university of groningen / faculty of law

Student manual for:
- approval list of courses
- application degree certificate

Last update: 14 November 2023

Contents

Introduction

The entire process of getting approval from the Board of Examiners for your programme and applying for your degree certificates within the Faculty of Law is arranged via Progress.

The entire process, from getting approval for your programme down to the degree certificate application, is clearly visible, providing direct insight into the progress per student within this process both to the students themselves, the Board of Examiners and the International Office of the Faculty of Law.

This document is a manual that provides step-by-step instructions for the application process by means of screenshots.

![University of Groningen — Faculty of Law logo]

Student registration

Students must follow these steps to get their programme approved and apply for their degree certificate:

➢ Start your internet browser
➢ Start Progress
➢ Click 'enrolling'
➢ Choose 'Faculty of Law'
➢ Select 'Application degree certificate / approval courses'

Enrollments
↳ Faculty of Law

    ↳ Enrollment Courses
    ↳ Enrollment Groups (Working groups)
    ↳ Enrollment Seminars
    ↳ enrollment Masterclasses / Practice in Law
    ↳ Repair-enrolment exams/resits week 5
    ↳ Registration BSA hearings 2023
    ↳ Registration tracks Dutch-taught bachelor
    ↳ Track LLB programme
    ↳ Application degree certificate / approval courses
    ↳ Thesis
    ↳ Master's thesis LLM
    ↳ Aanvragen diploma
    ↳ Kick-off

screenshot 1

➢ Select the relevant degree certificate you want to apply for (tick the box).
➢ You have to choose the 11th option, as this is the specific option for the LLM programmes (with an entire procedure in English!). The code for this process is 'MABULLLM').
➢ Tick the box and click 'enrol'.
➢ If you are applying for approval for your second LLM programme, then please choose the 12th option (2nd master degree Law LLM, code 'MABUL2LLM').

DESCRIPTION	CODE	DATE	ENROLLMENT
1st bachelor degree Law; Dutch programme only!	1EBABUL		Open ☐
2nd bachelor degree Law; Dutch programmes only!	2EBABUL		Open ☐
3rd bachelor degree Law; Dutch programmes only!	3EBABUL		Open ☐
1st master degree Law; Dutch programmes only!!	1EMABUL		Open ☐
2nd master degree Law; Dutch programmes only!!	2EMABUL		Open ☐
3rd master degree Law; Dutch programmes only!!	3EMABUL		Open ☐
4th master degree Law; Dutch programmes only!!	4EMABUL		Open ☐
Pre-master programme	PREMASTER		Open ☐
1st bachelor degree Law LLB	BABULLLB		Open ☐
Approval pre-master programme	PRELLM		Open ☐
1st master degree Law LLM	MABULLLM		Open ☑
2nd master degree Law LLM	MABUL2LLM		Open ☐

enroll

The process will now appear in the bottom right corner of the screen.

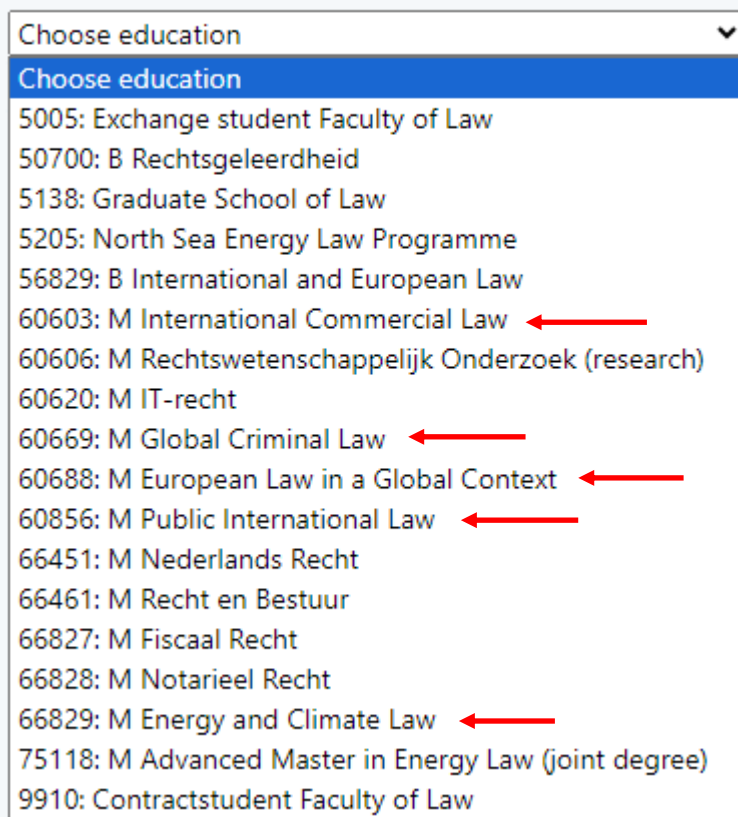➢ Select the process by clicking on it.

