

**TEACHING AND EXAMINATION REGULATIONS 2014-2015**

**MASTER'S PROGRAMS**

**HUMAN RESOURCE STUDIES, ORGANIZATION STUDIES,  
PSYCHOLOGIE EN GEESTELIJKE GEZONDHEID, SOCIAL  
PSYCHOLOGY, SOCIOLOGY**

**TILBURG SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES**

**TILBURG UNIVERSITY**

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# **PART 1     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 programs Human Resource Studies, Organization Studies, Psychologie en Geestelijke Gezondheid (Psychology and Mental Health), Social Psychology, Sociology, henceforth to be called: "the programs". Some programs are preceded by a pre-master's program. This concerns Human Resource Studies, Organization Studies and Sociology. All programs are provided within the School of Social and Behavioral Sciences of Tilburg University, henceforth to be called "the School".

### **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 programs;
3. Course: an educational unit of the program, in the sense intended by the law;
4. Extra optional course: a course that can be chosen on top of the compulsory program;
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 program concerned;
7. Examination: the Bachelor's examination of the program;
8. Preliminary examination: examination of a particular course;
9. Test: a part of a preliminary examination;
10. Examination Board: a board established by the Dean of the Tilburg School of Social and Behavioral Sciences, in accordance with the law, article 7.12;
11. Examiner: person responsible for taking en evaluating (preliminary) exams, Sciences in accordance with the law, article 7.12 c;
12. Study unit: part of the academic year that divides the year into four parts. A study unit consists of a minimum of seven weeks of instruction followed by one or two weeks of examinations and re-examinations.
13. Academic year: time period starting about september the first, and ending about august, 31 of the following year;
14. 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 programs**

After completion of the master's program the student possesses knowledge, insight and skills in the field of one of the program concerned. The aims of the programs are to be reached by the final goals formulated for each program.

#### **Article 1.4      Form of the programs**

All programs of the School are taught on a full-time basis.

#### **Article 1.5      Examination of the programs**

Each master's program is being concluded with a master's examination.

#### **Article 1.6      Study load**

1. The study load is expressed in ECTS credits.
2. The master's programs comprise a study load of 60 ECTS credits.
3. As a rule, the study load of the courses amounts to 6 ECTS credits per course.

### **Chapter 2      Pre-master programs**

#### **Article 2.1      Pre-master route**

If students who wish to be admitted to one of the Master's programs of the School appear to have insufficient knowledge or skills to be directly admitted, they can be positioned in one of the pre-master's programs of TSB by the examination board that are being mentioned in articles 2.2 to 2.5 of this Regulation. A pre-master student will only acquire admission to the Master's program after having successfully completed his/her pre-master's program, with due regard of article 5.3 and 5.4.

#### **Article 2.2      Individual pre-master's programs for Academic graduates**

Students who have completed an academic program that does not connect sufficiently to one of the master's programs of the School, can be positioned by the examination board into an individual pre-master's program in order to raise possible deficiencies. The examination board determines the size and content of this pre-master's program, as well as the master's program to which it is related. As a rule, the study load of the programme will not exceed 60 ECTS credits.

#### **Article 2.3      Standardized pre-master's programs for Higher Professional Education (HBO) graduates**

The School offers a number of standard pre-master's programs for Higher Professional Education (HBO) graduates, that are related to the following master's programs:

- Human Resource Studies;
  - Organization Studies;
  - Sociology
1. The above-mentioned pre-master programs can be taken by any student having completed a four-year HBO program, as referred to in Part II of this Regulation, at the least.
  2. There is no pre-master's program for HBO-graduates in the field of Psychology.
  3. In order to acquire admission to a master's program (as referred to in this article) for which the positioning into a pre-master's program is necessary, a written request has to be submitted to the examination board of the School. The examination board evaluates whether admission can be granted to the pre-master's program concerned, on the basis of the required HBO-certificate and the accompanying examination subjects list (if necessary provided through the list of marks).

#### **Article 2.4 Pre-master programs for international students**

For international students the School offers some pre-master programs in English. These programs are related to the following master's programs:

- Human Resource Studies;
  - Leisure Studies;
  - Organization Studies;
  - Sociology
1. In order to acquire admission to a master's program (as referred to in this article) for which the positioning into a pre-master's program is necessary, a written request has to be submitted to the examination board of the School. The examination board evaluates whether admission can be granted to the pre-master's program concerned, on the basis of the required certificate and the accompanying examination subjects list (if necessary provided through the list of marks).

#### **Article 2.5 Connecting programs**

1. The School has concluded agreements with the institutions for Higher Education, specifically mentioned in the next paragraphs of this article, concerning so-called connecting programs. These are special pre-master's programs, usually comprising 60 ECTS credits, that can be partially or completely taken by HBO students of the HBO institutions concerned during their HBO training.
2. Agreement with Avans Hogeschool: Academie voor Management en Bestuur in 's-Hertogenbosch and the Academie voor Algemeen en Financieel Management in Breda for admission to the master's program Organization Studies.
3. Agreement with Avans Hogeschool: Academie voor Management en Bestuur in 's-Hertogenbosch en de Academie voor Algemeen en Financieel Management in Breda for admission to the master's program Human Resource Studies.
4. Agreement with Avans Hogeschool: Academie for Social Studies in Breda for the programs Social Pedagogical Work, Social Work and Services, as well as Cultural and Social Education for admission to the master's program Sociology.
5. Agreement with Fontys Hogescholen Eindhoven, program Toegepaste Psychologie (Applied Psychology) for the admission to the master's programs Psychologie en Geestelijke Gezondheid or Social Psychology. This program which is integrated into student's third and fourth year of Toegepaste Psychologie comprises all of the bachelor's program Psychology of TSB.

