

# STUDENT GUIDE

INFORMATION FOR FIRST-YEAR STUDENTS

Bachelor Programme  
**PSYCHOLOGY**

**Welcome to the Psychology programme at the Faculty of Behavioural and Human Movement Sciences (FGB)! This year, you are starting with the first year of your Bachelor's programme, so you are probably new to the faculty. We feel it's important that you find your way within the programme and the faculty as soon as possible, so that you feel at home and are fully motivated to get the best out of yourself during your programme. In this guide, we have summarized important information for you. We wish you every success and hope you enjoy your study programme!**

## **TYPES OF TUITION**

You will gain knowledge about Psychology in various ways. During the lectures, the lecturers discuss the key points of the course literature and provide additional insight based on examples and recent research. In addition, you work on challenging assignments in smaller groups in interactive tutorials. These assignments help you process the literature in the best possible manner and help you prepare for interim examinations and final assignments. Initially, we help you 'learn how to study' by providing structured assignments, which you complete either individually or in groups prior to the tutorial. These assignments are available on Canvas (the digital learning environment). During the course of your education, the assignments you receive will become less structured and you will learn how to manage your own learning process. In this way, we ensure that, even after graduation, you are capable of continuing your personal development.

During each period, you will take a content-related course and a methodology-related or skills-related course. Periods 1, 2, 4 and 5 last eight weeks and periods 3 and 6 last four weeks. In the [study guide](#), you can see the courses you will take and the number of credits (EC) awarded. A convenient schedule for the

entire programme of the bachelor Psychology can be found [here](#).

### **Fellow students and language**

Within the international track, all lectures and work groups are in English and you are expected to converse in English during the courses. Your fellow-students will come from different countries around the world, while a number of Dutch students have also chosen the English track. During content-related courses, students from the standard track will join you but your workgroups are always together with students from the international track..

### **Attendance obligation**

The tutorial type of tuition can only be successful if all students prepare properly for the tutorials, are present on time and participate actively. This is why attendance is compulsory at tutorials for all types of courses. If you are present during all the meetings, if you are well prepared and participate actively, you will also be adequately prepared for the exam and/or the final assignment.

If you cannot be present due to circumstances, let your tutor know before the start of the session. He or she can then assess whether further action is necessary.

Make sure that you are on time. When you are frequently late, this will be considered as being absent for at least one session. Always read the

course manual carefully beforehand, to know what is expected of you in preparation for the tutorial.

If your teacher or tutor considers your input too low, he or she will discuss this with you.

If your input does not improve, you might fail the attendance requirement. If you have not met the attendance requirement, you cannot participate in the corresponding assignment and/or examination.

This means that you will not be able to finalize the course that year. You must then follow the course again in the following year and retake the corresponding assignment(s) and/or examination.

In case of exceptional personal circumstances, as defined in the Academic and Examination Regulations (OER) of your programme, the examination board may grant exceptions. The OER can be consulted on the [faculty website](#). More information about the OER can be found further on in this student guide.

### Assessment

By passing the examinations and final assignments, you obtain the credits that apply to the courses in question. In one year you can obtain 60 EC (credits).

If you get an unsatisfactory mark for a final assignment or exam, you will get a one-time chance to do a resit for the test or assignment. If you do not obtain a passing grade then, you will have to retake the course again the following year.

If you fail to obtain a passing grade for a final assignment or interim examination, you will be given one chance to retake it. If you still fail to obtain a passing grade, you will have to take the course again the following year. This may mean that you also have to redo the partial examinations of the content based courses.

*Check the [study guide](#) of your programme for the assessment for each course.*

Make sure that you pass as many courses as possible, and only need to use a resit in case of special circumstances. If you fail multiple courses, the risk of falling behind is quite serious. After all, the second year is also demanding. Therefore, it is advisable to devote all your efforts to the new courses. You must also meet the requirements of the Binding Study Advice (BSA) in order to continue your studies. More information about the Binding Study Advice can be found further in this student manual.