Registered processes

Graduation process LLM (0 of 14 steps finished)

screenshot 3

➢ Select the relevant degree programme.
➢ You will have to pick the programme that you are registered for.

Choose your programme

Choose education
Choose education
5005: Exchange student Faculty of Law
50700: B Rechtsgeleerdheid
5138: Graduate School of Law
5205: North Sea Energy Law Programme
56829: B International and European Law
60603: M International Commercial Law
60606: M Rechtswetenschappelijk Onderzoek (research)
60620: M IT-recht
60669: M Global Criminal Law
60688: M European Law in a Global Context
60856: M Public International Law
66451: M Nederlands Recht
66461: M Recht en Bestuur
66827: M Fiscaal Recht
66828: M Notarieel Recht
66829: M Energy and Climate Law
75118: M Advanced Master in Energy Law (joint degree)
9910: Contractstudent Faculty of Law

screenshot 4

Variant / specialisation

The LLM International Human Rights Law officially is a track within the programme Public International Law and the LLM Technology Law and Innovation is officially a track within the programme European Law in a Global Context. Students in these programme will therefore have to choose their specialisation.

➢ Select a variant (also if you are in the regular programme)

Choose track

Choose variant

Choose variant ⌄
Choose variant
596: International Human Rights Law ←
655: Public International Law ←
660: Open Degree Programme
748: Int. Human Rights Law & Publ. Int. Law ←

screenshot 5

Once you have selected your programme (and specialisation) an overview of the steps to be taken in the process will be shown. A brief explanation is provided next to the process name. The column 'By' indicates who has to take action in that particular step. The other columns may be filled in later.

Graduation process LLM
M Energy and Climate Law   5108845: E.A. Assam

	NAME OF STEP	EXPLANATION	BY	FINISHED AT	REMARKS	HISTORY
1	Applying for approval of your list of courses	*In this step you can apply for approval of your list of courses. For more information, please check the instructions.*	student			
2	Approval list of courses	*In this step, the Board of Examiners checks the courses you have selected.*	RG_Pro6 Adm			
3	Approval list of courses Honours College	*In this step, the Board of Examiners of the Honours College checks the courses you have selected.*	RG_Pro6 HC			
4	Finalizing list of courses	*If you have any changes for your list of courses (e.g. change temporary course codes to permanent ones, want to add or drop (extra) courses, etc.), please send a message to BoE-Law@rug.nl.*	RG_Pro6 Adm			
5	Student application for degree certificate	*The student should apply for his/her degree certificate by filling in the application form degree certificate. You get to the form by clicking here: Application degree certificate LLM programmes*	RG_Pro6 Adm			
6	Passed all exams		auto			