#### **Article 2.6 Composition of the pre-master's programs**

The pre-master's programs, as referred to in articles 2.3, 2.4 and 2.5, comprise the courses and the accompanying study load, expressed in ECTS credits, that can be found in PART III of this regulation.

For each of the courses of the program the learning methods, schedules of lectures and preliminary examinations will be published in the Electronic Study Guide (ESG), ultimately at the beginning of each course.

#### **Article 2.7 Qualification for a pre-master's program**

1. In order to qualify for one of the pre-master's programs, as referred to in article 2.3, one must possess the certificate of one of the corresponding HBO programs that are mentioned in PART II of this regulation.
2. In order to qualify for the pre-master's programs, as referred to in article 2.4, one must possess the certificate of one of the corresponding HBO programs that are mentioned in that article, first paragraph.

3. In order to qualify for one of the connecting programs, as referred to in article 2.5 paragraph 2 till 5, one has to be registered in one of the programs mentioned in that article and moreover have fulfilled the criteria as mentioned in the specific agreement. A selection of eligible students will be executed by representatives of the specific HBO institution and of the School of Social and Behavioral Sciences.

#### **Article 2.8 Practical**

In as far as the courses of the pre-master's programs of the School of Social and Behavioral Sciences contain a practical in the way mentioned in article 1.2, paragraph 5, these practicals have been marked by the letter P in PART III of this regulation.

#### **Article 2.9 English Language**

1. In case of admission as referred to in article 2.4, one has to demonstrate a sufficient level of proficiency of the English language.
2. The requirement of sufficiently having mastered the English language, can be met by successfully taking the TOEFL, IELTS test, the Cambridge Advanced English-toets (CAE) of de Cambridge Proficiency in English-toets (CPE). The TOEFL test has been successfully concluded if one achieves a minimum score of 577 (paper based) or 90 (internet-based). The IELTS test has been successfully concluded if one achieves a minimum score of 6.5, whilst for none of the separate parts of the test a score lower than 6.0 is allowed. De CAE- of CPE-toets is met goed gevolg afgelegd wanneer een A, B of C is behaald.
3. In specific cases, the examination board can decide that the proficiency of the English language of a student who asks admission, meets the scores that are mentioned in the second paragraph, without the student having submitted proof of such.

### **Chapter 3 The master's programs**

#### **Article 3.1 Composition of the master's programs**

The master's programs of the School of Social and Behavioral Sciences, discussed in this regulation, comprise the courses and accompanying study load, that can be found in PART IV of this regulation.

For each of the courses of the program the learning methods, schedules of lectures and preliminary examinations will be published in the Electronic Study Guide (ESG), ultimately at the beginning of each course.

#### **Article 3.2 Practical**

In as far as the courses of the master's programs of the School of Social and Behavioral Sciences contain a practical in the way mentioned in article 1.2, paragraph 5, these practicals have been marked by the letter P in PART IV of this regulation.

### **Chapter 4 (Preliminary) Examinations of the programs**

#### **Article 4.1 Compulsory order**

1. The master's program shall be concluded with a master's thesis. This thesis has a study load of at least 24 ECTS credits. In the master's programma Psychologie en Geestelijke Gezondheid the master's thesis comprises 18 erts credits.

2. Permission to commence one's master's thesis can only then be granted, if the Individueel Onderzoeksvoorstel (Individual Research Proposal) had been successfully concluded.
3. A director of a master's program can decide that admission to the master's thesis can only be acquired by obtaining a minimum number of ECTS credits. The amount of ECTS credits to be obtained shall not exceed the number of 12 ECTS credits. An entry requirement, as described here above, can only be imposed if the master's program has at least a second starting moment, in any case at the beginning of the academic year, besides the usual starting moment at the beginning of the spring semester.
4. Courses of each master program are only accessible to students who are enrolled for that master's, unless the Schools director has determined otherwise, and this has been published in the course information in the Electronic Study Guide (ESG).
5. As far as specific entry demands for taking a course are requested, these will be mentioned in the Electronic Study Guide (ESG).

#### **Article 4.2      Periods and frequency of (preliminary) examinations**

1. The opportunity to take preliminary examinations in the courses listed in part III and IV is provided twice a year in every academic year in which the course in question is offered.
2. The first opportunity to take a preliminary examination for a course will take place immediately after the study unit in which a course is offered.
3. The second opportunity to take a preliminary examination for a course will take place during or immediately after the study unit following the study unit in which a course is offered, except for study unit 4. The second opportunity of the preliminary examinations of the fourth study unit follows immediately after the second opportunity for the third study unit. The results of the first opportunity of a preliminary examination of a course must be published well before the date set ( at least 5 working days) for the second opportunity of the same course.
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 and Research Institute (ERI) and published in the Electronic Study 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 a manner that is clear to all students. The data must at last take place within the periods specified in paragraph 2 of this Article.
5. The instructor of a course can decide that all parts of the course must be taken in the same academic year. This has to be registered into the Electronic Study Guide (ESG) before the start of the academic year.
6. 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.
7. 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 4.3      Form of the preliminary examinations**

1. In most cases, the preliminary examinations of courses listed in part III and IV 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 Study Guide (ESG).
3. At the student's request, the examination board can in special cases allow a preliminary examination to be taken in a manner different from the announcement in the Electronic Study 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 University's Digital Reporting Point Functional Disorders.

