

EDUCATION AND EXAMINATION REGULATIONS 2019–2020

MASTER'S PROGRAM
MEDISCHE PSYCHOLOGIE

TILBURG SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES
TILBURG UNIVERSITY

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PART I: GENERAL

Chapter 1 General Provisions

Article 1.1 Applicability of the Regulations

These Regulations apply to the education and examinations of the Master's programs in *Medische Psychologie* (Medical Psychology), henceforth to be called: the program. The program is offered within the Tilburg School of Social and Behavioral Sciences of Tilburg University, henceforth to be called the School.

For students enrolled in the Master's program for the first time as of September 1, 2018 or earlier, the program of the Education and Examination Regulations of the first year of their enrollment remains applicable. However, insofar as changes have been made to the programs that also apply to them, these can be found in the transitional provisions of these Education and Examination Regulations, as presented in Chapter 6 and PART II. The current curriculum for all students can be found in the Course Catalog.

Article 1.2 Definitions of terms

In these Regulations the following definitions apply:

1. the Act: the Dutch Higher Education and Research Act (WHW: *Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*);
2. student: the person who is enrolled at the university to attend courses and/or take the final examination and the examinations of the program;
3. course: an educational unit of the degree program, as referred to in the Act;
4. additional elective course: a course that can be chosen on top of the mandatory program;
5. practical: a practical training course, as referred to in Article 7.13 of the Act in one of the following forms:
 - writing a thesis;
 - writing a paper or technical project;
 - doing a research assignment;
 - participating in fieldwork or an excursion;
 - attending a traineeship;
 - participating in any other instruction activity aimed at acquiring certain skills;
6. final examination: the Master's examination of the program. The final examination is passed after all courses from the study program have been completed with a satisfactory result;
7. examination: examination of a particular course, which is a part of the final examination. An examination can consist of multiple tests;
8. test: a part of an examination;
9. Examination Board: a board appointed by the Executive Board as referred to in Article 7.12 of the Act;
10. examiner: the person charged with administering and assessing examinations, in accordance with Article 7.12c of the Act;
11. block: study unit of the academic year that divides the year into four parts. A block consists of a minimum of seven weeks of instruction followed by one or two weeks of examinations and resits;
12. study year: time period starting on or around September 1, and ending on or around about August 31 of the following year;
13. ECTS credits: credit according to the European Credit Transfer System;
14. EST: Education Support Team.

The other terms have the meaning assigned to them by Act.

Article 1.3 Objectives of the program

After completion of the Master's program, the student possesses knowledge, insight, and skills in the field of Medical Psychology. The objectives of the program will have to be achieved through the realization of the learning outcomes formulated for the program.

Article 1.4 Form of the program

The program is offered exclusively on a full-time basis.

Article 1.5 Examination of the program

The program will be concluded with a Master's examination.

Article 1.6 Study load

1. The study load is expressed in whole ECTS credits. 1 ECTS credit accounts for a study load of 28 hours.
2. The program has a study load of 60 ECTS credits.
3. In general, the study load of a course amounts to 6 ECTS credits.

Article 1.7 Evaluation of the instruction in the education program

All education in the program is evaluated annually in writing. A standardized questionnaire is used for the evaluation. Periodic evaluation reports are discussed in the Program Committee with the Academic Director and with the Vice-Dean for Education. The Heads of Departments have the detailed information per course offered by their Department. On the basis of the evaluations carried out and the reports, improvement plans are agreed on, if necessary, with the lecturers who are responsible for the courses.

Chapter 2 Master's program

Article 2.1 Composition of the Master's program in Medical Psychology

The Master's program consist of the courses and accompanying study load mentioned in part II of these Regulations. For each of these courses, the instructional formats and lecture and examination timetables are listed in the Course Catalog, at the latest at the start of the relevant course.

Article 2.2 Practical

If a course of the Master's program includes a practical as referred to in Article 1.2, paragraph 5, this is indicated in PART II of these Regulations by the letter P behind the name of the course concerned.

