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faculty of behavioural
 and social sciences

graduate school

Appendix OER: Research Master

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1 General provisions

1.1 Aim of the degree programme

The RMSc programme aims to provide a thorough specialist training in the theoretical basis and state of the art research methods in the field of social and behavioural sciences. Graduates have a broad view on this research area, have in-depth knowledge and understanding in a specific part of the area, and are capable to recognize the need for and participate in multidisciplinary research. Graduates have the necessary skills to independently identify, formulate, analyse and suggest solutions to problems in the field. Graduates have the necessary skills to conduct research in the field and to report research according to recognized standards in the field, and are able to communicate their research. The programme prepares its graduates to embark on a solid scientific career in the area, starting with a PhD project or a research position in a public or private organization.

1.2 Language

The programme courses and exams are offered in the English language.

2 Structure of the degree programme

2.1 Study load

The study programme has a study load of 120 ECTS credit points.

2.2 Study programme

2.2.1 Themes

The degree programme prepares for conducting academic research in the multidisciplinary field of human behaviour and social sciences, with a first step into specialization in one of the following themes:

1. Mental Health: Perspectives from Neuro- and Clinical Psychology
2. Lifespan Development and Socialization
3. Understanding Societal Change

2.2.2 Transitional provision

Graduates from the theme Understanding Societal Change who entered the programme in the academic year 2018 or 2019, will receive the theme name 'Sustainability in a Changing Society' on their diploma supplement. Graduates from the theme Mental Health: Perspectives from Neuro- and Clinical Psychology who entered the programme in the academic year 2021 or earlier, will receive the theme name 'Deficits, Distress and Disorders' on their diploma supplement. Upon request, this name can be replaced by 'Mental Health: Perspectives from Neuro- and Clinical Psychology'.

2.2.3 Compulsory content of the degree programme

The programme contains modules that are compulsory for all students, and compulsory modules that are theme-specific. All compulsory modules and their study load are listed in Tables 1 and 2.

Table 1. Compulsory modules for all students

Module	ECTS
How to Theorize	2.5
Reflecting on Science and Integrity	7.5
Multidisciplinary research in action (not for students in their first year of study)	5
Advanced statistics	7.5
Applied statistics	10
Elective methods module, to be selected from: Structural equation modelling; Multilevel analysis; Statistical analysis of social networks; Statistical modelling of single cases; Qualitative Research Methods.	5
Seminar	2.5
Traineeship ¹	10
How to write an effective research proposal	5
Master's thesis	30
Sum	85

¹ Students who want to qualify for the post-master programme for health care psychologists will have the option to do a Clinical Science Traineeship of 20 EC.

Table 2. Compulsory theme-specific modules

Module	ECTS
Mental Health: Perspectives from Neuro- and Clinical Psychology	
Mental Health: a multidimensional perspective	5
Mental Health: Advanced research methods	5
Choice between: Clinical interventions and e-health for adults and youth or Neuropsychological assessment	5
Lifespan Development and Socialization	
Lifespan development	5
Modelling interactions between persons and variables over time	5
Socialization	5
Understanding Societal Change	
Theorizing change	7.5
From problem analysis to intervention design	7.5

2.2.4 Transitional provision

Graduates who entered the programme in the academic year 2018 or 2019, may substitute the modules ‘How to write an effective research proposal’ (5ECTS) and ‘Master’s thesis’ (30ECTS) by a single module ‘Master’s thesis’ of 35ECTS.

2.2.5 Elective modules

Elective modules totalling 20 ECTS may be chosen from the modules listed in Table 3. Furthermore, the modules listed in Table 1 (Compulsory modules for all students) and in Table 2 (Compulsory theme-specific modules) may be chosen as elective modules, in as far as the modules have not been taken to fulfil the compulsory parts of the programme. The Board of Examiners can approve one or more courses from other (Research) Master programmes in or outside the University of Groningen within the degree programme.