#### **Article 4.4 Oral preliminary examinations**

1. At oral preliminary examinations no more than one person at a time is given an examination, unless the examination 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 examination 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 4.5 Duration of the preliminary examination**

1. 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, and it has been 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.
2. If a preliminary examination lasts longer than three hours, it will be divided into two parts, each of which will not take longer than three hours. Between the two parts there shall be a minimum break of at least half an hour. The two parts have to take place at the same day. The examiner in charge will inform the Education and Research Institute (ERI) of TSB.

#### **Article 4.6 Registration**

1. Registration for a preliminary examination takes place at the Student Administration. This registration takes place in accordance with the guidelines determined by the Student Administration.
2. The examination 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 4.7 Determination and publication of the results of a preliminary examination**

1. Immediately after the oral examination has been held the examiner determines the result and provides the Student Administration 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. The Student Administration will provide 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 examination 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, published on any bulletin board, by means of Blackboard Course-Info (Learning system) or otherwise will always be provisional.
6. The official result of a written preliminary examination is made available on the Internet, on the Student's Portal of Tilburg University, under "check 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 4.8      Period of Validity**

1. As a rule, completed courses retain unlimited validity.
2. Notwithstanding the first paragraph the examination 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 bachelor's examination.
3. Regarding the periode 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 4.9      Right of inspection**

1. During 15 working days after the publication of the result of a writtem preliminary examination, a student may inspect his examined work on request. The student 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 4.10      Exemption**

1. At the student's request 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 program 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 Tilburg University, 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 examination board in writing and well motivated.
5. Unless a request must be rejected on formal grounds, the examination board will hear the examiner(s) concerned before deciding on the request made.
6. A negative regulation on the request made will be motivated.

7. A request for an exemption for a course must be ultimately submitted in the third week of the period or semester in which the course is being offered. If a request is being submitted after the third week, it shall not be taken under advisement.

#### **Article 4.11 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 bachelor's examination on the basis of which admission to the master's program in question has been acquired.
2. If the student has been positioned in a pre-master program as part of their master's program, all courses of this pre-master program must be successfully completed before the result of the master's examination can be determined.

#### **Article 4.12 Optional courses**

1. Optional courses that are not a part of the compulsory program of the master, can be mentioned on the master's certificate, if these courses belong to a master's program. As a rule no prior permission of the examination board is required in order to take a free optional course into one's examination program.
2. However, prior permission of the examination board is required if one wants to take a free optional course that is being offered by a international university.
3. Notwithstanding to that which is stipulated in paragraph 1 the School is not responsible for actual admission to courses of other Schools 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 4.13 Degree**

1. Those who have passed the master's examination are granted the degree "Master of Science (followed by the name of the program in question)".
2. The degree conferred will be registered on the certificate of the examination.

### **Chapter 5 Preliminary training and admission to master's programs**

#### **Article 5.1 Admission committee**

1. Admission to a master's program is assigned to the admission committee of the master's program in question. The members of examination board constitute this committee.
2. The admission committee decides on the admission of all students of the master's programs to which this regulation applies (see article 1.1).

#### **Article 5.2 Preliminary training and eligibility**

1. A master's program has one starting moment, namely approximately september 1th, every year. In order to be admitted to a master's program the admission requirements, as mentioned in the following paragraphs, must be met before September first.
2. Admissible to the teaching and examinations of the master's program are only those students who are registered for the relevant Master's program unless the Schools director in the electronic studyguide has indicated that participation to the course without registration is granted
3. Admissible to a master's program is the student who has successfully passed an examination of a connecting bachelor's program of the School.

4. Also admissible is the student having successfully completed one of the School's pre-master's programs as referred to in article 2.3, in which he is positioned on the basis of a specific HBO program (see more specifically article 2.7 and PART II).
5. Also admissible is the student having completed an individual pre-master's program of the School, as referred to in Article 2.2, in which he is positioned on the basis of a completed academic program.
6. Furthermore, a student who has qualified for one of the specific variants of the pre-master's program of a connecting program, as referred to in article 2.5, is admissible, in as far as he/she is in possession of the certificate of the HBO-program in question, on the basis of which he/she has been admitted to the specific connecting program.
7. Likewise admissible to the master's programs Human Resource Studies, Leisure Studies, Organization Studies and Sociology is the student who has successfully passed the examination of a non-connecting bachelor's program of the School of Social and Behavioral sciences, providing that he/she has taken successfully the minor program of the connecting bachelor's program.
8. Admissible to the master's programs Human Resource Studies, Leisure Studies, Organization Studies or Sociology is also the student who has successfully completed a program of a international institution, on the basis of which he is being positioned in a pre-master's program as referred to in Article 2.4.
9. Furthermore, admissible to the master's program Human Resources Studies is also the student who has successfully completed the bachelor's program Business Studies at the Tilburg School Economics and Management (TiSEM), providing that the courses "Construction and Analysis of Questionnaires" and "Causal Analysis Techniques" have been completed.
10. Also admissible to the master's program Human Resource Studies is the student who has successfully passed the examination of the bachelor's program International Business Administration of the Tilburg School of Economics and Management, providing that the courses Strategic Human Resource Management, Causal Analysis Techniques for International Studies and Construction and Analysis of Questionnaires for International Students (or the Dutch equivalents of these courses) have been successfully passed.
11. Admissible to the master's program Sociology is also the student who has successfully completed the bachelor's program Liberal Arts and Sciences (LAS) of the Tilburg School of Humanities, providing that, in his LAS program, he has included the course Construction and Analysis of Questionnaires.
12. Admissible to the master's programs Human Resource Studies or Organization Studies is also the student who has successfully completed the bachelor's program Liberal Arts and Sciences (LAS) of the Tilburg School of Humanities, providing that, in his LAS program, he has included the course Construction and Analysis of Questionnaires, as well as two specific bachelor's courses, determined by the Program Director of the master's program concerned, and furthermore an optional post-propedeutic course from the available FSW courses.
13. Furthermore admissible to the master's program Psychologie en Geestelijke Gezondheid (Psychology and Mental Health) is the student who has successfully passed the examination of a non-connecting bachelor's program, providing that he/she has successfully taken the minor programs Klinische Gezondheidspsychologie (Clinical Health Psychology) and Cognitieve Neurowetenschappen (Cognitive Neuroscience), as well as the basic psychological subjects and the course Klinische vaardigheden (Clinical skills). In order to be admitted to the master's program Social Psychology, apart from the minor Social and Cultural Psychology, one must have passed the basic psychological subjects. These subjects are: Functieleer (Experimental Psychology), Hersenen en Gedrag (Brain and Behaviour), Ontwikkelingsleer (Developmental Psychology), Persoonlijkheidspsychologie (Psychology of Personality), Sociale Psychologie (Social Psychology) and Psychopathologie (Psychopathology).
14. Also admissible to the master's programs is the student who has successfully completed a dutch or international bachelor's program, that in the opinion of the examination board may