Chapter 3 Examinations of the program

Article 3.1 Mandatory order

1. In order to be eligible for admission to the second year of the program, all courses of the fall semester and at least three courses of the spring semester of the first year of the program must have been successfully completed.
2. The Master's program shall be concluded with a Master's thesis. This thesis comprises a

study load of at least 24 ECTS credits.

3. Admission to the Master thesis is only possible after the Individual Research Proposal has been successfully completed.
4. Courses of the program are only accessible to students who are enrolled in the Master's program, unless the Academic Director has stipulated otherwise and this is published in the course information in the Course Catalog.
5. Insofar as specific entry requirements are set for participation in a course, these are stated in the Course Catalog.

Article 3.2 Periods and frequency of examinations

1. The examinations of the courses referred to in PART II shall be administered twice in the study year in which the course in question is offered.
2. The first examination opportunity of a course takes place immediately after the end of the study unit in which the course is offered.
3. The second examination opportunity of each course takes place during or immediately after the end of the following study unit, with the exception of block 2 and 4. The second examination opportunity of block 2 takes place before the start of block 3. The second examination opportunity of block 4 takes place after the first opportunity. The results of the first opportunity in any case have to be announced to the students five working days before the second opportunity takes place.
4. The following applies with regard to the dates on which examinations and resits are held:
 - a) The dates for written examinations and resits are set by the EST and/or the Student Administration and published in the Course Catalog at the start of the course in question at the latest.
 - b) The dates for oral examination resits are determined in mutual consultation between lecturer and student.
 - c) Two submission dates are set by the lecturer for the submission of assignments/projects that form part of the examination (by analogy with the two opportunities a student has to complete a course in accordance with paragraph 1 of this Article), unless the examination in question determines the final grade by a maximum of 20% and the lecturer has determined that the resit consists of a single substitute exam or is included in a single comprehensive examination. The dates of handing in assignments or papers will be published in a clear way to all students, ultimately at the start of the course. The submission dates are published in the relevant course in a clear manner for the students at the start of the course at the latest. The dates must fall at the latest into the periods referred to in paragraphs 2 and 3 of this Article.
5. The lecturer may decide that all parts of the course must be taken during the course duration. This must be recorded in the Course Catalog before the start of the course.
6. Contrary to the provisions of paragraph 1, the possibility to take an examination of a course that is not taught in a particular academic year is offered to the students at least once.
7. Also by way of derogation from the provisions of paragraph 1, the student who risks suffering disproportionately large study delays due to the last course to be completed can, under certain conditions, qualify for an extra examination opportunity on the basis of the last course regulation. Further rules in this respect are determined in the Rules and Guidelines of the Examination Board.
8. Paragraph 4, under c of this Article also applies to the Master's thesis, on the understanding that the lecturer may appoint the second opportunity for submitting the thesis in August.

Article 3.3 Form of the examinations

1. The examinations of the courses mentioned in PART II are in principle taken in writing. A written examination also includes an examination that is taken by means of one or more written assignments, paper, report, or thesis, as well as an examination consisting of both written and oral components.
2. The exact examination form is listed per course in the Course Catalog. Any additions or

changes to the text in the Course Catalog shall be announced by the examiner via the Course Catalog at the start of the course in question at the latest.

3. At the student's request, the Examination Board may, in special cases, allow examinations to be taken in a different manner from that stated in the Course Catalog.
4. Students with a disability are offered the opportunity to take the examinations in a way that is adapted as much as possible to their individual disability. If taking the examination in an appropriate manner requires special facilities or a special form of examination, the student must submit a request to the Digital Registration Desk for Disabilities (*Digitaal Meldpunt Functiebeperking*).

Article 3.4 Oral examinations

1. Oral examinations shall not be administered with more than one person at a time, unless the Examination Board has determined otherwise. With the consent of the persons to be examined, an examiner may decide that a certain oral examination will be taken jointly.
2. Administering the oral examination is public, unless the Examination Board or the examiner concerned has decided otherwise in special cases, or the student has objected to this.
3. Oral examinations will be administered at a time to be determined by the examiner or examiners concerned, if possible after consultation with the student.