screenshot 6

Step 1: Compilation of list of courses by students

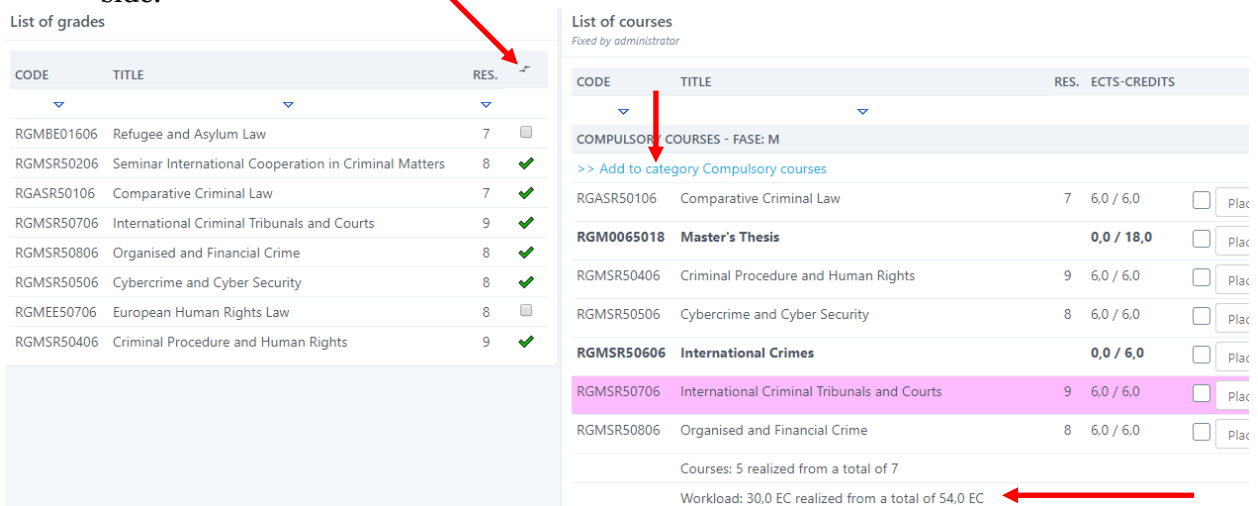Scroll down until you see the text 'Applying for approval of your list of courses'.

This section explains how to select courses for your list and which signals you may encounter.

Courses passed

The left-hand side of the screen contains an overview of your courses and results that have been registered by the Faculty of Law.

➢ Select the courses that you want to include in your list of courses (including any courses that you have not yet passed).

➢ You can select all courses from a block by clicking on the ⤴ button.

➢ Select the category in which you want to place the courses in the list on the right-hand side.
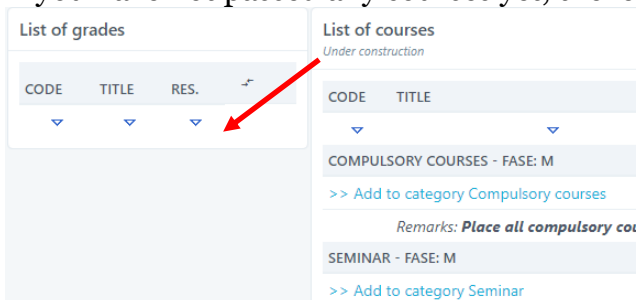
List of grades

CODE	TITLE	RES.	
RGMBE01606	Refugee and Asylum Law	7	☐
RGMSR50206	Seminar International Cooperation in Criminal Matters	8	✔
RGASR50106	Comparative Criminal Law	7	✔
RGMSR50706	International Criminal Tribunals and Courts	9	✔
RGMSR50806	Organised and Financial Crime	8	✔
RGMSR50506	Cybercrime and Cyber Security	8	✔
RGMEE50706	European Human Rights Law	8	☐
RGMSR50406	Criminal Procedure and Human Rights	9	✔

List of courses
Fixed by administrator

CODE	TITLE	RES.	ECTS-CREDITS		
COMPULSORY COURSES - FASE: M					
>> Add to category Compulsory courses					
RGASR50106	Comparative Criminal Law	7	6,0 / 6,0	☐	Plac
RGM0065018	**Master's Thesis**		**0,0 / 18,0**	☐	Plac
RGMSR50406	Criminal Procedure and Human Rights	9	6,0 / 6,0	☐	Plac
RGMSR50506	Cybercrime and Cyber Security	8	6,0 / 6,0	☐	Plac
RGMSR50606	**International Crimes**		**0,0 / 6,0**	☐	Plac
RGMSR50706	International Criminal Tribunals and Courts	9	6,0 / 6,0	☐	Plac
RGMSR50806	Organised and Financial Crime	8	6,0 / 6,0	☐	Plac
	Courses: 5 realized from a total of 7				
	Workload: 30,0 EC realized from a total of 54,0 EC				

screenshot 7

If you have not passed any courses yet, the left side of the screen will be empty, like this.

List of grades

| CODE	TITLE	RES.	

List of courses
Under construction

| CODE	TITLE	
COMPULSORY COURSES - FASE: M		
>> Add to category Compulsory courses		
	Remarks: **Place all compulsory cou**	
SEMINAR - FASE: M		
>> Add to category Seminar		

screenshot 8

Please check Ocasys for the specifics of your programme, especially with regard to extracurricular courses.