be considered equivalent to one of the programs referred to in paragraph 2 of this article, or who possesses a certificate of an equivalent preliminary training.

15. Additionally, the category of students referred to in the previous paragraph must satisfy any further requirements determined by the admission committee.

### **Article 5.3 Admission inquiry: procedure**

1. A request to be admitted to a master's program can be submitted to the admission committee at any moment during the academic year, but the actual start of a program will always be approximately September 1st of the year.
2. The admission committee takes a decision on an admission request within six weeks after it has been submitted.
3. With regard to the admission inquiry, as referred to in paragraph 3 of this article, international students must, in case of an English master's program, present proof that one has successfully completed the TOEFL, IELTS test, the Cambridge Advanced English-toets (CAE) or the Cambridge Proficiency in English-toets (CPE). For the TOEFL test this means a minimum score of 577 (paper based) or 90 (internet based). For the IELTS test this means a minimum score of 6,5, whilst for none of the separate parts of the test a score lower than 6.0 is allowed. The CAE- or CPE test has been successfully passed if an A, B or C has been obtained.
4. The requirement of sufficient mastering the Dutch language – in case of the admission to a Dutch master's program based on an international certificate - is met if one disposes of the following certificates:
  - State examination Dutch as a second language program II;
  - Certificate Dutch as an international language, Profile Academic Language Proficiency or 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 (mostly year 12) inclusive;
  - Tilburg University's institutional examination for German native speaking persons.
5. Admission is granted subject to the condition that the candidate, at the latest on the starting date of the program, meets the requirements, referred to in paragraph 3 and 4 of this article, with respect to knowledge and skills as evidenced by the certificates of the training programs attended.
6. In specific cases, the examination board can decide that the proficiency of the English language of a student who asks admission, meets the scores that are mentioned in the third and fourth paragraph, without the student having submitted proof of such.
7. In specific cases, supplementary demands concerning the English or Dutch proficiency can be imposed on students who have met the requirements as referred to in article 5.4, fourth or fifth paragraph.
8. In the written statement with respect to admission, the student is alerted to the possibility of appeal to the examination appeals board.

### **Article 5.4 Registration after the start of the academic year**

In accordance with Article 4 of the Regulation Registration and Tuition Fee (2013-2014), students who want to register for a specific master's program at a later moment than the official start of the academic year or the start of the program in question, have to get permission of the Executive Board of Tilburg University. As part of the decision process the Board will request of the School or the examination board to hand a written declaration that registration at this stage does not come across any didactic objections. The School or the examination board that finds that the student cannot fit anymore into the program 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 6 Program Counseling**

### **Article 6.1 Study progress administration**

1. The Student Administration registers the students' individual course results.
2. The Student Administration supervises the accessibility of the study progress data on the Internet, as well as the information on this matter.

### **Article 6.2 Counseling**

1. The School ensures sufficient counseling regarding the master's program for which a student is registered. The School assigns this task to the Educational and Research Institute or the Departments in charge of the master's program.
2. ERI produces for each student a study progress report after each study unit or semester. In order to locate possible causes of study delay and contribute to remedy this, study progress conversations are being held between representatives of the ERI or the Department responsible for the bachelor's program in question and students experiencing study delay.
3. If the University has granted the status of top-class sportsman/woman to a student registered in one of the master's programs of the School, the School 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 program. Students to whom the top-class sportstatus has been granted and who wish to use any of these facilities, have to contact the School Academic Advisor at the beginning of the academic year at the latest, in order to draw up a studyplan.

## **Chapter 7 Transitional and final provisions**

### **Article 7.1 Transitional provisions**

1. For all courses of the Teaching and Examination Regulation of the academic year 2013-2014 that will expire at the beginning of the academic year 2014-2015 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 2014-2015. An overview of these courses is presented in PART V 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 program, replace this course by a course of the corresponding new program, in accordance to the transition schedule that can be found in PART V of this regulation.

