	P	6
500828	Clinical Neuropsychology	P	6
500829	Diagnostics Medical Psychology	P	6
500830	Treatment and Clinical Skills	P	6
500831	Liaison psychiatry	P	6
500836	Psychopharmacology Medical Psychology	P	6
500832	Psychosomatic Models of Explanation	P	6

The second year of the master's programme of Medical Psychology comprises the following courses and accompanying study load expressed in ECTS credits.

Code	Course		Ects
500833	Clinical Traineeship Medical Psychology	P	36
500996	Master's Thesis Medical Psychology (including IOV; 3 ects)	P	24

P = Practical, cf. article 2.2.

## PART III: TRANSITIONAL PROVISIONS

In accordance with article 6.1, paragraph 2, for the courses that have expired in previous years the following courses have been pointed out as replacements:

Code	Cancelled course	Ects	Code	Replaced by	Ects
540030	Psychopharmacology	6	500836	Psychopharmacology Medical Psychology	6
500827	Pediatric Psychology	6	500835	Pediatrics and Pediatric Psychology	6