

**TEACHING AND EXAMINATION REGULATIONS 2015-2016**

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

**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 Regulation**

This Regulation applies to the instruction and (preliminary) examination(s) of the Master's Program Research in Social and Behavioral Sciences, henceforth to be called: the program. The program is provided within the Tilburg School of Social and Behavioral Sciences of Tilburg University, henceforth to be called "the School".

For students who have been registered in the Master's program for the first time as of 1 September 2014 or earlier, the program of the Teaching and Examination Regulation of the first year of their registration remains applicable. However, in as far as modifications in these programs have occurred that will be applicable to them as well, these can be found in the transitional provisions of this Teaching and Examination Regulation, as presented in Chapter 6 and PART III. The current applicable programs for all groups of students can be found in the Electronic Study Guide.

### **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. Examination: the Master's examination of the program. The examination will be passed after all courses of the study program have been obtained;
7. Preliminary examination: examination of a particular course. A preliminary examination can consist of multiple tests;
8. Test: a part of a preliminary examination;
9. 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;
10. Examiner: person responsible for administering and assessing (preliminary) exams in correspondence with the law, article 7.12c;
11. 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;
12. Academic year: time period starting about 1 September, and ending about 31 August of the following year;
13. ECTS credits: credit points in accordance with the European Credit Transfer System;
14. ESG: Electronic Study Guide;
15. ERI: Education and Research Institute.

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

### **Article 1.3      Aim of the program**

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

### **Article 1.4      Form of the program**

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

### **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 comprises a study load of 120 ECTS credits.
3. In general, the study load of the courses amounts to at least 3 or 6 ECTS credits per course. The study load of the first year paper amounts to 12 ECTS credits. For the Master's thesis a study load of 24 ECTS credits applies.

## **Chapter 2    The Master's program**

### **Article 2.1      Composition of the Master's program**

The Master's program comprises the courses and accompanying study load that can be found in PART II 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 ESG, ultimately at the beginning of each course.

### **Article 2.2      Practical**

In as far as the courses of the Master's program contain a practical in the way mentioned in article 1.2, paragraph 5, these courses have been marked with the letter P in PART II of this Regulation.

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

### **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 24 ECTS credits.
2. As far as specific entry demands for taking a course are requested, these will be mentioned in the ESG.
3. Courses of the Master are only accessible to students who are enrolled in the Master's program unless the director of studies has decided otherwise and this is published in the course information in the ESG.

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

1. The opportunity to take preliminary examinations in the courses listed in PART II is provided twice a year in every academic year in which the course in question is offered.
2. The first opportunity to take 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 first opportunity of this study unit. The results of the first opportunity of a preliminary examination of a course must be published at least 5 working days 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 ERI and published in the 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, as stipulated in paragraph 1), unless the test determines the final grade for no more than 20 % and the lecturer has determined that the resit consists of one replacement test or is incorporated in an overall preliminary examination. The handing in dates will be published in a clear way for all students, ultimately at the start of the course. The handing-in dates must be determined within the study units, indicated in paragraph 2 and 3 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 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 3.3 Form of the preliminary examinations**

1. The preliminary examinations of courses listed in PART II are in principle 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 ESG. Ultimately at the start of the course the examiner announces additions or alterations of the examination in the ESG.
3. At the student's request, the Examination Board can allow a preliminary examination to be taken in a manner different from the announcement in the 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 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 them 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), after consulting the examinee.

### **Article 3.5 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, or unless it is announced otherwise on the instruction page of the preliminary examination. The duration of any preliminary examination will be such that examinees will have sufficient time for responding to all questions of the examination, judged by reasonable standards.
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 ERI of TSB.

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

1. Immediately after the oral examination has been held the examiner determines the result and provides the 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 provides for a correct registration of the result within a period of 5 working days.
4. With respect to preliminary examinations other than oral or written preliminary examinations the 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 3.8 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 Master's examination.
3. Regarding the period of validity of an exemption of a course, paragraphs 1 and 2 of this article apply.
4. If an instructor wishes to impose a period of validity to a test (partial examination) (for which, in accordance with the law, he is authorized) the actual period of validity must be announced in the ESG ultimately at the beginning of the instructions of the course to which the test belongs.
5. Sub-results are valid for at least the academic year in which these are obtained.