Table 3. Elective courses

Module	ECTS
Evidence-based interventions	5
Experimental psychopathology	5
Research in Clinical neuropsychology	5
Development, learning and instruction	5
Complexity, dynamics and development	5
Economy and society: Critical transitions in Advanced Industrialised Societies	5
Solidarity and social contexts	5
Researching power and leadership	5
Understanding working life: Major Theories and Research Trends in Organizational Psychology	5
Cultural psychology	5
Environmental psychology	5
Diversity in society: current issues and challenges	5
Multilevel analysis	5
Structural equation modelling	5
Statistical analysis of social networks	5
Statistical modelling of single cases	5
Qualitative Research Methods	5

Contextualized Assessments and interventions	5
Literature study	5

2.2.6 Traineeship, master's thesis and Clinical Science Traineeship

With regard to the following practical modules, passing the examination requires several specific activities:

1. Traineeship

- a. Writing a traineeship proposal that is judged as sufficient and complete by the coordinator of the theme, before the start of the project. The topic should fall in at least one of the specializations associated with the student's theme, as indicated in Table 4.
- b. Work placement at a research institute or department whose area of expertise is closely related to one of the Research Master specializations. This can be at a department or research group at our own faculty or at an external institution.
- c. Writing a traineeship report that is judged as sufficient and complete (and graded accordingly) by the traineeship supervisors (and co-assessor, if applicable).

2. Master's thesis

- a. Students are obligated to pass the course 'How to write an effective research proposal', before the start of the project. The topic should fall in at least one of the specializations associated with the student's theme, as indicated in Table 4.
- b. The execution of a research assignment, as specified in the thesis proposal.
- c. Writing a master's thesis that is judged as sufficient and complete (and graded accordingly) by the thesis supervisor and co-assessor.

3. For students from the themes Mental Health: Perspectives from Neuro- and Clinical Psychology and Lifespan Development and Socialization it is possible to arrange a Clinical science traineeship (20 ECTS) by the student and/or the programme, when:

- i. a traineeship is offered by an institution that is suitable for the student (e.g., w.r.t. language and quality of supervision), and
 - ii. the student is invited for the traineeship, for example after application
 - iii. the traineeship is approved by the staff member who is responsible for the Clinical Science Traineeship.
 - iv. For students specializing in Clinical Psychology, it is mandatory to have completed the course Clinical interventions and e-health for adults and youth (GMCSPO2);
 - v. For students specializing in Clinical Neuropsychology, it is mandatory to have completed the course Neuropsychological Assessment (GMTPNP02) before starting the traineeship in an institution. Having completed the course Statistical modelling of single cases (GMMSGE29) is strongly advised.
 - vi. For students in the theme Lifespan Development and Socialization it is strongly advised to complete the courses Contextualized Assessments and Interventions (GMLD007) and/ or Statistical modelling of single cases (GMMSGE29)
- a. Writing a traineeship proposal that is judged as sufficient and complete by the coordinator of the specialization, before the start of the project.
 - b. Doing a clinical traineeship.
 - c. Writing a clinical traineeship report.
 - d. Writing an extended report containing a single case treatment study report and / or Critically Appraised Topics (CATs)
 - e. Attending three intervision meetings during the traineeship.
 - f. Doing an additional assignment, consisting of a presentation of a single case treatment study and / or a Critically Appraised Topic (CAT).

2.2.7 Specialization

From each theme, one further specializes into a specific field. Specialization into a specific field will be acknowledged on the diploma supplement by mentioning the specialization. It is not possible to obtain more than one specialization label.

The specializations are: Clinical Psychology, Clinical Neuropsychology, Developmental Psychology, Orthopedagogy, Pedagogical and Educational Sciences, Sociology, Social Psychology, Organizational Psychology, Environmental Psychology, Psychometrics and Statistics.

From each theme, only a limited set of specializations are possible to be selected, as indicated in rows 1 and 2 of Table 4.

With respect to the specialization the following requirements should be met:

- a. The specialization is part of the theme the student is enrolled in (as indicated in rows 1 and 2 of table 4);
- b. Traineeship: the topic of the traineeship is within the specific field;
- c. Master's thesis: the topic of the master's thesis is within the specific field;
- d. Elective modules: minimally 10 ECTS of the elective modules are in the specific field. In Table 4, the courses meeting this criterion are indicated per specialization. Upon the student's request the board of examiners may allow substituting a mandatory specialization course by a course from outside the Research Master programme which fits the student's specialization.

In deviation from Article 2.2.7, section 1, upon the student's request the board of examiners may allow for not selecting a specialization. The board can only grant permission for this if:

- a. The topics of the traineeship and master's thesis are related to the theme of the student, and
- b. The traineeship, master's thesis and elective modules form a coherent complex.