An overview of courses passed, the number of ECTS gained and your (current) GPA is provided below the selected courses.
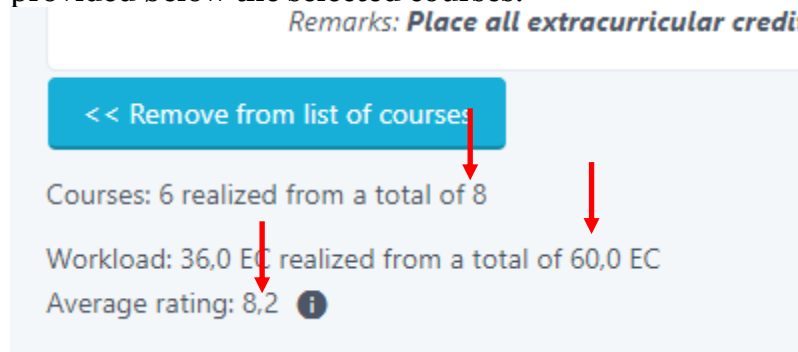
screenshot 9

Scroll down to see the option 'remove from list of courses'. This is where you can select courses in the column on the right-hand side to remove them from your list.
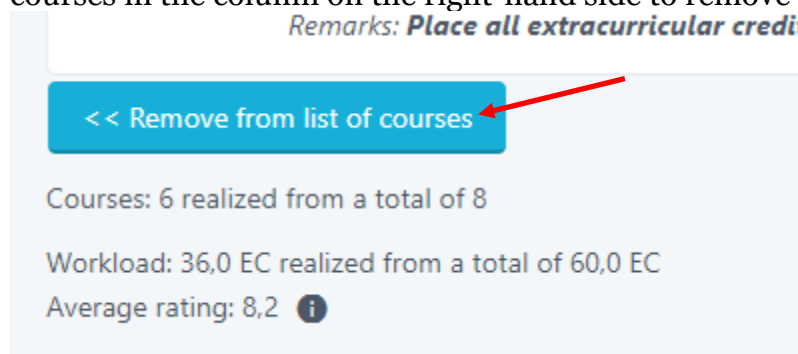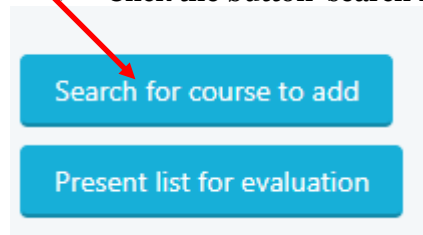

screenshot 10

Courses not yet passed

You can use the option 'search for course to add' to select a course for which you do not have a result yet. A separate explanation is provided for, internship(s) and for courses studied abroad (see below). The course code for your Master's thesis is RGM0065012; the code for the Master's thesis for a second LLM is RGM0065112.

➢ Click the button 'search for course to add'.