### **Article 7.3 General severity clause**

1. In exceptional individual cases in which applying this regulation would lead to situations of extreme unfairness, the examination board is entitled to make an exception in favour of the student.
2. In cases not provided for by this regulation, the examination board will decide.

### **Article 7.4 Changes**

1. Changes of this Regulation will be determined by the Dean by means of separate decrees, after hearing the program committee, the managing director of the program concerned, and the examination board and after consultation of the School 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 7.6 Publication**

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

#### **Article 7.7 Date of commencement**

This Regulation comes into operation September 1, 2014.

Laid down by the Dean, June 5th, 2014.

## PART II     ADMISSION GRANTING HBO PROGRAMS

In order to be eligible for the qualification for any of the pre-master's programs of the Tilburg School of Social and Behavioral Sciences one must possess the certificate of one of the following HBO programs:

Qualification for the pre-master's program **Organization Studies** can be obtained through the certificate of one of the following HBO programs:

- Accountancy
- Agrarische bedrijfskunde
- Algemene juridische economie
- Bedrijfseconomie
- Bedrijfskunde
- Bedrijfskundige informatica
- Bestuurskunde
- Bestuurskunde en overheidsmanagement
- Commerciële economie
- Economisch linguïstische opleiding (of: International Business and Languages)
- Facilitair management
- Fiscale economie
- Management, economie en recht
- Hogere Europese beroepenopleiding
- Hogere hotelschool
- International Business and Management Studies
- Opl. Ler. VO 2<sup>e</sup> gr. Bedrijfseconomie
- Human Resource Management (of: Personeel en arbeid of Personeel en organisatie)
- Small Business and Retail Management
- Sport, economie en communicatie
- Technische bedrijfskunde
- Vrijetijdsmanagement /Leisure Management
- Bouwtechnische Bedrijfskunde
- Hotel Management
- Management in de zorg
- Sport Management
- Tourism Management

Qualification for the pre-master's program **Human Resource Studies** can be obtained through the certificate of one of the following HBO programs:

- Accountancy
- Agrarische bedrijfskunde
- Algemene juridische economie
- Bedrijfseconomie
- Bedrijfskunde
- Bedrijfskundige informatica
- Loopbaanadviseur/beroeps- en studiekeuzeadviseur
- Bestuurskunde
- Commerciële economie
- Economisch linguïstische opleiding (of: International Business and Languages)
- Facilitair management
- Fiscale economie
- Hogere Europese beroepenopleiding
- Hogere hotelschool
- Management, economie en recht
- Opl. Ler. VO 2<sup>e</sup> gr. Bedrijfseconomie
- Human Resource Management (of: Personeel en arbeid of Personeel en organisatie)
- Technische bedrijfskunde
- Vrijtijdsmanagement /Leisure Management
- People and Business Management
- Toegepaste Psychologie
- Strategic Business Management
- Tourism Management
- Communicatie
- Hotel Management
- Hogere management opleiding voor de mobiliteitsbranche
- Hoger Toeristisch en Recreatief Onderwijs



Qualification for the pre-master's program **Sociology** can be obtained through the certificate of one of the following HBO programs:

- Bestuurskunde
- Bestuurskunde en overheidsmanagement
- Culturele en maatschappelijke vorming
- Integrale veiligheidskunde
- Maatschappelijk werk en dienstverlening
- Maatschappijleer: lerarenopleiding
- Human Resource Management (of Personeel en arbeid of personeel en organisatie)
- Social Work
- Sociale studies
- Sociaal pedagogische hulpverlening
- Vrijtijdsmanagement/Leisure management
- Toegepaste Psychologie

## PART III COMPOSITION OF THE PRE-MASTER'S PROGRAMS

### PRE-MASTER ORGANIZATION STUDIES

(article 2.3)

Code	Course		Ects
441074	Organization Theory		6
441058	Strategic Decision Making	P	6
441081	Innovation, Organization and Entrepreneurship	P	6
424201	Causal Analysis Techniques	P	6
424240	Qualitative Research Methods		6
441080	Empirical Research Pre-master Organization Studies		12
441057	Relations and Networks of Organizations	P	6
441079	Organization Development	P	6
424202	Construction and Analysis of Questionnaires		6

### PRE-MASTER ORGANIZATION STUDIES for INTERNATIONAL STUDENTS

(article 2.4)

Code	Course		Ects
424241	Causal Analysis Techniques for International Students	P	6
441074	Organization Theory		6
441058	Strategic Decision-Making	P	6
441081	Innovation, Organization and Entrepreneurship	P	6
424012	Qualitative Research Methods for International Students		6
424042	Construction and Analysis of Questionnaires for International Students	P	6
441080	Empirical Research Pre-master Organization Studies		12
441057	Relations and Networks of Organizations	P	6
441079	Organization Development		6

### PRE-MASTER ORGANIZATION STUDIES for AVANS STUDENTS

(article 2.5)

Code	Course		Ects
441074	Organization Theory		6
441058	Strategic Decision Making	P	6
441081	Innovation, Organization and Entrepreneurship	P	6
424201	Causal Analysis Techniques	P	6
424240	Qualitative Research Methods		6
441057	Relations and Networks of Organizations	P	6
441079	Organization Development		6
424202	Construction and Analysis of Questionnaires	P	6

P = Practical, cf. article 2.8

## PRE-MASTER HUMAN RESOURCE STUDIES

(article 2.3)