6. Paragraph 5 is not applicable, if the sub-result accounts for 20 % or less of the final grade and the resit of this sub-result consists of a replacement test or is incorporated in a single overall written preliminary examination.

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

1. During three weeks after the publication of the result of a written preliminary examination (but in any case prior to the resit), a student may inspect his examined work on request. A 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 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:
  - a. either has already successfully completed a course linked to a preliminary examination of an academic or higher professional program whose content, level and study load sufficiently resembles the course in question;
  - b. 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 courses 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 decision 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 3.11 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 subjects 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 foreign university.
3. 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.
4. When choosing an optional course, students must take into account that some courses will be offered at the same moment or that the examination of certain courses will take place at the same time. Concerning this, the student must take responsibility him/herself.

### **Article 3.12 Degree**

1. Those who have passed the Master's examination are granted the degree "Master of Science Research in Social and Behavioral Sciences".
2. The degree conferred will be registered on the certificate of the examination.

## **Chapter 4 Preliminary training and admission Master's program**

### **Article 4.1 Admission committee**

1. Admission to the Master's program is assigned to the admission committee of program. The Examination Board of the School acts as the admission committee of the Master's program.
2. The admission committee decides on the admission of all students of the Master's Program Research in Social and Behavioral Sciences.

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

1. The Master's program has one starting moment, namely approximately 1 September, every year. In order to be admitted to the program the admission requirements, as mentioned in the following paragraphs, must be met before 1 September.
2. Admissible to the teaching and preliminary examinations of the Master's program are only those students who are registered for the relevant Master's program unless the program director has indicated in the ESG that participation to the course without registration is allowed.
3. Admissible to the Master's program is the student who has successfully passed an examination of a Bachelor's program of the School.
4. Also admissible to the Master's program is the student who has successfully completed a Dutch or foreign Bachelor's program, that in the opinion of the admission committee may be considered equivalent to one of the programs referred to in paragraph 3 of this article, or who possesses a certificate of an equivalent preliminary training.
5. In order to achieve actual admission to the Master's program a student must satisfy the following requirements:
  - a. A Bachelor's or Master's degree, through which preparatory knowledge of any relevant discipline in the Social Sciences, equivalent to the Dutch Academic level, has been acquired;
  - b. The student possesses a mean grade of 7,5 (75 %) or higher for the combined courses of the second and third year of a Dutch Bachelor's program, or an equivalent mean grade for the combined courses of the second and third year (or similar) of a non-Dutch program;
  - c. With respect to sufficient knowledge of the English language students must present proof that one has successfully completed the TOEFL, IELTS test, the Cambridge Advanced English-test (CAE) or the Cambridge Proficiency in English-test (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 test has been successfully passed if an A or B has been obtained. The CPE test has been successfully passed if an A, B or C has been obtained.
  - d. Sufficient knowledge of methodology and statistics. In case sufficient knowledge cannot be demonstrated, students will have to successfully take the course Leveling up Statistics for International Students of the department of Methodology and Statistics of the School.
  - e. Sufficient aptitude in conducting research in the Social Sciences. Students will have to submit their Bachelor's thesis or any equivalent written statement of the Bachelor's program.
  - f. Solid prove of a proper aptitude and motivation for the successful completion of the program must be demonstrated through an application letter and two endorsement letters.



The Graduate School director can decide that an additional interview will be part of the application procedure.

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

1. A request to be admitted to the Master's program can be submitted to the admission committee at any moment during the academic year, but the actual start of the program will always be approximately 1 September of the year.
2. Students from countries outside the EU who do not possess a permanent residence permit for the EU and who wish to start the program at the beginning of the academic year, must submit their application for the program to the admission committee before 1 April.
3. Students from countries within the EU, or those who possess a permanent residence permit for the EU and who wish to start the program at the beginning of the academic year, must submit their application for the program to the admission committee before 1 July.
4. The admission committee poses certain demands as to the form of any admission request as well as to the content of the information one has to provide. These demands will be published in a timely fashion and will be well accessible.
5. The admission committee makes a decision on an admission request within six weeks after it has been submitted.
6. Considering the admission, as referred to in article 4.2, paragraph 3 through 5, the admission committee makes an inquiry into the knowledge, insight and skills of the candidate. To complement written proof of the training program(s) of the candidate, the committee may decide to have certain knowledge and skills tested by experts within or outside the university.
7. 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 article 4.2 with respect to knowledge and skills as evidenced by the certificates of the training programs attended.
6. In specific cases the admission committee can decide that the English proficiency of a candidate meets the standards referred to in article 4.2 paragraph 5 under c, even though no explicit prove has been submitted.
7. In specific cases, supplementary demands concerning the English proficiency can be imposed on students who have met the requirements as referred to in article 4.2 paragraph 5 under c.
8. In the written statement with respect to admission, the student is alerted to the possibility of appeal to the Examination Appeals Board.