Article 3.5 Duration of the preliminary examination

1. The duration of written examinations is 3 hours, unless the examiner primarily responsible announces or has it announced otherwise before the start of the examination, and this is stated on the front page of the examination paper. The duration of the examination is in any case such that the students have sufficient time, measured according to reasonable standards, to answer all the questions.
2. If an examination takes longer than 3 hours, the examination will be divided into two parts, each not exceeding 3 hours. Between these two parts, a break must be organized of at least half an hour. The two parts have to take place on the same day. The examiner primarily responsible should also pass this on to the Student Administration.

Article 3.6 Registration

1. The registration for an examination takes place at the Student Administration. This registration is made in accordance with the guidelines laid down by the Student Administration.
2. In special cases, the Examination Board may allow deviations from the provisions of paragraph 1 with regard to the place and time at which the registration must take place at the latest.

Article 3.7 Distance exam

1. A student who goes abroad as part of an exchange may, in the event of a specific reason, such as special circumstances or overlap in the study schedule due to regular educational obligations at Tilburg University and the exchange destination, be assigned a distance exam by the Examination Board.
2. A request for a distance exam can be submitted up to 6 weeks before the start of the exam in question. If this deadline cannot be met because the result of the first examination opportunity is not available before then, the request must be submitted within three working days of the publication of the result.
3. To be eligible for a distance exam, a student must have participated in all previous regular exam opportunities of the course in question, barring any special circumstances, to be substantiated by the student.
4. The distance exam must take place simultaneously with the examination at Tilburg University.
5. The host institution must support and facilitate the distance exam by:

- a. agreeing that all correspondence exchanged on this subject will be conducted by the Study Abroad Advisors of both the home and host institution;
 - b. promising that an invigilator will be provided, who will be present during the entire time the examination takes place;
 - c. agreeing to send a scanned copy of the exam answers of the student via e-mail to the Study Abroad Advisor of the home institution immediately after the examination has taken place;
 - d. agreeing to comply with all other conditions, as stated on the cover page of the examination.
6. A course that has already been completed is not eligible for a distance exam.

Article 3.8 Determination and publication of the results of a preliminary examination

1. The examiner will determine the result no later than 5 working days after taking an oral examination and will provide the Student Administration with the necessary information within the set term.
2. The results of written examinations, with due observance of the provisions of Article 3.2, paragraph 3, must be determined by the examiner no later than 15 working days after the day on which the examination was taken. This examiner will provide the Student Administration with the necessary information within the set term.
3. The Student Administration ensures correct registration at the first working day after receipt of the result of the examination.
4. For examinations other than oral or written examinations, the Examination Board may determine in advance how and within what period the student will receive the results.
5. The official result of an examination will be announced in OSIRIS Student.
6. Results that have been published in a manner other than as referred to in paragraph 5 are always provisional.
7. When the results of an examination are published, the student is informed of the right of inspection and the possibility of appeal to the Examination Appeals Board.

Article 3.9 Period of validity

1. The period of validity of the completed courses is, in principle, unlimited.
2. Notwithstanding the provision of paragraph 1, the Examination Board may impose an additional or substitute examination for a course for which the examination was passed more than five years ago before the student is admitted to take the final examination of the program, with due observance of Article 7.10, paragraph 4 of the Act.
3. For the period of validity of an exemption for a course, paragraphs 1 and 2 of this Article shall apply.
4. In principle, a partial result is only valid during the academic year in which it is obtained.
5. If, contrary to paragraph 4, a lecturer intends to attach a longer term of validity to a partial result, this term of validity must be announced in the Course Catalog at the latest at the start of the course to which the partial result belongs.
6. Also contrary to paragraph 4, if the weight of a partial result is less than or equal to 20% and the result of this partial result consists of a substitute test or is included in a single comprehensive examination, the validity of the partial result expires.

Article 3.10 Right of inspection

1. During 30 working days after the publication of the results of an examination (but in any case prior to a resit), the student will have access to the assessment at his/her request. In the case of a written examination, the student will also, at his/her request, be provided with a copy of the work made by him/her, including the assessment of that work.
2. During the inspection referred to in paragraph 1 of this Article, students may have access to the questions and assignments of the examination in question, as well as the standards on the basis of which the assessment was made.