Code	Course		Ects
760009	Strategic Human Resource Management		6
760040	Managing Social Capital	P	6
760113	Work Climate Practicum	P	6
424201	Causal Analysis Techniques	P	6
424240	Qualitative Research Methods		6
760433	Research in Human Resource Studies (Pre-master)	P	12
760031	Work, Well-being and Performance	P	6
	Optional Course		6
424202	Construction and Analysis of Questionnaires	P	6

Optional Courses:

Code	Cursusnaam		Ects
440026	Financial and Project Management		6
760006	Labor Law		6

## PRE-MASTER HUMAN RESOURCE STUDIES for INTERNATIONAL STUDENTS

(article 2.4)

Code	Course		Ects
424241	Causal Analysis Techniques for International Students	P	6
760009	Strategic Human Resource Management		6
760040	Managing Social Capital	P	6
760113	Work Climate Practical	P	6
424012	Qualitative Research Methods for International Students		6
424242	Construction and Analysis of Questionnaires for International Students	P	6
760433	Research in Human Resource Studies (Pre-Master)	P	12
760031	Work, Well-being and Performance	P	6
440026	Financial and Project Management		6

## PRE-MASTER HUMAN RESOURCE STUDIES for AVANS STUDENTS

(article 2.5)

Code	Course		Ects
760009	Strategic Human Resource Management		6
760040	Managing Social Capital	P	6
760113	Work Climate Practicum	P	6
424201	Causal Analysis Techniques	P	6
424240	Qualitative Research Methods		6
760433	Research in Human Resource Studies (Pre-master)	P	12
424202	Construction and Analysis of Questionnaires	P	6

P = Practical, cf. article 2.8

## PRE-MASTER SOCIOLOGY

(article 2.3)

Code	Course		Ects
400007	Academic Skills Sociology 1	P	2
400008	Academic Skills Sociology 2	P	2
400009	Academic Skills Sociology 3	P	2
400152	Academic Skills Premaster	P	2
400114	Key Questions in Sociology 1	P	5
424201	Causal Analysis Techniques	P	6
424240	Qualitative Research Methods		6
400151	Theme: National and Regional Identities	P	6
421004	Classical and Modern Sociology in Action		6
432101	Sociocultural History	P	5
400990	Bachelor's Thesis Sociology	P	12
424202	Construction and Analysis of Questionnaires	P	6

## PRE-MASTER SOCIOLOGY for INTERNATIONAL STUDENTS

(article 2.4)

Code	Course		Ects
424241	Causal Analysis Techniques for International Students	P	6
400140	Theme: Values and Norms	P	6
400151	Theme: National and Regional Identities		6
424012	Qualitative Research Methods for International Students	P	6
424242	Construction and Analysis of Questionnaires for International Students	P	6
421004	Classical and Modern Sociology in Action		6
400990	Bachelor's Thesis Sociology	P	12
400135	Contemporary Sociological Theories	P	6

## PRE-MASTER SOCIOLOGY for Avans studens

(article 2.5)

Code	Cursusnaam		Ects
424201a	MTO-01-Pre-master: Technieken voor causale analyse	P	6
424240a	MTO-03-Pre-master: Qualitative Research Methods		6
400114a	Hoofdvragen van de Sociologie 1	P	5
400152a	AcVa Premaster	P	2
400135a	Contemporary Sociological Theories	P	6
400990a	Bachelor's Thesis Sociology	P	12
424202a	MTO-02-Pre-master: Constructie en analyse van vragenlijsten	P	6
400007a	Academische vaardigheden SOC 1	P	2
400008a	Academische vaardigheden SOC 2	P	2
400009a	Academische vaardigheden SOC 3	P	2

P = Practical, cf. artikel 2.8

## **PRE-MASTER PSYCHOLOGIE for FONTYS students Toegepaste Psychologie** (article 2.5)

N.B.: only the courses the Fontys students participate in at Tilburg University are being mentioned here. All other courses of their connecting program are being taken at Fontys Hogescholen Eindhoven.

<b>Code</b>	<b>Course</b>		<b>Ects</b>
595101	Introduction to Psychology and History of Psychology		5
500301	Brain and Behavior	P	6
424521	Experimental Research Methods (MTO-C-PSY)	P	6
423022	Neuropsychological Assessment and Development	P	6
550028	Inleiding Klinische Neuropsychologie		6
422052	Social Cognition		6
422056	Attitudes and Communication		6
500154	Testtheorie en Testdiagnostiek		6

P = Practical, cf. article 2.8

## PART IV COMPOSITION OF THE MASTER'S PROGRAMS

### MASTER'S PROGRAM ORGANIZATION STUDIES

Code	Course		Ects
440800	Societal Developments and Institutions	P	6
440807	Organizing Strategy and Entrepreneurship		6
440802	Organizational Dynamics	P	6
440803	Complexity within Organizations		6
440804	Interorganizational Relationships	P	6
440805	Master's Seminar Organization Studies, inclusief IOV (3)	P	6
440990	Master's Thesis Organization Studies	P	24

### MASTER'S PROGRAM HUMAN RESOURCE STUDIES

Code	Course		Ects
760815	Seminar Human Resource Studies	P	12
760806	Personal Skills	P	3
760819	Human Resource Metrics and Valuation: 3 ECTS	P	3
760813	Individual Research Proposal	P	3
	Optional course: 1 out of the following 3:		
760822	Strategic Management of Diversity		6
760816	Learning and Development		6
760817	Performance Management	P	6
	Optional course: 1 out of the following 2:		
760820	International Human Resource Management: 3 ECTS		3
760818	Compensation and Benefits		3
760821	Organisational Change	P	6
760991	Master's Thesis Human Resource Studies		24