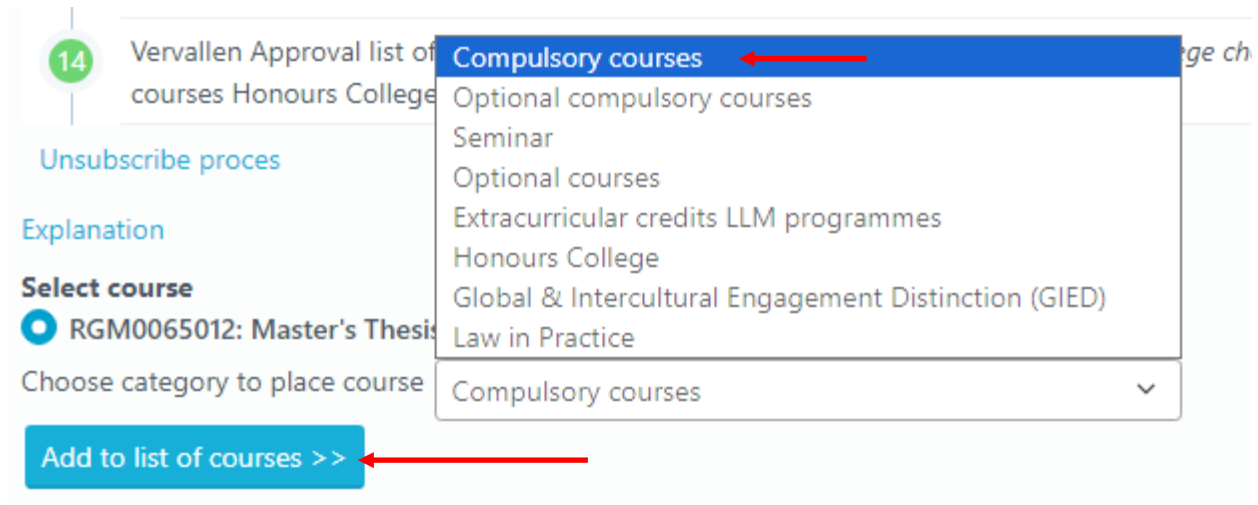screenshot 11

➢ Enter the course code.
➢ Click 'next'.
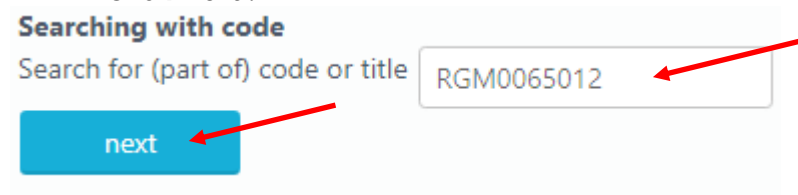
screenshot 12

You should preferably enter a course code because courses may not always be found by their names (due to the use of abbreviations in [Progress](#)). Tick the box of the course you meant to select and press the button 'next'. Indicate the category you wish to place the course in.

screenshot 13

> ➤ Select the relevant category.
> ➤ Click 'Add to list of courses'.

Courses studied abroad and Law in Practice

Courses studied abroad

You can search for course codes starting with RGBUI via 'search for course to add' (see screenshot 13) to add courses that you intend to follow abroad. Search for a course code with the appropriate total number of ECTS:
> ➤ Select the appropriate code.
> ➤ Place it in the appropriate category ('Modules studied abroad').

Law in Practice / internship

Select the appropriate code for one of the Law in Practice options. You can find them on [this page](#) in Ocasys. If the type of internship or moot court is not known yet at the time the list of courses is submitted, please use a temporary internship code. This temporary code starts with **RG0008** and ends with the number of credits the internship/moot court will be valued at.
> ➤ Select the course and its number of ECTS (RG0008...).
> ➤ Select the right category for the course (so Law in Practice for compulsory Law in Practice components or Extracurricular credits for extra Law in Practice components; see screenshot 13).
> ➤ Select 'Add to list of courses'.

So in most cases for the LLMs this will be RG00080006.
The temporary code will be replaced by the final code as soon as the internship/moot court grade is added to the system.

Finalise list of courses

Once you have completed your list of courses, you can make it definitive by selecting the option 'Present list for evaluation'.

> ➢ Select 'Present list for evaluation'.
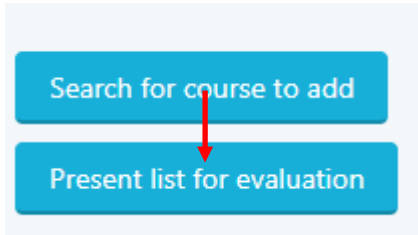
screenshot 14

A screen will appear in which you can provide an explanation to your list of courses or to specific courses. You can copy and paste text from a word processor in this field. If you are sure that no further changes will be needed in your list of courses, please indicate this when you submit your list.

> ➢ Select 'Save commentary' (even if you have not provided explanations).
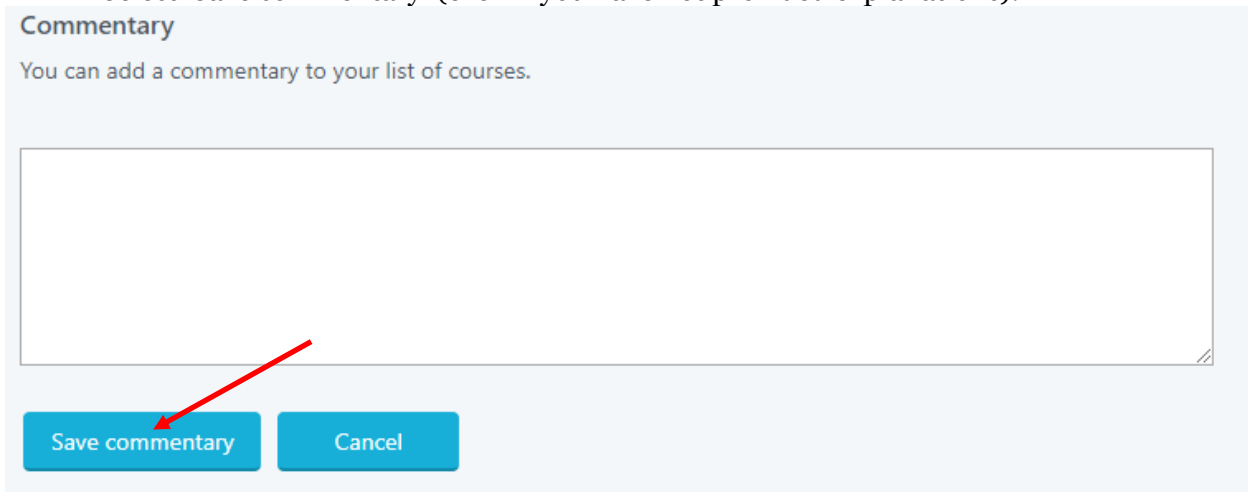
screenshot 15

