

TEACHING AND EXAMINATION REGULATION 2012-2013

**MASTER'S DEGREE PROGRAM IN RESEARCH IN
SOCIAL AND BEHAVIORAL SCIENCES**

School of Social and Behavioral Sciences

Tilburg University

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CHAPTER 1 GENERAL PROVISIONS

Article 1.1 Applicability of the regulation

This regulation applies to the instruction and (preliminary) examination(s) of the following Master's program:

Master's degree program in Research in Social and Behavioral Sciences

Henceforth to be called 'the program'. It is 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 correspondence with the law, article 7.12;
11. Examiner: person responsible for taking en evaluating (preliminary) exams;
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 Aims of the program

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 program

The programs are taught on a full-time basis.

Article 1.5 Examination of the programs

The 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 program has a study load of 120 ECTS credits.
3. The courses of the MSc program in Research in Social and Behavioral Sciences have a study load of 3 or 6 ECTS credits, as a rule. The first year thesis of the MSc in Research in Social and Behavioral Sciences has a study load of 12 ECTS. The master's thesis of the MSc program in Research in Social and Behavioral Sciences has a study load of 24 ECTS credits.

CHAPTER 2 THE MASTER'S PROGRAM

Article 2.1 Composition of the master's program

The master's program, discussed in this regulation, comprise 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 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 3 (PRELIMINARY) EXAMINATIONS OF THE PROGRAM

Article 3.1 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 ects credits.
2. 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 the (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 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 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, ultimately at the start of the course.
5. The third 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. 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 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 University's Digital Reporting Point Functional Disorders.

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, 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.

If an exam has a duration longer than three hours, the exam will be split up in two parts that each last no longer than 3 hours. Between these two parts there must be a break of at least half an hour. The two parts should however be taken on one and the same day. The first responsible examiner should report this to the Educational office.

Article 3.6 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 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 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 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, 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 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 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 3.9 Right of inspection

1. During three weeks after the publication of the results of a written preliminary examination, the student is allowed to inspect his/her assessed work. Also at his/her request, a copy of this work is provided at cost price.
2. During the period mentioned in the first clause, the student can take cognisance of the questions and assignments of the preliminary examination in question, as well as of the norms on the basis of which the assessment was made.
3. The examiner can determine that inspection and cognisance take place at a particular place and and a particular time. If the party concerned can prove that force majeure prevented him/her from appearing at that particular place and those particular times, he/she will be given another opportunity, if possible within the period mentioned in the first clause.

Article 3.10 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 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 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 3.11 Optional Courses

1. Optional subjects that are not a part of the compulsory program of the master, can be mentioned on the master's certificate, if these subjects belong to a master's program. As a rule no prior permission of the examining board is required in order to take a free optional subject into one's examination program. However, prior permission of the examining board is required if one wants to take a free optional subject that is being offered by a international university.
2. Notwithstanding 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.
3. 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 3.12 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 4 PRELIMINARY TRAINING AND ADMISSION

Article 4.1 Admission Board

Admission to the program is assigned to the admission committee of the master's program. The members of examining board constitute this committee.

Article 4.2 Preliminary training and admission

1. The program has one starting moment, namely September 1, every year.
2. Admissible to a master's program is the student who has successfully passed an examination of a connecting bachelor's program of the School.
3. Admissible to the MSc in Research in Social and Behavioral Sciences, are also those who, in the Netherlands or abroad, have passed a Bachelor's or Master's degree in a relevant discipline of the Social Sciences.
4. Only students who meet criteria a to g can be admitted:
 - a. A Bachelor's or Master's degree, which provided undergraduate training, at or equal to Dutch University standard, in a relevant discipline of the Social Sciences.
 - b. An average score of at least 7.5 (75%) for the courses in the second- and third-year of a Dutch bachelor's program, or an equivalent average score in a non-Dutch system for the courses in the second- and third-year bachelor's program;
 - c. Sufficient knowledge of the English language. 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 600 (paper based) or 100 (internet based). For the IELTS test this means a minimum score of 7.0, whilst for none of the separate parts of the test a score lower than 6.5 is allowed. The CAE- or CPE test has been successfully passed if an A or B has been obtained.
 - d. Sufficient knowledge of methodology and statistics. Students with insufficient knowledge are obliged to follow the Summer School in Methodology and Statistics, offered by the

Department of Methodology and Statistics from the Tilburg School of Social and Behavioral Sciences at Tilburg University, and to pass the exam.

