

**TEACHING AND EXAMINATION REGULATIONS 2017-2018**

**MASTER'S PROGRAM  
MEDICAL PSYCHOLOGY**

**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 education 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 2016 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 Dutch higher education and 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, within the meaning of 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 forms:
  - 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 article 7.12 of the law;
10. Examiner: person responsible for taking and evaluating (preliminary) exams, in accordance with article 7.12c of the law;
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 at or round about 1 September, and ending at or round 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. EST: Education Support Team.

All other terms are to be understood within the meaning of 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 are 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 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. As a rule, the study load of a course amounts to 6 ects-credits.

### **Article 1.7      Evaluation of the instruction in the education program**

All of the instruction in the education program will be evaluated, in writing, on a yearly basis. A standardized questionnaire will be used for the evaluation. Periodical evaluation reports will be discussed in the program committees with the program directors and with the Vice-Dean for Education as well. The heads of the Departments see to the detailed information per course organized by their department. If necessary, improvement initiatives will be agreed upon with the lecturers responsible for the courses, on the basis of the executed evaluations and reports.

## **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 mentioned in PART II of this Regulation.

For each of the courses of the program the learning methods and the lecture and preliminary examination schedules will be published in the ESG, ultimately at the start of each course.

### **Article 2.2      Practical**

In as far as the courses of the Master's program in Medical Psychology contain a practical within the meaning of article 1.2, paragraph 5, these courses are indicated in PART II of this Regulation by the letter P behind the name of the course.

## **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 comprises 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. Courses of the program are only accessible to students who are enrolled in the Master's program unless the Academic Director has decided otherwise and this is published in the course information in the ESG.
5. Insofar there are specific entry requirements formulated for participation in a course, these will be mentioned in the ESG.

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

1. The opportunity to take preliminary examinations of 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 of a course will take place immediately after the study unit in which the 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 must be published at least 5 workdays before the date set for the second opportunity of the same course.
4. Regarding the dates on which preliminary examinations and resits shall be held, the following applies:
  - a. The dates of written examinations and resits will be determined by the EST and/or the Student Administration and published in the ESG, ultimately at the start of the academic year.
  - b. The dates of oral examinations and resits are determined by the instructor after consulting the student.
  - 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 instructor 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 assignments or papers will be published in a manner that is clear to all students, ultimately at the start of the course. These 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 laid down in the ESG before the start of the academic year.
6. Contrary to the provision in the first paragraph of this article, the opportunity to take a preliminary examination of 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 is also applicable to the Master's thesis, on 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 examinations. A written 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 stated in the ESG. Additions or alterations to the examination will be announced by the examiner, ultimately at the start of the course, in

the ESG.

3. At the student's request, the Examination Board can in exceptional cases allow a preliminary examination to be taken in a different form than announced in the ESG.
4. Students with a disability are given the opportunity to take the preliminary examinations in a way adapted as much as possible to their individual disability. In case this requires special facilities or a special form of examination, the student must submit a request to the University's Digital Registration Office Disabilities.

#### **Article 3.4 Oral examinations**

1. No more than one person at a time is subjected to an oral examination, unless the Examination Board has decided otherwise. With the approval of the examinees concerned, an examiner may decide that a certain oral examination will be taken by them together.
2. An oral 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 to this.
3. Oral examinations are held 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 examinations is three hours, unless the examiner responsible, before the beginning of the examination, announces or gives instructions to announce otherwise, and this is stated 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 not taking 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 Student Administration of this.

#### **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. In exceptional cases, the Examination Board can allow deviations from 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. Within 5 workdays after an oral examination has been held, the examiner determines the result and provides within the aforementioned period the Student Administration with the necessary information regarding the result.
2. Within 15 workdays after the day on which a written examination has been held, the examiner determines the result and provides within the aforementioned period the Student Administration with the necessary information regarding the result.
3. The Student Administration will provide for a correct registration at the first workday after receiving the result of the exam.
4. With respect to preliminary examinations other than oral or written, the Examination Board may determine in advance in what way and within which period of time the student will receive the result.
5. Results of preliminary examinations, published on any bulletin board, by means of Blackboard or otherwise, will always be provisional.
6. The official result of a preliminary examination is made available on the University's Student

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, in compliance with article 7.10, paragraph 4 of the law, 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), this period of validity must be announced in the ESG ultimately at the beginning of the instructions of the involved course.
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 resit of this sub-result consists of a replacement test or is incorporated in a single comprehensive preliminary examination.

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

1. During 15 workdays after the publication of the result of a preliminary examination (yet in any case prior to the resit), the student may inspect the assessment on request. In case of a written examination, he/she may also request a copy of his/her work at cost price.
2. During the period mentioned in the first paragraph of this article, the 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 person 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; or
  - proves, based on working or professional experience, to sufficiently possess the knowledge and skills concerning the course in question.
2. Insofar 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 erts-credits per student.
3. An exemption from completing the Master’s thesis shall never be granted.
4. A request for an exemption for a preliminary examination must be submitted to the Examination Board, in writing and well-motivated.
5. Unless a request is rejected on formal grounds, the Examination Board will hear the examiner(s) concerned before deciding on the request made.
6. A negative decision on a request for an exemption 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 offered. If a request is submitted after the third week, it shall not be taken into consideration.