### MASTER'S PROGRAM LEISURE STUDIES

Code	Course		Ects
450809	Dynamics in the Leisure Industries		6
450810	Innovating Leisure Organizations and Networks		6
450802	Leisure and Creativity in the Information Society		6
450812	Experiencing Marketing	P	6
450808	Contemporary Themes in Sport, Tourism and Culture	P	6
450805	Seminar Leisure Studies, including IOV (3)	P	6
450990	Master's Thesis: Leisure Studies		24

### MASTER'S PROGRAM LEISURE STUDIES, variant POLIS

Code	Course		Ects
450060	European Studies		5
450069	Thesis		30
450095	Culture, Conflict and the City		5
450101	Popular Urban Cultures		5
450103	Urban Interventions		10
450107	Urban Social Geography		5
450802	Leisure & Creativity in the Information Society		3
450810	Innovating Leisure Organizations and Networks		3

450811	Landscapes of Creativity		4
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P = Practical, cf. article 3.2

## MASTER'S PROGRAM PSYCHOLOGIE EN GEESTELIJKE GEZONDHEID (PSYCHOLOGY AND MENTAL HEALTH)

The master's program Psychologie en Geestelijke Gezondheid has the following three tracks:  
**Geestelijke gezondheid bij volwassenen** (Mental Health in Adults), **Kinder- en Jeugdpsychologie** (Child and Youth Psychology) and **Forensische Psychologie** (Forensic Psychology).

Code	Course		Ects
	<b>Track: Geestelijke gezondheid bij volwassenen</b>		
500840	Clinical Psychology		6
500864	Adult Psychology		6
500806	Diagnostics		6
500807	Treatment	P	6
500995	Masterstage Psychologie en geestelijke gezondheid	P	18
500998	Master's Thesis Psychologie en geestelijke gezondheid (including Onderzoeksvaardigheden and IOV)	P	18
	<b>Track Kinder- en jeugdpsychologie</b>		
500839	Mental Health Practices for Children and Adolescents	P	6
500838	Infant Mental Health		6
500806	Diagnostics		6
500807	Treatment	P	6
500995	Masterstage Psychologie en geestelijke gezondheid	P	18
500998	Master's Thesis Psychologie en geestelijke gezondheid (including Onderzoeksvaardigheden and IOV)	P	18
	<b>Track Forensische Psychologie</b>		
500847	Forensic Psychology	P	6
500848	Forensic Psychopathology	P	6
500849	Forensic Diagnostics	P	6
500850	Forensic Treatment and Care Programs	P	6
500980	Masterstage Forensische psychologie	P	18
500981	Master's Thesis Forensische psychologie		18

## MASTER'S PROGRAM SOCIAL PSYCHOLOGY

The master's program of Social Psychology comprises the following three tracks: **Social Psychology** (SP), **Economical Psychology** (ECO) and **Work- and Organizational Psychology** (WOP).

Code	Course		Ects
	<b>Track Economic Psychology</b>		
500852	The Psychology of Economics		6
500855	Psychology and Marketing		6
500853	Advanced Consumer Science	P	6
500856	Money and Financial Behavior	P	6
500863	Individual Research Proposal	P	6
500984	Master's Internship Social Psychology *		6
500997	Master's Thesis Economic Psychology (Incl. IRP)		24
	<b>Track Work and Organizational Psychology</b>		
500844	Personnel Psychology	P	6
500841	Work Group Psychology	P	6
500842	Leadership and Organization	P	6
500843	Occupational Health Psychology	P	6
500863	Individual Research Proposal	P	6
500984	Master's Internship Social Psychology *		6
500985	Master's Thesis Work and Organization Psychology		24

Instead of course 500984 students of this program may also opt for an Indepth course on the master's level, providing this course has been approved by the thesis supervisor and the examination board through the intended form. Furthermore, students can also choose the optional course The Psychology of Negotiation (500865).

Code	Course		Ects
500865	The Psychology of Negotiation	P	6

## MASTER'S PROGRAM SOCIOLOGY

Code	Course		Ects
400811	Social Capital: Networks, Resources and Attitudes	P	6
400801	Solidarity and Social Policy	P	6
400810	Recent Advances in Sociology	P	6
400814	Populism in Comparative Perspective		6
400812	Sociological Research Lab	P	6
400804	Master's Seminar Sociology (Incl. Individual Research Proposal (3)	P	6
400991	Master's Thesis Sociology	P	24

P = Practical, cf. article 3.2



## PART V TRANSITIONAL PROVISIONS

In accordance with article 7.1, paragraph 1, for the following courses that expire at the beginning of the academic year 2014-2015, no replacements have been pointed out:

### (Pre-)master Sociology

Code	Course
760822	Strategic Management of Diversity
400813	Sociology of Crime

### Master Social Psychology

#### Track Social Psychology

500846	Social Influence
500812	Social Psychological Theories
500857	Emotion and Motivation
500858	Applied Social Psychology
500984	Master's Internship Social Psychology
500983	Master's Thesis Social Psychology

In accordance with article 7.1, paragraph 2, for the courses that have expired in previous years, the following courses have been pointed out as replacements:

## PRE-MASTER'S PROGRAMS

### Human Resource Studies

For students of the pre-master's program Human Resource Studies (cohort 2007-2008) the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
760019	Human Resource Costing and Accounting	6	400001	Business Administration	6
424003	Policy and Evaluation Research	6	424240	Qualitative Research Methods	6
760011	Social Relations in Organizations	6	760040	Managing Social Capital	6

For students of the pre-master Human Resource Studies for International Students the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
424011	Statistics and Research Methods for International Students	12	424241 +	Causal Analysis Techniques for International Students	6
			424242	Construction and Analysis of Questionnaires for International Students	6
760011	Social Relations in Organizations	6	760040	Managing Social Capital	6

## Pre-master Organization Studies

For students of the pre-master's program Organization Studies the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
424003	Policy and Evaluation Research	6	424240	Qualitative Research Methods	6
441072	Innovation and Change	6	441081	Innovation and Organization. <b>As of 2010/11 title is: Innovation, Organization and Entrepreneurship</b>	6

## Pre-master Organization Studies for International Students

For students of the pre-master Organization Studies for International Students the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
424011	Statistics and Research Methods for International Students	12	424241 +	Causal Analysis Techniques for International Students	6
			424242	Construction and Analysis of Questionnaires for International Students	6

## Pre-master Sociology

For students of the pre-master's program Sociology the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
424203	MTO-03-Pre-Master	6	424240	Qualitative Research Methods	6

## MASTER'S PROGRAMS

### Master Organisation Studies

For students of the master's program Organisation Studies the following transitional provisions apply:

Code	Cancelled Course	Ects	Code	Replaced by	Ects
440801	The Strategy Process	6	440807	Organizing Strategy and Entrepreneurship	6

For students of the master's track Organization of Cultural Diversity the following transitional provisions apply:

Code	Cancelled Course	Ects	Code	Replaced by	Ects
440811	Organisation of Cultural Diversity	6	880235	MCD Intro Course	6
760802	Management of Diversity	6	880232	Cultural Diversity Management	6
440810	Cultural Identity in Interaction	6	880234	Cultural Identity and Diversity	6
440809	Cultural Diversity in Societal Institutions	6	880233	Cultural Diversity Policies	6
440805	Master's Seminar Organisation Studies	6	880236	MCD Research Practicum	6

## Human Resource Studies

For students of the master's program Human Resource Studies the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
760804	HRS Research Seminar : IOV (3), Personal Skills (3), Themaveldgroep (3)	12	760810 760811	Research in HRS Issues (cancelled as of 2009-2010) Personal and Organizational Skills (cancelled as of 2011-12)	6 6
760803	Human Capital Valuation	6	760812	Human Resource Metrics and –Valuation (as of 2011-12 replaced by HR Metrics and Valuation 3 erts + Compensation and Benefits	6
760812	HR Metrics and Valuation	6	760819+ 760818	Human Resource Metrics an Valuation 3 erts + Compensation and Benefits	6
760801	Strategic Human Resource Development	6	760816	Learning and Development	6
760802	Management of Diversity	6	760822	Strategic Management of Diversity	6

## Sociology

For students of the master's program Sociology the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
400803	Theory and Research: Dynamic Analysis of Individualisation Processes	6	400808	Life Course Analysis (cancelled as of 2011-12)	6
400806	Theory and Research: Inequality and Transfer	6	400809	Micro-Macro Analysis (cancelled as of 2011-12)	6

## Psychologie en Geestelijke Gezondheid

For students of the master's program Psychologie en Geestelijke Gezondheid the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
500801	Mental Health: Children and Adolescents	6	500839	Mental Health Practices for Children and Adolescents	6
500837	Emoties en Welbevinden	6	500839	Emotions: Scientific and Clinical Aspects	
500806	Diagnostics (old style)	6	500806	Diagnostics as off 2013-2014	6

Students who will start there master's program Psychologie and Geestelijke Gezondheid need to follow the master course Diagnostics with code 500806.

For students who have not finished this course before the year 2013-2014 the stipulations as stated in the TER 2012-2013 stand. They need to have completed two other course in the field of PGG and three practical reports.

## Social Psychology

For students of the master's program Social Psychology, the following transitional provisions apply:

Code	Cancelled course	Ects	Code	Replaced by	Ects
500884	Research methods in the Wild	6	500863	Individueel Research Proposal	6

### Track Arbeid en Organisatie Psychologie (new name Work and Organizational Psychology)

Code	Cancelled course	Ects	Code	Replaced by	Ects
500818	High Performance and Well-being	6	500842	Leadership and Organization	6
500811	The Individual in the Organization	6	500844	Personnel Psychology	6
500809	Social Psychology of Organizational Behaviour	6	500841	Work Group Psychology	6

### Track Sociale Psychologie (new name Social Psychology)

Code	Cancelled course	Ects	Code	Replaced by	Ects
500809	Social Psychology of Organizational Behaviour	6	500846	Social Influence	6
500810	Social Psychology of Economic Behavior	6	500852	The Psychology of Economics	6
500814	Affective Processes	6	500857	Emotion and Motivation	6

### Track Economische Psychologie (new name Economic Psychology)

Code	Cancelled course	Ects	Code	Replaced by	Ects
500809	Social Psychology of Organizational Behaviour	6	500846	Social Influence	6
500817	Communication, Media and the Internet	6	500855	Psychology and Marketing	6
500810	Social Psychology of Economic Behavior	6	500852	The Psychology of Economics	6
500813	Consumer Behavior	6	500853	Advanced Consumer Science	6