- e. Strong motivation, excellent skills and sufficient talent for doing scientific research. Students will have to present their Bachelor's thesis or a comparable essay from the Bachelor's degree;
- f. Supportive evidence of a suitable attitude and motivation for the successful completion of the program will have to come from an application letter and two letters of reference. In case of doubt, the board of the Graduate School can decide to have an additional interview as part of the selection procedure.

Article 4.3 Admission inquiry: procedure

1. Students who do not come from an EEA country and do not possess a permanent residence permit for EEA countries must have submitted their request to be admitted to the program as of September 1st of any year to the admission Board before April 15th of the same year.
2. Students who come from an EEA country or possess a permanent residence permit for EEA countries must have submitted their request to be admitted to the program as of September 1st of any year before June 1st of the same year at the latest.
3. Within 6 weeks after reception of the application, the Admission Board takes a decision.
4. In view of the admission to the program as intended in Art. 4.2, the admission Board makes an inquiry into the knowledge, insight, and skills of the candidate. To complement written proof of the training program(s) completed by the candidate, the Board may decide to have certain knowledge and skills tested by experts within or outside the university.
5. Admission is granted subject to the condition that the candidate, at the latest on the commencement date of the program chosen by him/her, meets the requirements with respect to knowledge and skills evidenced by the certificates of the training programs attended.
6. In specific cases, the Examination Board can decide that the applicant's English proficiency meets the requirements as stated in article 4.2 section 4 c without submittal of official certification.
7. In exceptional cases, the Examination Board can decide that an applicant who has met the English proficiency requirements, as mentioned in article 4.2 section 4 c, will have to meet additional requirements.
8. In the written statement with respect to admission, the student is alerted to the possibility of appeal to the appeal Board for the examinations.

Article 4.4 Registration after the start of the academic year

In accordance with Article 3.5 of the Regulation Registration and Tuition Fee, 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 examining board to hand a written declaration that registration at this stage does not come across any didactic objections. The School or the examining board that finds that the student cannot fit in anymore into the program at that point, has to be 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 PROGRAM COUNSELING

Article 5.1 Study progress administration

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

Article 5.2 Study 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. 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 6 TRANSITIONAL AND FINAL PROVISIONS

Article 6.1 Transitional provisions

1. For all courses of the Teaching and Examination Regulation of the academic year 2011-2012 that will expire at the beginning of the academic year 2012-2013 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 2012-2013. 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 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 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 6.4 Publication

1. The Dean sees to the fitting publication of this regulation, of the rules and guidelines laid down by the Examination Board, and of the changes in 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 6.5 Date of commencement

This regulation comes into operation on September 1st, 2012.

Laid down by the Dean on May 31th, 2012.

PART II COMPOSITION OF THE MASTER'S PROGRAM

Major Individual in Social Context Year 1

Code	Course		Ects
400886	Research Master: Interpersonal Behavior	P	6
400890	Research Master: Organizations and Groups	P	6
400889	Research Master: Networks and Cohesion		6
400888	Research Master: Multivariate Analysis	P	6
400895	Research Master: Survey Research and Psychometrics	P	6
400871	Research Master: Experimental Research and Meta Analysis	P	6
400891	Research Master: Programming	P	3

Major Jaar 2

Code	Course		Ects
400896	Research Master: Writing and Presenting Research	P	3

Minor Social Psychology Year 1

Code	Course		Ects
400863	Research Master: Behavioral Decision-Making	P	6
400873	Research Master: First-year Paper Social Psychology		12
400876	Research Master: Intern Traineeship in Social Psychology		3

Minor Social Psychology Year 2

Code	Course		Ects
400893	Research Master: Social Cognition	P	6
424807	Research Master: Structural Equation Models		6
	Keuze van 1 uit de volgende 2 vakken		
400824	Research Master: Advanced Cross-Cultural Psychology		6
400867	Research Master: Emotion and Motivation	P	6
400869	Research Master: Ethics in Social Psychology	P	1
400876	Research Master: Intern Traineeship in Social Psychology		6
400879	Research Master: International Traineeship in Social Psychology		3
400865	Research Master: Colloquia and Seminars in Social Psychology	P	2
400876	Research Master: Intern Traineeship in Social Psychology		3
400882	Research Master: Master's Thesis Social Psychology		24