Your list of courses has now been submitted to the Board of Examiners for approval. The current date is automatically registered – you can check this in the on-screen step overview. *NB. It is now no longer possible to change your list of courses yourself!*

Step 2 Approval list of courses by the Board of Examiners

Your list of courses will now be assessed and approved (or rejected) by the Board of Examiners. The Board of Examiners will inform you of their decision by e-mail (University email) within a few weeks (maximum six weeks).
Once your list of courses has been approved, you can proceed to step 3. If your list is rejected, your process reverts to step 1 and you must adapt your list of courses in accordance with the explanation provided by the Board of Examiners.

Changes to list of courses

Please send an e-mail to BoE-Law@rug.nl if you want to change your list of courses. Please indicate the changes you want to make, so the Board of Examiners can change the list and check if the approval still stands. The history of previous steps will remain

stored. You can apply for your degree certificate as soon as you have passed all the courses in your list and you no longer wish to make any changes or before any deadline the International Office sets for this.

Step 3 Finalising your list of courses

The Law in Practice code and completion of courses studied abroad are made final in this step. Any temporary internship/moot court codes or codes for courses studied abroad will now be replaced by final ones. ***Please contact the Board of Examiners (BoE-Law@rug.nl) to alert them when these results are available in the system!***

Step 4 Applying for your degree certificate

If you are at the end of your programme, you can apply for your degree certificate by completing and submitting the [application form for the LLM degree certificate.](#) The International Office will complete this step in [Progress](#) once the application form has been received.

Step 5 All courses in list passed – automated process

You can follow the progress of the process in the registration screen. The screenshot below shows that step 5 of 14 has been completed.
Step 5 is completed once all the courses in the approved list of courses have been successfully passed. This is an automated process.

Registered processes

Graduation process LLM (5 of 14 steps finished)

screenshot 16

Step 6 Document check and registration at CSA and statement of graduation

As soon as all your courses are passed and all documents have been processed and approved, the International Office applies for your degree certificate with the Central Student Administration (CSA) and completes step 6 in your graduation process. As soon as step 9 has been completed a statement of graduation will be sent to you by the CSA.

Step 7 Confirmation student

After step 6 has been completed, a confirmation of the graduation date and judicium (pass/cum laude/summa cum laude) is sent. Students need to confirm that they agree with both the graduation date and judicium by informing the International Office (LLM@rug.nl). This can either be a separate email in which date and judicium are mentioned and confirmed or a forward of the graduation notification to LLM@rug.nl and confirm both date and judicium in that forward.

Step 8 Creating concept degree certificate

The International Office will produce a concept degree certificate in the degree certificate application system.

Step 9 Check concept degree certificate

The degree certificate is sent to the Board of Examiners for a final check. The Board of Examiners conducts the final check and will indicate approval in step 9 of your graduation process.

Step 10 Completing degree certificate

The official degree certificate will be produced by the Central Student Administration. Normally students will receive their degree certificate at the annual LLM graduation ceremony.

Step 11 Signing of degree certificate

The Board of Examiners signs the degree certificate to make it official.

Step 12 (if applicable) Degree certificate pick up (no ceremony)

If you do/did not attend the annual LLM graduation ceremony, you will receive a notification that you can collect your degree certificate at the International Office.

Step 13 Date handing over degree certificate

The International Office registers when the degree certificate has been officially handed over to the student.

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[i] NB. Please send a message to LLM@rug.nl if you miss certain information or discover errors in this manual.