Table 4. Electives related to the specialization

Specialization ²	Clinical Psychology	Clinical Neuropsychology	Developmental Psychology	Orthopedagogy	Pedagogical and Educational Sciences	Sociology	Social Psychology	Organizational Psychology	Environmental Psychology	Psychometrics and Statistics ³
From theme ⁴	MH	MH	LDS	LDS	LDS	LDS/USC	USC	USC	USC	MH/LDS/USC
Evidence-based interventions	X									
Experimental psychopathology	X									
Research in Clinical neuropsychology		X	X							
Development, learning and instruction			X	x	X					
Contextualized Assessments and interventions				x						
Complexity, dynamics and development			X							
Economy and society: Critical transitions in Advanced Industrialised Societies						X				
Solidarity and social contexts						X				
Researching power and leadership								X		
Understanding working life: Major Theories and Research Trends in Organizational Psychology								X		
Cultural psychology							X			
Environmental psychology									X	
Diversity in society: current issues and challenges							X			
Multilevel analysis										X
Structural equation modelling										X
Statistical analysis of social networks										X
Statistical modelling of single cases										X
Literature study, in area of specialization		X			X				X	

² Choose minimally two courses from a column for a specialization.

³ For this specialization, choose courses that have not been chosen as the elective methods module.

⁴ MH: Mental Health: Perspectives from Neuro- and Clinical Psychology; LDS: Lifespan Development and Socialization; USC: Understanding Societal Change

3 Examinations and final assessment of the degree programme

3.1 General

1. The results of an examination are rated on a scale from 1 to 10, with 10 being the best grade.
2. For all modules and individual study parts (i.e. literature study, traineeship, master's thesis) grades must be expressed as a multiple of .5 (with the exception of 5.5).
3. As an exception to Article 3.1, item 1., it is allowed to grade with pass/fail on practicals.
4. For each module, students are given the opportunity to resit the examination if they fail or miss the first examination, or if they pass the first examination, but want to improve their grade. The dates for these exams, if not planned in advance, are to be determined in direct consultation with the student(s).
5. If from an examination for a module several valid results are registered or known, including exemptions, the highest result will apply.
6. At the student's request, the Board of Examiners may grant exemptions for course units up to a maximum of 15 ECTS. It is not possible to be exempted from the requirements of the traineeship and/or from the master's thesis.

4 Selection procedure

4.1 Admission to the degree programme

1. The admission requirements include the following:
 - a. The student must have a Bachelor's degree in Psychology, Sociology, Pedagogical or Educational Sciences or a related field obtained at the University Groningen or at another Dutch university; or a Bachelor's degree obtained at another programme judged suitable by the Admissions Board.
 - b. Excellent grades (indication: average BA grade at least 7.5 or equivalent).
 - c. Sufficient knowledge of the English language.
 - d. Sufficient knowledge of the sciences relevant to the degree programme.
 - e. Sufficient knowledge of and experience with basic statistical techniques.
 - f. An attitude, motivation and talent fitting the degree programme.
2. A student's application for admission to the programme must comprise the following documents:
 - a. A completed admission form;
 - b. A curriculum vitae;
 - c. Certified copies of university diplomas and academic transcripts;
 - d. A letter (800 words at maximum) in which the student explains why he/she wishes to follow this particular degree programme and what his expectations and ambitions are;
 - e. Names and contact details of two referees;
 - f. Proof of sufficient knowledge of the English language (see 4.1.3).
 - g. (Optional) other documents the student feels may contribute to a positive impression of suitability with regard to the degree programme, e.g. publications, theses etc.

These documents have to be in the possession of the institute on 1 May preceding the beginning of the degree programme; The documents mentioned under a, b, c and d must be written in English. The documents mentioned under e, f, and g must be in Dutch or English.

3. As proof of sufficient knowledge of the English language, as mentioned in Article 4.1.2.f, the following qualifications at least apply:
 - a. Cambridge Certificate of Proficiency in English or Cambridge Certificate in Advanced English with a minimum score of 185;
 - b. An overall score of 7 or higher with at least a 7 on speaking and writing in the International English Language Testing System (Academic version);
 - c. An overall score of at least 100 with at least a score of 25 on speaking and writing on the internet-based form of the Test of English as a Foreign Language.

An authentic test certificate, no more than two years old, needs to be submitted. The Admissions Board may also accept other evidence (e.g., the successful completion of an English bachelor programme, extended stays abroad) that, according to the Board's judgement, guarantees sufficient knowledge of the English language.