Minor Social Sciences Year 1

Code	Course		Ects
400894	Research Master: Social networks	P	6
400874	Research Master: First-year Paper Social Sciences		12
400877	Research Master: Intern Traineeship in Social Sciences		3

Minor Social Sciences Year 2

Code	Course		Ects
400885	Research Master: Intergenerational Relations and Reproduction		6
400854	Research Master: Analysis of Multilevel and Longitudinal Data	P	6
	Keuze van 1 uit de volgende 2 vakken		
400887	Research Master: Institutions and Intra-organizational Teams		6
400892	Research Master: Relations between Ethnic Groups		6
400870	Research Master: Ethics in Social Sciences	P	1
400877	Research Master: Intern Traineeship in Social Sciences		6
400884	Research Master: International Traineeship in Social Sciences		3
400866	Research Master: Colloquia and Seminars in Social Sciences	P	2
400877	Research Master: Intern Traineeship in Social Sciences		3

400883	Research Master: Master's Thesis Social Sciences		24
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Minor Methodology & Statistics Year 1

Code	Course		Ects
400853	Research Master: Mathematical Methods		6
400872	Research Master: First-year Paper Methodology & Statistics		12
400875	Research Master: Intern Traineeship in Methodology & Statistics		3

Minor Methodology & Statistics Year 2

Code	Course		Ects
424807	Research Master: Structural Equation Models		6
400854	Research Master: Analysis of Multilevel and Longitudinal Data	P	6
	Keuze van 1 uit de volgende 2 vakken		
424805	Research Master: Categorical Data Analysis	P	6
424806	Research Master: Latent Variable Measurement in the Social and Behavioral Sciences	P	6
400868	Research Master: Ethics in Methodology and Statistics	P	1
400875	Research Master: Intern Traineeship in Methodology & Statistics		6
400878	Research Master: International Traineeship in Methodology & Statistics		3
400864	Research Master: Colloquia and Seminars in Methodology & Statistics	P	2
400875	Research Master: Intern Traineeship in Methodology & Statistics		3
400881	Research Master: Master's Thesis Methodology & Statistics		24

P = practical, cf. article 2.2

PART III TRANSITIONAL PROVISIONS

In accordance with article 7.2, paragraph 1, for the following courses that expire at the beginning of the academic year 2011-2012, no replacements have been pointed out:

400860	Research master: Emotions and health: a psychobiological perspective	6 ECTS
400836	Research master: Advanced social psychological theories	6 ECTS
400846	Research master: Intern Traineeship Year 1	3 ECTS
400862	Research master: Advanced economic psychology	6 ECTS
400856	Research master: Intern Traineeship Year 2	3 ECTS
400835	Research master: Research skills	6 ECTS
400842	Research master: Academic Skills: Bibliographic tools	0.5 ECTS
400844	Research master: Academic Skills: Programming	1 ECTS
400823	Research master: Academic Skills: Basic, Applied and Professional Ethics	0.5 ECTS
400841	Research master: Academic Skills: Academic Writing in English	2 ECTS
400843	Research master: Academic Skills: Oral Presentations in English	2 ECTS
400829	Research master: Progress and advances in social science research	6 ECTS
400850	Research master: Micro-meso-macro linkages	6 ECTS
400828	Research master: Complexity and dynamics of social systems	6 ECTS
400827	Research master: Cognitive Neuroscience	6 ECTS
400830	Research master: First-year paper	12 ECTS
424808	Research master: Multivariate Analysis in Psychological Research	6 ECTS
400832	Research Master: Social Capital and Networks	6 ECTS
400840	Research Master: Advanced Social Influence	6 ECTS
400847	Research master: International traineeship	6 ECTS
400848	Research master: Master's thesis	24 ECTS
400851	Research master: Research Colloquia	6 ECTS
400856	Research master: Intern Traineeship Year 2	6 ECTS
400857	Research Master: Social and Human Capital	6 ECTS
400858	Research Master: Emotions and Behavior	6 ECTS
400859	Research Master: Research in Mental Health	6 ECTS
400861	Research Master: Research in Medical Psychology	6 ECTS

In the Academic Year 2012/13 there are no courses that have expired in previous years, for which a replacement would have been in order, in accordance with article 7.2, paragraph 2.