3. The examiner shall determine where and at what time the inspection or access shall take place. If the person concerned proves that he/she is or has been prevented by force majeure from appearing at a place and time thus determined, he/she shall be offered another opportunity if possible within the period laid down in paragraph 1.

Article 3.10 Exemption

1. At the student's request the Examination Board may grant a student exemption from an examination if the student:
 - has already successfully completed a course linked to an examination of a university program or university of applied sciences program, and this course is equivalent in terms of content, level and study load; or
 - provides evidence of sufficient knowledge and skills in the field in question through work or professional experience.
4. The exemptions referred to in the first paragraph, insofar as they are based on courses obtained within the framework of a study program outside Tilburg University, may be granted up to a maximum of 18 ECTS credits per student.
5. An exemption from completing the Master's thesis shall never be granted.
6. A request for exemption from taking an examination is submitted in writing to the Examination Board, stating the reasons.
7. Unless a request is rejected for formal reasons, the Examination Board will hear the examiners concerned before deciding on the request.
8. A negative decision on a request for an exemption will be motivated.
9. An application for an exemption for a course must be submitted no later than in the third week of the block or semester in which the course is being offered. If an application is submitted after the third week, it will not be considered.

Article 3.12 Elective courses

1. As a rule, no prior permission of the Examination Board is required for taking an additional elective course.
2. In contrast with the stipulation of paragraph 1, prior permission of the Examination Board is required if a student wants to take an elective course that is offered by an international university.
3. Under no circumstances may an (additional) elective course be a course belonging to a Bachelor's program.
4. Notwithstanding the provisions of paragraph 1, the School is not responsible for actually being able to attend an elective course at another School or institution. It is up to the student to investigate whether he/she can be admitted.
5. When taking an elective course, students should take into account that the chosen courses are sometimes taught or examined simultaneously. 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 *Medische Psychologie*."
2. The degree conferred will be registered on the certificate of the examination.

Chapter 4 Previous education and admission

Article 4.1 Admissions Board

1. The admission to the program is assigned to the Admissions Board of the program. The

School's Examination Board acts as this Admissions Board.

2. The Admissions Board decides on the admission of all students to the Master's program.

Article 4.2 Previous education and admissibility

1. The program has one yearly starting moment, namely on or around September 1. For admission to the program, the admission requirements as referred to in the following paragraphs must be met before September 1.
2. Admission to the education and examinations of the programs is only permitted to those students who are enrolled in the program unless the Academic Director has indicated in the Course Catalog that participation without enrollment is permitted in the course in question.
3. The person who has successfully passed the final examination of the Bachelor's program in Psychology of the School, and has completed one of the majors *Cognitieve neuropsychologie*, *Forensische psychologie*, *Klinische psychologie*, *Medische psychologie*, *Ontwikkelingspsychologie*, and *levensslooppsiychologie* or one of the English equivalents, or the differentiation *Psychologie en Gezondheid*, is admissible to the program.
4. Furthermore, a person who has completed a Psychology study program in the Netherlands on the basis of which, in the opinion of the Admissions Committee, he/she has sufficient substantive knowledge in the field of Medical Psychology is admissible to the program.
5. Additionally, a person who has successfully completed a Bachelor's program in the Netherlands or abroad, which in the opinion of the Admissions Committee is equivalent to that referred to in paragraph 3, or who holds a certificate of equivalent previous education is admissible to the program.
6. In order to actually be admitted to the Master's program in Medical Psychology, the following requirements must be met:
 - a. The student has an unrounded average weighted grade of 7.0 or higher on his transcript of records belonging to the certificate of the Bachelor's program on the basis of which the student is deemed admissible;
 - b. The student has made nominal study progress in the Bachelor's program;
 - c. In the opinion of the Admissions Board, the student is sufficiently motivated and capable to acquire insights into the medical science in addition to psychological knowledge;
 - d. In the opinion of the admission committee, the student is sufficiently motivated and able to execute clinical scientific research;
 - e. In the opinion of the Admissions Board, the student has the attitude and communication skills to function properly in a medical setting;
 - f. In the opinion of the Admissions Committee, the student, as a psychologist, has sufficient motivation and ability to carry out diagnostics and treatment of patients in a medical setting under supervision;
 - g. The student is sufficiently proficient in the English language;
 - h. In the opinion of the Admissions Board, the student has performed relevant extracurricular activities.