4. Based on the written material sent in by the student, the Admissions Board determines whether the student is invited for an interview. If this is not the case, the student will be notified of the decision and of the reasons of rejection.
5. As an additional requirement, students may be asked to complete a written assignment. Upon successful completion of this assignment, students are invited for an interview with the Admissions Board.
6. During the admission interview, the Admissions Board determines whether the student has the appropriate motivation and aptitude for taking part in the degree programme. The submitted written material is also taken into account.
7. The Admissions Board grants a certificate of admission to those students who comply with the admission requirements.
8. Any student in possession of a certificate of admission is allowed to take part in the degree programme.
9. A certificate of admission is only valid for the academic year immediately following the date on which it was granted.

10. The certificate of admission may include further conditions. These conditions must be met before a student is allowed to start the degree programme. See article 4.2 for further details.
11. The student will be informed of the Board's decision or issued a (conditional) certificate of admission no later than 1 July.
12. Appeal against decisions of the Admissions Board is possible at the Committee of Appeal for the Final Assessments.

4.2 Conditional admission

1. At the request of a candidate who is preparing for the final examination for a Bachelor's degree programme listed in Article 4.1.1, the Admissions Board may admit the candidate to the degree programme on condition that he/she has passed all the modules in the Bachelor's degree programme before 1 September of the year in which the student wants to start the Research Master's degree programme.
2. A student who is admitted to the Research Master's programme on the basis of a Master's degree from another programme, is admitted on the condition that he/she has finished this other programme before 1 September of the year in which he/she wants to start the Research Master's programme.

5 Appendix: Graduation guide for the Research Master BSS

Preface

The *Graduation guide for the Research Master Behavioural and Social Sciences (ReMa BSS; afstudeergids)* provides all information on procedures, rules, and regulations that apply to the Research Master BSS graduation, e.g., the preparatory phase of the thesis, starting and writing the thesis, the assessment, the process to graduate, the poster and the graduation ceremony.

All relevant documents and forms about the master's thesis can be found on the student portal of the Graduate School, under individual modules, Master's thesis.

Information about the graduation procedure can be found under programme info, graduation on the student portal.

The procedure described in this document is in line with the faculty rules and regulations concerning graduation assignments in the Research Master BSS. Staff and students should take note of and adhere to these regulations.

In case of questions, please do not hesitate to contact the academic advisor studyadvice.rema.bss@rug.nl or the Graduate School rema.bss@rug.nl.

5.1 Introduction

The Research Master's Programme in Behavioural and Social sciences (BSS) is concluded by writing an individual master's thesis that fits in the chosen theme:

1. Mental Health: Perspectives from Neuro- and Clinical Psychology
2. Lifespan Development and Socialization
3. Understanding Societal Change

For students from all themes it is possible to focus in the master's thesis on advanced statistical modeling.

5.1.1 Preparing the master's thesis

Each student chooses a specific research topic that can be supervised by a Research Master BSS staff member. A list of available staff members and their expertise is provided. Further, a database of specific research projects and their staff members is provided, to be inspired, or select a project from. The specific research project is developed in close collaboration with the staff member who supervises the master's thesis.

5.1.2 Learning goals of the master's thesis

The master's thesis is the final exam of the Research Master BSS, which means that students can show what they have learned over the years. The learning goals of the master's thesis can be found on Ocasys.

5.2 Starting the master's thesis

5.2.1 Subject

The subject of the master's thesis should fit into the student's theme and –by default– specialization in the Research Master programme. The fit into the theme and specialization is judged by the specialization coordinator. In the case a student refrained from a specialization, the fit into the theme is judged by the theme coordinator.

5.2.2 Registration

The student must sign up for a master's thesis via ProgRESS, before the start of semester in which the thesis is planned to be finalized (thus, typically before start block 2A).

5.2.3 Master's thesis plan

A student may only start with the master's thesis of the Research Master's programme after the course 'How to write an effective research proposal' is completed successfully.

5.2.4 Where master's thesis research takes place

Master's thesis research can be conducted either internally or externally. Internal master's thesis research is carried out at the Faculty of Behavioural and Social Sciences of the University of Groningen, whereas external master's thesis research is carried out at another institution in The Netherlands or abroad.

5.2.5 Supervision

Both internal and external Master's theses will have an internal supervisor, the first assessor, who assures that the project has a sound scientific background. This first assessor decides on the grade together with the second assessor. The second assessor will be appointed by the first supervisor and the theme coordinator .