### Language test

VU Amsterdam administers a language test in September. The Dutch test is mandatory for students following the standard track. Taking the language test is a requirement for completing the Introduction to Psychology course. The language test is indicative. If you score low on this test, you are required to follow a Dutch language catch-up course, including a final test. An English test is offered to students following the English track. The test is not a requirement for completing the course this year (2018-2019), but will provide you with valuable advice on your language skills.

### Acting as human test subjects

All Psychology students must participate in ten hours of research during the first academic year. This forms part of the course Psychological Communication Skills 1.

Some experiments test basic perception, while others test memory or social interactions.

Acting as human test subjects gives you an opportunity to experience how such research is conducted.

## INFORMATION SERVICES

### VUnet

[VUnet](#) is VU Amsterdam's digital portal.

Whether you wish to search for information or

enrol for additional courses or resits or view your transcript of records: everything can be done on VUnet. As soon as you have received your login information and completed your application process, you can get started on this portal. On VUnet, you can also access news reports issued by the faculty, submit requests to the examination board, view course evaluations, and make an appointment with the study advisor. Make sure you consult VUnet regularly during your programme, so that you do not miss out on any important information.

### VUnet ID

The VUnet ID consists of your username and password. This gives you access to all kinds of digital services such as your student email account, [VUnet](#) and Canvas.

### Everything together on Canvas

The programme has a [Canvas course](#) where all relevant information and news items are published. Here you can also find the presentations for information days, information about the learning tracks in year 3, and the Master programs at the VU. Accept the invitation and use it well.

### VU Student Desk

The [Student Desk](#) can be found in the central hall of the VU Amsterdam main building. You can contact the Central Student Desk with questions about signing up for courses, interim examinations and resits, your transcript of records, registering and deregistering for the programme, tuition fees, and the submission of official documents. If needed, they will refer you to the faculty's [Education Office](#).

### GETTING STARTED

You must enroll for every course through VUnet. However, first-year students who are just getting started do not need to register for the courses in the first period starting in

September. We will make sure you are enrolled for these courses.

Only with very urgent reasons a change of workgroups can be implemented. A request with motivation for switching workgroups can be submitted to the [Education Office](#) of the faculty.

After you have enrolled for the course, you are automatically registered for the exam. For re-examinations you have to enroll yourself again!

***NOTE: It is very important to sign up for courses and re-examinations on time, if you do not do this you will not be allowed to take part in the course!***

The registration period for courses closes three weeks before the start of the teaching period, with the exception of education that starts in period 1. For period 1, you can register for the courses up to the first week of this teaching period. For re-examination you can enroll up to two weeks before the exam date.

On VUnet you will find a complete overview of the registration periods for the academic year 2018-2019.

### Schedule

You can find your personal schedule for all courses for which you are enrolled at <https://rooster.vu.nl/schedule>. On average you will have 12 hours of class per week at the VU, spread out between Monday to Friday. In addition, you are expected to study the course literature and work on your assignments at home or at the university. In general, no classes are timetabled during interim examination weeks.

Keep in mind that even if you are not at the university, you should still spend a large amount of time on your studies. The study guide and course guides indicate the amount of self-study we expect from you.

Basically you will spend around 40 hours a week on your study programme.

Your schedule may be somewhat cryptic in the beginning; therefore a small legend of the abbreviations below:

#### ABBREVIATIONS USED IN THE TIMETABLE

L	Lecture
S	Tutorial (methodology-related course)
T	Tutorial (content-related course)
TR	Training (skills-related course)
E	Interim examination

MB	Main building
TR	Transitorium
IN	Initium
BV	BelleVUe
EH	Examination hall

Also see the campus map on page 11

#### Canvas

At VU Amsterdam, we use the Canvas digital learning environment. For each course taught at the university, a corresponding course is created on Canvas, to which you have automatic access if you are enrolled for that course. Information on Canvas includes the study guide for the course and sample interim examination questions. The lecturer keeps you informed of the progress of the course through Canvas and occasionally you may also have to use it to submit assignments. In addition, after a lecture, teachers often place the lecture notes on Canvas, so that you can read them at home again.

