

**TEACHING AND EXAMINATION REGULATIONS 2015-2016**

**MASTER'S PROGRAM  
MEDICAL PSYCHOLOGY**

**TILBURG SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES  
TILBURG UNIVERSITY**

## **Contents:**

PART I:	GENERAL	3
1.	General Provisions	3
2.	Master's program	4
3.	(Preliminary) Examinations of the programs	4
4.	Previous education and admission	8
5.	Program Counselling	10
6.	Transitional and final provisions	10
PART II:	COMPOSITION OF THE PROGRAM MEDICAL PSYCHOLOGY	12
PART III:	TRANSITIONAL PROVISIONS	13

# **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 in Medical Psychology, 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 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 II. 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 accordance with the law, article 7.12;
10. Examiner: person responsible for taking en evaluating (preliminary) exams, in accordance with the law, article 7.12 c;
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 Medical Psychology. The aims of the program is to be reached by the final goals formulated for the program.

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

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

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

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

### **Article 1.6      Study load**

1. The study load is expressed in 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. As a rule, the study load of a course amounts to 6 ECTS-credits.

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

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

The Master's program in Medical Psychology comprises the courses and accompanying study load 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 in Medical Psychology contain a practical in the way mentioned in article 1.2, paragraph 5, these practicals have been marked by the letter P in PART II of this Regulation.

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

### **Article 3.1      Compulsory order**

1. In order to be eligible for admission to the second year of the Master's program in Medical Psychology all courses of the fall semester and at least three courses of the spring semester of the first year of the program must have been successfully concluded.
2. The Master's program shall be concluded with a Master's thesis. This thesis has a study load of at least 24 ECTS credits.
3. Permission to commence one's Master's thesis can only then be granted, if the Individueel Onderzoeksvoorstel (Individual Research Proposal) has been successfully concluded.
4. As far as specific entry demands for taking a course are requested, these will be mentioned in the ESG.
5. Courses of the program 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 subsequent study unit, except for study unit 4. The second opportunity of the preliminary examinations of the fourth study unit follows after the first opportunity. The results of the first opportunity of a preliminary examination of a course must be published well before (at least 5 working days) 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 (by analogy with the two opportunities a student has for the successful completion of a course, in accordance with paragraph 1 of this article), unless the test in question determines the final grade for a maximum of 20 % and the lecturer has determined that the re-examination consists of a single replacement test or will be incorporated in a single comprehensive preliminary examination. The dates of handing-in will be published in a manner that is clear to all students. The handing-in dates must at last take place within the periods specified 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, subparagraph 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. As a rule, 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 one or more written assignments, papers or essays, 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 to the examination in the 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 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 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 taken on a date to be determined by the examiner(s), if possible after consulting the student.

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

1. The duration of written preliminary examinations is three hours, unless the examiner responsible announces or gives instructions to announce otherwise before the beginning of the examination, or unless it is stated otherwise on the instruction page of the preliminary examination. The duration of any preliminary examination will be such that students will have sufficient time to answer 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 the School.

#### **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 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 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 which period the student will receive 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 University's Student's Portal, under "check study results".
7. When the result of a preliminary examination is 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 or 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 ultimately at the beginning of the instructions of the course to which the test belongs in the ESG.
5. Sub-results are at least valid during the academic year in which they are obtained.
6. Paragraph 5 does not apply, if a sub-result accounts for less than or equal to 20 % of the final grade and the re-examination of this sub-result consists of a replacement test or is incorporated in a single comprehensive written preliminary examination.

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

1. During 15 working days after the publication of the result of a written preliminary examination (yet in any case prior to a re-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 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 study load 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 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 study unit in which the course is offered. If a request is submitted after the third week, it shall not be taken under advisement.

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

1. The results 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's program as part of their Master's program, all courses of this pre-Master's program must be successfully completed before the result of the Master's examination can be determined.

#### **Article 3.12 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, provided that 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. Prior permission of the Examination Board is required if one wants to take a free optional course that is being offered by an international 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 3.13 Degree**

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

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

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

1. Admission to the Master's program is assigned to the admission committee of the Master's program in Medical Psychology. 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.