Article 4.3 Admission inquiry: procedure

1. A request to be admitted to the program can be submitted to the Admissions Board, during a period of time to be established and timely published by the Board, on the understanding that the actual start of the program is on or about September 1 of each calendar year.
2. The Admissions Board sets certain requirements for the form of the admission request and the information to be provided, which are published in a timely and easily accessible manner.
3. On a request for admission, the Admissions Board shall decide within 6 weeks after the closing date of the period, as referred to in paragraph 1 of this Article.
4. With a view to admission to the program based on a program as referred to in Article 4.2, paragraphs 3 through 5, the Admissions Board will conduct an investigation into the knowledge, insight, and skills of the student on the basis of the criteria referred to in Article 4.2, paragraph 6.
5. The requirement of sufficient proficiency in the Dutch language—in case of admission based

on an international certificate—is met if one of the following diplomas/certificates have been obtained:

- State examination Dutch as a second language program II;
 - Certificate Dutch as a foreign language, with the Profile Academic Language Proficiency (PAT) or the Profile Language Proficiency Higher Education (PTHO);
 - *Zeugnis der Allgemeinen Hochschulreife* on the condition that the subject Dutch has been taken up to and including the final examination year (mostly year 12);
 - *Diploma van Secundair Onderwijs*, program *Algemeen Secundair Onderwijs*;
 - Tilburg University institutional exam for German speakers.
6. Admission is granted on the condition that the candidate, at the latest on the starting date of the program, meets the requirements with respect to knowledge and skills referred to in paragraph 4 and 5 of this Article, as evidenced by certificates.
 7. In special cases, additional requirements regarding the Dutch proficiency can be imposed on students who have met the requirements as referred to in paragraphs 4 and 5.
 8. The written confirmation of admission shall inform the student of the possibility of appeal to the Examination Appeals Board.

Article 4.4 Enrollment after the start of the program

In accordance with the Enrollment and Tuition Fees Regulations, students who wish to enroll in the program at the institution for the first time at a later time than the official start of the program must obtain permission from the Executive Board. As part of the decision-making process, the Executive Board asks the School, in this case the Examination Board, to declare in writing that there are no objections on educational grounds. If the School, in this case the Examination Board, concludes that the student cannot integrate in the current program, it must give its reasons in writing. A notice of objection to a negative decision can be lodged with the Tilburg University Executive Board within six weeks.

Article 4.5 Refusal or termination of enrolment (iudicium abeundi)

1. Based on the provisions of Article 7.42a of the Act, the Dean or the Examination Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student's enrolment in a program, if that student's actions or remarks show that the student is unsuitable either for practicing one or more of the professions for which the program in question is preparing the student or for the practical preparation for the professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the Examination Board or the Dean will institute an investigation, of which the student will be informed immediately. The Examination Board or the Dean shall not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

Chapter 5 Student Counseling

Article 5.1 Study progress administration

1. The Student Administration registers the students' individual study results.
2. The Student Administration is responsible for the accessibility of the study progress data on the internet as well as the information about it.

Article 5.2 Counseling

1. The School is responsible for providing sufficient study counseling to the students enrolled in the program. The School entrusts this task to the EST and/or the Departments in charge of the program.

2. In order to detect the causes of study delay and contribute to resolving them, the academic counselor conducts interviews with students. This task will be carried out by the EST and/or the Departments.

Article 5.3 Dual Career

1. Students with a dual career can apply for a talent status that entitles them to extra facilities in, for example, study counseling, and/or financial compensation. Within its possibilities, the School searches for suitable extra facilities in study counseling. The criteria for obtaining a talent status can be found in the Dual Career Regulations, which can be found as an appendix to the Student Charter.
2. Students who have a talent status and who wish to make use of the facilities referred to in paragraph 1 must make an appointment with their Education Coordinator to draw up a study plan at the start of the academic year or as soon as the Executive Board has granted the talent status.