#### Study guide

The [study guide](#) contains information about the course content, forms of assessment and the required literature. You should only buy the books for the courses which you are going to take in the period concerned, since the

information provided in the study guide about the course literature may be modified from time to time. The books are for sale in the [VU University Bookshop](#) (VU Amsterdam main building) or may be ordered online. You can also purchase the books through the student association [VSPVU](#). You can get a discount on the books if you are a member. More information about the VSPVU student association can be found further on in this student guide.

Make sure that you have all course materials at your disposal at the start of your course. Only then can you learn optimally from the lectures and tutorials.

#### Academic and Examination Regulations (OER)

The examination programme and all academic regulations are officially laid down in the [OER](#). The OER also specifies the validity period of marks received and rules related to the Binding Study Advice, study progress and guidance. The OER is binding. In case of any differences between the OER and the study guide, the regulations as described in the OER shall prevail. As a student, you are expected to be aware of the contents of the OER.

#### RESPECT FOR EACH OTHER

We feel it is very important that everyone shows respect for each other in behavior and communication. Make sure you are aware of the code of good conduct on the canvas site and follow the guidelines. In this way we create an educational environment in which everyone feels comfortable.

#### ACHIEVE YOUR POTENTIAL

There are several ways in which you can get something extra out of your studies, simply because you like to go that extra mile or just because you want to increase your job opportunities.

### Cum Laude

If you get high grades and do not need resits, you may be awarded the class 'Cum Laude' or 'with distinction' upon graduation. Read the Rules and Guidelines of the Examination Board on when the conditions for obtaining this award.

### Honours Programme

VU University Amsterdam offers talented and motivated students the opportunity to gain more in-depth knowledge, and to look beyond the limits of their own field of study. The 'Honours Programme' is a programme that runs next to the bachelor programme from the second semester of the first academic year. If you have successfully completed the Honours Programme (30 credits), you will receive a special mention on your degree certificate. Read more about the Honours Programme at [VU.net](#).

### Studying abroad

During your studies at the VU you will be offered the opportunity to study abroad. As an exchange student you spend a semester at a partner university of VU University Amsterdam. A unique academic challenge, where you live, study and stay in a (different) international environment. A guaranteed boost for career opportunities and personal development. In short, an unforgettable experience during your studies! Read more about studying abroad at [VU.net](#).

### Committees

There are various possibilities to gain experience within a committee. Think of the study programme committee, the Faculty student council or one of the committees within a study or student association. Sometimes there are special arrangements when you are involved with committee work, so that you have more

room within your studies to perform committee work. See for more information [VU.net](#).

## STUDY ADVICE AND GUIDANCE

### Academic advisor

The academic advisors assist you during your studies with all kinds of things, such as preparing a study plan and helping with personal or study-related problems. If needed, the academic advisors may refer you to the [student psychological counsellors](#) or [student counsellor](#). The academic advisors hold open consultation hours from Monday to Thursday, 12:45 to 1:30 p.m., in room H637 of the Medical Faculty. Contact: [studieadvies.fgb@vu.nl](mailto:studieadvies.fgb@vu.nl) or make an appointment through [VU.net](#).

### Binding Study Advice (BSA)

In the first year, you must earn at least 48 of the 60 EC in order to continue the programme. But naturally, it is even better for you if you can earn all the credits in one go and not have any study backlog. Several times during the first year, you will receive interim advice from the study advisor about your study progress. If things do not go well from the start, make an appointment with one of the academic advisors through [VU.net](#).

### Mentor

In the first year you get assigned a mentor. He or she is usually the tutor for one of your workgroups, and is therefore easily approachable. Your mentor will sit down with you at the start of the year, and check if there are special circumstances that need to be taken into account. He/she will also keep an eye on your study progress during the year and discuss this with you personally.

### Studying with a disability

A disability such as a chronic disease, dyslexia or a psychological impairment need not stand in the way of completing your studies successfully. If you require help with your studies because of your disability, you can approach different people for assistance. First of all, you can contact the academic advisors. They can arrange for facilities such as an enlarged version of interim examination papers or advice regarding the BSA. The [student counsellor](#) can also give you information on how to obtain financial support for study delays. SCHIB (Studenten Contact Hulp en Informatie bij Beperkingen), an organisation for assisting students with disabilities, can guide you with regard to the centralised facilities and for linking you up with a 'study buddy'.