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

1. The program has one starting moment, namely approximately 1 September, every year.
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 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 the Bachelor's program in Psychology, differentiation Psychology and Health of the School.
4. Furthermore admissible to the Master's program is the student who has successfully passed the examination of a Dutch Bachelor's program in Psychology, which in the opinion of the admission committee provides sufficient knowledge in the field of Medical Psychology.
5. Also admissible to the Master's program is the student who has successfully completed a Dutch or international 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.
6. In order to achieve actual admission to the Master's program in Medical Psychology a student must satisfy the following requirements:
  - a. The student possesses a mean grade of 7 or higher on his report card belonging to the



- certificate of the Bachelor's program on the basis of which he has been admitted;
- b. The student's study progress has been nominal;
- c. In the opinion of the admission committee, the student possesses sufficient motivation and capacities in order to acquire insights of the medical science, aside from psychological knowledge;
- d. In the opinion of the admission committee, the student possesses sufficient motivation and ability in order to execute clinical scientific research;
- e. In the opinion of the admission committee, the student possesses the attitude and communicative skills in order to operate in a medical setting;
- f. In the opinion of the admission committee, the student possesses sufficient motivation and ability in order to diagnose and treat, under supervision, as a psychologist, patients in a medical setting;
- g. The student shows sufficient mastering of the English language;
- h. In the opinion of the admission committee, the student has participated in relevant extracurricular activities.

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

1. A request to be admitted to the Master's program can be submitted to the admission committee, during a period of time to be established and timely published by the committee, provided that the actual start of a program will always be approximately 1 September of the year.
2. The admission committee poses certain demands as to the form of any admission request as well as to the content of the information one has to provide. These demands will be published in a timely fashion and will be well accessible.
3. The admission committee takes a decision on an admission request within six weeks after deadline of the period, as specified in paragraph 1 of this article.
4. Considering the admission, as referred to in article 4.2, paragraph 3 through 6, the admission committee makes an inquiry into the knowledge, insight and skills of the candidate, based on the criteria as mentioned in article 4.2, paragraph 6. Supplementary to 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.
5. The requirement of sufficient proficiency in the Dutch language – in case of the admission to a Dutch Master's program based on an international certificate - is met if one possesses one of the following certificates:
  - State examination Dutch as a second language program II;
  - Certificate Dutch as a foreign 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 up to and including the year of the final examination (mostly year 12);
  - Tilburg University's institutional examination for German native speaking persons.
6. Admission is granted subject to the condition that the candidate, at the latest on the starting date of the program, meets the requirements referred to in paragraph 4 and 5 of this article with respect to knowledge and skills as evidenced by the certificates of the training programs attended.
7. In specific cases, supplementary demands concerning the Dutch proficiency can be imposed on students who have met the requirements as referred to in the fourth or fifth paragraph.
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 first time for the Master's program in Medical Psychology at a later moment than the official start of the the program in question, have to get permission of the Executive Board of Tilburg

University. As part of the decision process the Executive 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 in 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 Counselling**

### **Article 5.1    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 5.2    Counselling**

1. The School ensures sufficient counselling 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. ERI produces for each student a study progress report after each study unit or semester. In order to identify possible causes of study delay and contribute to remedy this, study progress conversations are held between representatives of the ERI and/or the Department responsible for the Master'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 the Master's program in Medical Psychology, 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 sportsman/woman status has been granted and who wish to use any of these facilities have to contact the School's Academic Advisor at the beginning of the academic year at the latest, in order to draw up a study plan.

## **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, 4 June, 2015.

## PART II: COMPOSITION OF THE PROGRAM MEDICAL PSYCHOLOGY

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

Code	Course		Ects
	<b>YEAR 1</b>		
500819	Pathology: Pathology-1: Cardiovascular diseases (subcode 500820; 3 ects) Pathology-2: Pulmonary Diseases (subcode 500821; 3 ects) Pathology-3: Cancer (subcode 500822; 3 ects) Pathology-4: Diabetes (subcode 500823; 3 ects)	P	12
500825	Medical Psychology-1: Theory and Research		3
500826	Medical Psychology-2: Pathology	P	3
500859	Medical Psychology-3: Advanced Scientific Skills for the Medical Psychologist	P	6
500835	Pediatrics and Pediatric Psychology		6
500829	Diagnostics Medical Psychology	P	6
500828	Clinical Neuropsychology		6
500830	Treatment and Clinical Skills	P	6
500836	Psychopharmacology Medical Psychology		6
500832	Psychosomatic Models of Explanation		6
	<b>YEAR 2</b>		
500833	Clinical Traineeship Medical Psychology	P	36
500996	Master's Thesis Medical Psychology (including IRP; 3 ECTS)	P	24

P = Practical, cf. article 2.2.

## PART III: TRANSITIONAL PROVISIONS

In accordance with article 6.1, paragraph 1, for the following courses that expire at the beginning of the academic year 2015-2016, no replacements have been pointed out:

### Track Biological Psychology

Code	Course
500861	Scientific Internship Biological Psychology
500862	Master's Thesis Medical Psychology: Biological Psychology
500860	Advanced Research Skills in Biological 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:

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