Chapter 6 Transitional and final provisions

Article 6.1 Transitional Provisions

1. Of all courses from the Education and Examination Regulations for the academic year 2018–2019 that will no longer be offered as of the academic year 2019–2020 and for which no substitute course has been designated in accordance with the transitional arrangements, at least one additional examination opportunity will be offered in the academic year 2019–2020. An overview of these courses can be found in PART III of these Regulations. Only students who have participated in this examination opportunity and have not passed may be eligible for any additional resits.
2. Students who have not yet passed a certain course after the last examination opportunity has taken place, must, when continuing their original program, replace this course with a course of the corresponding new program, in accordance to the transition schedule found in PART III of these Regulations.

Article 6.2 General hardship clause

1. The Examination Board is authorized to make an exception to the Education and Examination Regulations for the student's benefit in individual cases of major unfairness.
2. In cases not provided for in the Education and Examination Regulations, the Examination Board will decide.

Article 6.3 Amendments

1. Amendments to these Regulations are adopted in a separate decision by the Dean after hearing the Academic Director involved, the Examination Board, and after consultation with the Program Committee involved and the School Council.
2. An amendment to these Regulations can only relate to the current academic year if it can reasonably be argued that this is in no way detrimental to the interests of the students.
3. Furthermore, an amendment cannot adversely affect any other decision taken pursuant to these Regulations by the Examination Board regarding a student.

Article 6.4 Publication

1. The Dean shall ensure that these Regulations, the Rules and Guidelines adopted by the Examination Board, and any amendments to these documents are appropriately announced.
2. Anyone interested can find out about the Regulations referred to in the first paragraph via the

School's website.

Article 6.5 Entry into force

These Regulations shall enter into force on or about September 1, 2019.

Thus adopted by the Dean on June 4, 2019.

PART II: COMPOSITION OF THE MASTER'S PROGRAM IN MEDICAL PSYCHOLOGY

The two-year Master's program in Medical Psychology comprises the following courses and accompanying study load expressed in ECTS credits.

| Code | Course | | Credits |
|-------------|---|---|---------|
| | YEAR 1 | | |
| 500819-M-15 | Pathology: Pathology-1: Cardiovascular diseases (subcode 500820; 3 credits) Pathology-2: Pulmonary Diseases (subcode 500821; 3 credits) Pathology-3: Cancer (subcode 500822; 3 credits) Pathology-4: Diabetes (subcode 500823; 3 credits) | P | 15 |
| 500825-M-3 | Medical Psychology: Theory and Research | | 3 |
| 500859-M-6 | Medical Psychology-3: Advanced Scientific Skills for the Medical Psychologist | P | 6 |
| 500835-M-6 | Pediatrics and Pediatric Psychology | | 6 |
| 500829-M-6 | Diagnostics Medical Psychology | P | 6 |
| 500828-M-6 | Clinical Neuropsychology | P | 6 |
| 500830-M-6 | Treatment and Clinical Skills | P | 6 |
| 500836-M-6 | Psychopharmacology Medical Psychology | | 6 |
| 500832-M-6 | Psychosomatic Models of Explanation | P | 6 |
| | | | |
| | YEAR 2 | | |
| 500833-M-36 | Clinical Traineeship Medical Psychology | P | 36 |
| 500996-M-24 | Master's Thesis Medical Psychology (including IRP; 3 credits) | P | 24 |

P = Practical, cf. Article 2.2.

PART III: TRANSITIONAL PROVISIONS

In accordance with Article 6.1, paragraph 1, no substitute course will be designated for the following courses that are no longer offered with effect from the academic year 2019–2020:

| Code | Course |
|-------------|---------------------------------|
| 500826-M-3 | Medical Psychology 2: Pathology |

In accordance with Article 6.1, paragraph 2, the following substitute courses are designated for courses from previous years that are no longer offered:

In the academic year 2019–2020, there are no courses to which the foregoing applies.