In addition, external Master's theses also involve an external supervisor (who holds an academic background in the social sciences, preferably with a PhD degree) providing local supervision.

The daily supervision of internal master's thesis research is conducted by a staff member of the Faculty BSS. Possible supervision by a temporary staff member is under the supervision of a Research Master BSS staff member. Only Research Master BSS staff members may act as examiners in the Research Master and are, as such, authorized to sign the assessment forms.

External master's thesis research is supervised by an external supervisor in the institution and by a permanent staff member (the first assessor). The external supervisor is mainly concerned with supervising the student in his or her research activities and in establishing and maintaining contacts with the field. The first assessor controls the academic quality of the master's thesis research.

5.2.6 When a first assessor drops out

The student needs to ask a reserve supervisor for the event of imminent long-term absence or any other reason that could result in a stagnation of the daily supervision for a longer period.

5.2.7 Form of the supervision

The guidance and supervision of the master's thesis consist of at least a discussion of the problem statement annex research design, the elaborated research proposal and the planning, an interim progress meeting halfway through the planned trajectory, feedback on at least each draft chapter of the final assignment and a comment on the entire final draft. The scheduled interim reports on which feedback is given, are explicitly recorded in the planning of the graduation trajectory.

The first assessor will provide feedback within 10 working days on the parts that have been handed in according to agreement.

5.2.8 Settlement of complaints

In case of disputes, the student and supervisor should first discuss the problem together and try to find a solution. If there is still a disagreement, then contact the coordinator of the Graduate School.

5.3 Writing the master's thesis

5.3.1 Writing in English

The Research Master's programme provides support to students in writing their master's thesis together with the Language Centre. In the second semester, students can develop their academic writing in English skills while they work on their thesis. Information about registration for these skills sessions will be announced on the student portal.

5.3.2 Form and design

On the student portal of the Graduate School, under individual modules – master’s thesis, a resource box is available with documents that provide guidelines for reporting specific elements of a thesis, for example, reporting specific types of analyses.

The guidelines for writing the thesis are:

The report must follow the guidelines of the American Psychological Association (APA) or similar guidelines: introduction - method – results - discussion, all as succinctly as possible (you will find the APA guidelines in the library).

5.3.3 Word limit

The master’s thesis minimal number of words is 6,000 and maximum is 10,000 words for core text (i.e. introduction, methods, results, discussion including abstract, keywords and excluding references, tables, figures and appendices). There is a maximum of 5 appendices. If the word count of the thesis is not met, assessment of the thesis may not take place. The student needs to revise the thesis such that it meets the word limit.

An adjustment to the word limit can be allowed for, upon proper motivation (e.g., in case of a qualitative study). This needs to be settled in the master’s thesis plan.

Introduction

1. The report must have a solid theoretical basis and a clear link to relevant literature.
2. The relevant literature is to be discussed in an orderly manner and in clear terms. The introduction does not contain elements that are irrelevant to the main question or purpose. If you feel the need to elaborate on some topics, you can do so in the discussion.
3. Please be sure that you clearly define all terms and concepts. This is always important, because it often occurs that different definitions are used for the same terms and concepts, and that different terms are used for the same definition.
4. The main question or purpose should be formulated in clear terms. The question should also be the logical result of the paragraphs preceding it.

Method

1. The selection of test subjects must be described in sufficient detail to allow replication.
2. Basic research that aims at a more profound understanding should be reported in such a way that it can be repeated by someone who has not been involved in the research (sample survey, procedure, hypotheses, measuring instruments, etc.).
3. Applied Research should be reported in such a way that the results can be verified and applied by someone who has not been involved in the research (context, diagnosis, aim, intervention, method, phasing, effect, etc.).
4. The concepts used must be measured or applied unequivocally and reliably. A detailed description of how the concepts have been measured should be included.
5. Provide an underpinning of your sample size (e.g., including an estimate of the power to detect the desired effect size).

Results

1. The selected statistical analyses and interventions must be appropriate to the research question and research aims and they must meet the assumptions that underlie the analysis techniques used. Make explicit how the assumptions were being assessed.
2. The results must be reported clearly and in agreement with what is taught on reporting statistical and other data analyses. Report both on the sampling variability (e.g., using statistical testing) and the effect size. Only include output with a clearly stated purpose and provide a clear interpretation. Refrain from interpreting non-significant results. The use of tables and figures is recommended so as to enhance interpretability.