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

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.

#### **Article 3.12 Optional courses**

1. Optional courses that are not a part of the compulsory program of the Master, can be registered 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 for taking an extra optional course.
2. In contrast with the stipulation of paragraph 1, prior permission of the Examination Board is required if one wants to take an extra optional course that is being offered by an international university.
3. Notwithstanding that which is stipulated in paragraph 1, the School bears no responsibility for the actual admission to courses of other Schools or Universities. The student must investigate him/herself whether he/she 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. The 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 yearly starting moment, namely approximately 1 September. In order to be admitted to the Master's program, the admission requirements, as mentioned in the following paragraphs, must be met before 1 September.
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 Academic Director has indicated in the ESG that participation in a specific 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 is considered to be equivalent to the program referred to in paragraph 3 of this article, or who possesses a certificate of an equivalent preliminary training.
6. In order to actually achieve admission to the Master's program in Medical Psychology, a student must in addition satisfy the following requirements:
  - a. The student possesses a mean grade (before rounding off) of 7.0 or higher on his transcript of records belonging to the certificate of the Bachelor's program on the basis of which he is possibly admissible;
  - b. The student's study progress in the Bachelor's program has been nominal;
  - c. In the opinion of the admission committee, the student is sufficiently motivated and capable to, aside from psychological knowledge, also acquire insights into the medical science;
  - d. In the opinion of the admission committee, the student is sufficiently motivated and able to execute clinical scientific research;
  - e. In the opinion of the admission committee, the student possesses the attitude and communicative skills in order to properly operate in a medical setting;
  - f. In the opinion of the admission committee, the student is sufficiently motivated and able to, as a psychologist, under supervision, diagnose and treat patients in a medical setting;
  - g. The student is sufficiently proficient in the English language;
  - h. In the opinion of the admission committee, the student has done 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, on the understanding that the actual start of the program is at or around 1 September of each calendar year.
2. The admission committee makes certain demands regarding the form of the admission request as well as 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 about an admission request within six weeks after the 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 5, 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 admission 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);
  - Diploma of 'Secundair Onderwijs', program 'Algemeen Secundair Onderwijs';
  - 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 with respect to knowledge and skills referred to in paragraph 4 and 5 of this article, as evidenced by certificates.
7. In special 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 program**

In accordance with the Registration and Tuition Fee Regulations, 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 program, have to get permission of the Tilburg University Executive Board. As part of the decision process the Executive Board will request the School, in this case the Examination Board, to declare in writing that registration at this stage does not come across any didactic objections. If the School, in this case the Examination Board, concludes that the student cannot fit in into the program at that point anymore, 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 Executive 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 bears responsibility for the accessibility of the study progress data on the Internet, as well as providing information on this matter.

#### **Article 5.2 Counselling**

1. The School bears responsibility for providing sufficient study counselling to the students enrolled for the Master's program. The School assigns this task to the EST and/or the Departments in charge of the Master's program.
2. In order to identify possible causes of study delay and contribute to remedy these, study progress conversations are held between representatives of the EST 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 Education Coordinator 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 2016-2017 that are no longer offered as of the beginning of the academic year 2017-2018 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 2017-2018. An overview of these courses can be found in PART III of this Regulation. Only students who participated in this examination opportunity and did not pass the exam can apply for possible additional resits thereafter.

2. Student who have not yet passed a certain course after the last preliminary examination opportunity has taken place, need to replace this course when continuing their original program by a course of the corresponding new program, in accordance to the transitional 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 to this Regulation will be determined by the Dean by means of separate decrees, after hearing the Academic Director concerned, the Examination Board, and after consultation of the program committee concerned and the School's Council.
2. A change to this Regulation may only concern the present academic year, if this does not unreasonably impair the interests of students.
3. A change to 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 to these documents.
2. Through the School's website, 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, 2017.

Laid down by the Dean, 1 June, 2017.

## 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:<br>Pathology-1: Cardiovascular diseases (subcode 500820; 3 ects)<br>Pathology-2: Pulmonary Diseases (subcode 500821; 3 ects)<br>Pathology-3: Cancer (subcode 500822; 3 ects)<br>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  | P | 6    |
| 500830 | Treatment and Clinical Skills   | P | 6    |
| 500836 | Psychopharmacology Medical Psychology   |   | 6    |
| 500832 | Psychosomatic Models of Explanation   | P | 6    |
|        |   |   |      |
|        | <b>YEAR 2</b>   |   |      |
| 500833 | Clinical Traineeship Medical Psychology   | P | 36   |
| 500996 | Master's Thesis Medical Psychology (including IRP; 3 ECTS)  |   | 24   |

P = Practical, cf. article 2.2.

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

In accordance with article 6.1, paragraph 1, for the following courses that are no longer offered as of the beginning of the academic year 2017-2018, no replacements have been pointed out:

In the academic year 2017-2018, there are no courses to which the foregoing applies.

In accordance with article 6.1, paragraph 2, for the courses that are no longer offered, the following courses have been pointed out as replacements:

In the academic year 2017-2018, there are no courses to which the foregoing applies.