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

In accordance with the Regulation Registration and Tuition Fee, students who want to register for the 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. If the School or the Examination Board concludes that the student cannot fit anymore into the program at that point, then the reasons for this need to be provided 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 takes care of sufficient accessibility of the study progress data on the Internet, as well as the information on this matter.

## **Article 5.2      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 ERI and/or the Departments in charge of the Master's program.
2. The 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 and/or the Departments responsible for the program and students experiencing study delay.
3. If the University has granted the status of top-class sportsman/woman to a student registered in the program, the School will try to support this student in practicing his/her sport, within reasonably attainable boundaries, by providing additional counseling and facilities with regard to tests and preliminary examinations, as well as exemption from specific obligations within the program.

## **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 2014-2015 that will expire at the beginning of the academic year 2015-2016 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 2015-2016. An overview of these courses is presented in PART III of this Regulation. Only those students that have taken this opportunity and have not yet successfully concluded such a course can apply for possible additional resits thereafter.
2. Any student who has not yet successfully concluded a course after the last opportunity for a preliminary examination has taken place, must, for the continuation of his program, replace this course by a course of the corresponding new program, in accordance to the transition schedule that can be found in PART III of this Regulation.

### **Article 6.2      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 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's council.
2. A change of this Regulation may not concern the present academic year, unless this does not unreasonably impair the interests of students.
3. A change of this Regulation cannot impair any other decision that has previously been taken in accordance with this Regulation regarding a specific student.

### **Article 6.4      Publication**

1. The Dean takes care of a suitable announcement of this Regulation, of the rules and guidelines laid down by the 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 6.5      Date of commencement**

This Regulation enters into force 1 September, 2015.

Laid down by the Dean, 5 June, 2015.

## PART II: COMPOSITION OF THE MASTER'S PROGRAM RESEARCH IN SOCIAL AND BEHAVIORAL SCIENCES

### 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	P	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		6
400891	Research Master: Programming	P	3

#### Year 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	P	3

#### Year 2

Code	Course		Ects
400893	Research Master: Social Cognition		6
424807	Research Master: Structural Equation Models	P	6
	Optional course: 1 out of the following 2:		
500867	Research Master: Theory in Social Psychology		6
400867	Research Master: Emotion and Motivation	P	6
400869	Research Master: Research Integrity and 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	P	3
400882	Research Master: Master's Thesis Social Psychology		24

P = Practical, cf. article 2.2.

## Minor Social Sciences

### Year 1

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

### Year 2

Code	Course		Ects
400885	Research Master: Intergenerational Relations and Reproduction	P	6
400854	Research Master: Analysis of Multilevel and Longitudinal Data	P	6
	Optional course: 1 out of the following 2:		
400887	Research Master: Institutions and Intra-organizational Teams	P	6
400892	Research Master: Relations between Ethnic Groups	P	6
400870	Research Master: Research Integrity and Ethics in Social Sciences	P	1
400877	Research Master: Intern Traineeship in Social Sciences	P	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	P	3
400883	Research Master: Master's Thesis Social Sciences		24

## 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	P	3

### Year 2

Code	Course		Ects
424807	Research Master: Structural Equation Models	P	6
400854	Research Master: Analysis of Multilevel and Longitudinal Data	P	6
	Optional course: 1 out of the following 2:		
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: Research Integrity and Ethics in Methodology and Statistics	P	1
400875	Research Master: Intern Traineeship in Methodology & Statistics	P	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	P	3
400881	Research Master: Master's Thesis Methodology & Statistics		24

P = Practical, cf. article 2.2.

### **PART III: TRANSITIONAL PROVISIONS**

In accordance with article 6.1 paragraph 1 for the following course that will expire in the academic year 2015-2016, no replacement has been pointed out:

#### **Minor Social Psychology**

<b>Code</b>	<b>Course</b>
400824	Research Master: Cross Cultural Psychology

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

In the academic year 2015-2016 there are no such courses.