Discussion

1. The discussion must contain a critical reflection on the study reported. If your sample is not ideal (e.g., do not (fully) match the target population of the study, or the sample size is rather limited) critically reflect upon this.
2. In the discussion, a critical and creative link between the introduction (What did we know already?) and the results (What have we learned?) must be provided, with a focus on the benefits, new ideas and suggestions for improvement, etc. that may be valuable for further research or practical applications.

The master's thesis must be written in English.

The student must use the template for the master's thesis via the student portal.

5.3.4 Helpful resources for writing literature reviews and reports

The following list of books and articles on academic writing is a collection of suggestions from BSS staff members:

Publication Manual of the American Psychological Association (6th Edition) (2010).

Washington, DC: American Psychological Association. [Especially the chapter on *Writing clearly and concisely.*]

Anderson-Cook, C. M. (2005). The Chicago guide to writing about numbers. *The American Statistician*, 59(3).

Bem, D. J. (1995). Writing a review article for Psychological Bulletin. *Psychological Bulletin*, 118(2), 172.

Landrum, R. E. (2008). *Undergraduate writing in psychology: learning to tell the scientific story*. Washington, DC : American Psychological Association.

Miller, J. E. (2013). *The Chicago guide to writing about multivariate analysis*. University of Chicago Press.

Silvia, P. J. (2007). *How to write a lot: A practical guide to productive academic writing*. Washington, DC : American Psychological Association.

Sternberg, R. J., & Sternberg, K. (2010). *The psychologist's companion: A guide to writing scientific papers for students and researchers*. Cambridge University Press.

Strunk Jr, W., & White, E. B. (2009). *The Elements of Style*. New York : Pearson Longman.

Williams, J.M. (2007). *Style: Lessons in Clarity and Grace* (9th Edition). New York: Pearson Longman.

5.3.5 Confidentiality and publication

The student is required to maintain confidentiality within the framework of the master's thesis research. This obligation relates to personal information, patient information and other confidential information which the student has acquired in the context of the research. The ownership of Master's Thesis Research Projects is always at the relevant department/first assessor. This means that the data collected in the framework of the Master's research by the student during and after the completion of the investigation remain the property of the relevant department/thesis supervisor.

The data are - unless otherwise agreed with the first assessor - kept at the University of Groningen in/by the first assessor, in accordance with the protocols for data storage.

Publishing on the basis of data from the master's thesis research is done in consultation and with the approval of the department/first assessor.

5.3.6 Public nature of papers

1. All research and assessment must be verifiable. The research report (i.e. thesis) that is to be assessed as part of the final-year project is therefore considered to be publicly available. The paper must thus not contain any confidential information. If necessary, such information may be presented to the two assessors in the form of confidential appendices. The thesis must, however, be an independently readable text that can be regarded as complete even without the confidential appendices. The confidentiality of research that forms part of a final-year thesis can be accepted without further conditions only if there are good reasons for doing so, subject to the approval of the Board of Examiners. Confidential theses are only made available to the supervisor, the second assessor, the programme director, and, if necessary, the Board of Examiners and the Accreditations Committee. The Board of Examiners will decide on the confidential nature of the thesis in advance on the basis of the research proposal.

2. Final assignments, placement reports and Lesson Study will be considered to be confidential and only made available to the supervisor, the second assessor, the programme director, and, if necessary, the Board of Examiners and the Accreditations Committee.

5.3.7 Deadline

The deadline for finishing the master's thesis is the end of block 2b (typically beginning of July).

5.4 Assessment

Students obtaining their Master's degree are assessed on several components, listed on the Research Master's Thesis Assessment form including rubrics. The form is available electronically on the student portal.

Students should make individual arrangements with supervisors about the deadline for handing in their thesis. Each thesis is evaluated by two assessors. Each assessor fills in an individual assessment form. The assessors jointly determine the grade which is reflected in the joint grading box on the first assessor's form, including a clear motivation of the grade. The first assessor will discuss this joint grading form with the student in order to provide feedback about the student's performance. Both assessors submit their assessment forms to rema.bss@rug.nl.

5.4.1 Procedure

1. The student writes the thesis and submits it to the first assessor. The second assessor will receive the manuscript of the thesis after approval by the first assessor and will judge the thesis within 10 working days. The assessment of the process is done solely by the first assessor. Students are obliged to make a poster of their master's thesis research. The student submits a poster to the first assessor.
2. The first and second assessor fill in an individual assessment form.
3. The first and second assessor jointly determine the grade, on the basis of the version delivered to the second assessor. Modifications can be made upon the second assessor's approval, but will not change the grade.
4. The first and second assessor jointly determine the grade which is reflected in the joint grading box on the first assessor's form, including a clear motivation of the grade.
5. The issue of a disagreement about the assessment, i.e. the first and second assessor cannot reach an agreement on the final assessment, is addressed fully in the Rules and regulations concerning graduation assignments in the bachelor's - and master's programmes of BSS, appendix 2 to the BSS OER.
6. If the master's thesis is considered inadequate, then the student has the possibility to carry out a repair once, within a period of 4 weeks. If the work remains insufficient, the student must register again for the graduation assignment.
7. If the master's thesis is considered adequate, a plagiarism scan takes place. The plagiarism assignment is required for each student to enable them to complete the submission of their master's thesis.
8. Plagiarism scan for students:
 - a. Open the Graduate School environment on the Student portal.

- b. In the menu on the left, go to Individual modules and click master's thesis.
 - c. Click on 3. Assessment, completion and handing in the master's thesis.
 - d. Fill in the course evaluation form and mark the link as 'mark reviewed'. Access to the plagiarism assignment will appear.
 - e. Click on Plagiarism assignment and upload the master's thesis.
 - f. Send a message to the first assessor that a plagiarism scan has been processed.
9. Plagiarism report for assessors:
- a. Assessors can view the report by going to the full grade center, then click the arrow in the cell corresponding to the student and the assignment of which you want to see the report, and then selecting "View Grade Details".
 - b. Grade the document:
 - 1: passed plagiarism check. If there is no suspicion of plagiarism
 - 0: failed plagiarism check. If the similarities with other documents raise the suspicion that a student has committed plagiarism
 - c. In (the highly unlikely) case of suspected plagiarism, discuss the plagiarism results with the involved student(s). Contact the Graduate school coordinator if you continue to suspect plagiarism after this discussion.
 - d. Notify the student that the master's thesis has been graded..
10. The first assessor informs the student about the final grade of the master's thesis and discusses the joint grading form with the student in order to provide feedback about the student's performance.
11. The first and second assessor submit their assessment forms to rema.bss@rug.nl.
12. The student submits the thesis to the secretary of the Graduate School, following the guidelines on the student portal. The master's thesis will remain in the archive of the programme in connection with visitation and accreditation.
13. The student uploads his/her thesis to the RUG library via:
https://forms.ub.rug.nl/theses_gmw_public/.
14. The Graduate School appoints 30 ECs for the master's thesis module to the student in ProgRESS when the following documents are received via rema.bss@rug.nl:
- the two assessment forms (signed by the first and second assessor)
 - the master's thesis
 - poster of the master's thesis research
- and:
- a plagiarism scan has been done
 - the student has submitted the master's thesis to the RUG library.

5.5 Graduation process

Every year in September or October, there is a plenary Graduation Ceremony. If students finish the Research Master's programme at a different moment during the year, they can also pick up their diploma individually.

5.5.1 Registration of grades

In order to graduate within the second academic year, all the grades will need to be listed on ProgRESS before September 1st.

In order to graduate, students must start with the graduation procedure themselves. Before students expect to graduate (typically 6 weeks in advance), they must apply for the graduation programme in ProgRESS and offer their course list for review. Once all grades are registered on ProgRESS, the student can send an e-mail to rema.bss@rug.nl indicating that the student would like to graduate. Only the 120 EC that are required for the Research Master's programme will appear on the grades list. An official list of any additional courses can be requested from the Student Desk.

5.5.2 Important date

Grades need to be on ProgRESS and sent to rema.bss@rug.nl before the first of September.

5.5.3 Graduate after September

In case a student can't make it to the deadline of 1 September, please visit

<https://www.rug.nl/education/tuition/reimbursement> for information about the tuition fee.

If students graduate during the academic year, they can apply for their diploma by sending an e-mail to rema.bss@rug.nl once all their grades are listed in proGRESS. Students can pick up their diploma at the Graduate School office one month after their last grade has been registered on ProGRESS.

5.6 Final chapter

In cases not covered by these Rules and Regulations the Director of Studies monitors a settlement in accordance with statutory regulations.