### Study success

To increase the chances of accomplishing your studies with success, we offer the possibility to take part in several courses or to study in [study groups](#). You can also be linked to a [study partner](#). Regular short sessions are offered to offer useful study tips that are announced through the course on Canvas. Esther Eustace is the study success coordinator at FGB. Starting from the introductory lecture prior to the program, during the course and afterwards (for alumni) you can contact her if you want advice on how to improve your study success or have suggestions on how we can improve study success. You can contact Esther by e-mail at [studyucces.fgb@vu.nl](mailto:studyucces.fgb@vu.nl).

### Bachelor coordinator

The bachelor coordinator supervises the tutors and deal with the practical aspects of the work- or tutorgroups, such as the timetable and the assignment of the tutors to the workgroups. If you have a problem with your tutor that you cannot solve with him/her yourself, please

contact the bachelor coordinator, Lisa Emmerik by e-mail: [bpsy-coordinator.fgb@vu.nl](mailto:bpsy-coordinator.fgb@vu.nl).

### Programme director

The program director (Prof. Gonneke Willemsen) is responsible for the overall quality of the bachelor programme Psychology. She receives a lot of information from the teachers, committees, bachelor coordinator, FSR and other involved parties. You can contact her in case of issues with teachers or the bachelor coordinator, if you could not solve this together, or more overall comments regarding the programme.

### Examination Board

The [examination board](#) is responsible for the quality of the examinations and diplomas. If you think that you qualify for exemption for a course or several courses based on your previous education, you can apply to the Examination Board (do this as soon as possible) through [VUnet](#). You can also check [VUnet](#) for other questions and requests to the Examination Board.

### Programme committee

The programme committee consists of lecturers and students who jointly evaluate the education, and provide advice to the faculty board and the program director. For more information about the programme committee, see [Vunet](#). Contact: [OLC.bachelors.fgb@vu.nl](mailto:OLC.bachelors.fgb@vu.nl)

## YOUR OPINION MATTERS

We want to help you reach your full potential, and will work hard to achieve just that. However, in order to be able to offer high-quality education and study advice, we definitely need your feedback! You help determine the quality of the programme by telling us what you like and what we can improve. You can provide us with feedback in

various ways. If you have comments about your course, please discuss this with your tutor or lecturer. They hold a weekly meeting with the other lecturers and the course coordinator. During this meeting, possible improvements to be made are discussed. At the end of each course, you will also receive a digital evaluation form. Please complete this, even if you do not have any suggestions for the course. Based on the results of these evaluations, we will look into whether the course needs to be modified.

### NSE

Every year, the study programmes in the Netherlands are evaluated through a large-scale survey among students. The more students complete this survey, the more reliable the information obtained. The results of this survey are used to make valuable improvements to your education.

### SOCIAL MEDIA AND EMAIL

We try to keep you up to date with all the relevant information through VUnet, your student email account and Canvas. In addition, the faculty has a [Facebook page](#) and [Twitter](#) account, where we post information relevant for faculty students. Therefore, you should also follow the faculty on [Facebook](#) and/or [Twitter](#).

Do you want to forward your VU student mail to your private email account? If so, click [here](#) for the instructions.

### STUDENT FACILITIES

#### Wireless network

Students can use the Campusnet wireless network by logging in with their VUnet ID. This network allows you to access the Internet. The most convenient method for configuring the wireless network is through [www.vu.nl/draadloos](http://www.vu.nl/draadloos).

#### Studyspot

is an app available on the VUnet home page which enables students to find free study areas at the VU Amsterdam campus. If you are looking for a quiet place to study or a place to meet with your working group, Studyspot is a useful tool. Read more about Studyspot on [VUnet](#).

#### VU Amsterdam app

Download the VU Amsterdam app from the app store by searching for 'VU student'. The app contains some commonly used features and relevant information, such as your timetable. If you turn on the notification feature, you will receive notifications when you receive new marks. The app is still under development. More and more features will be added.

#### SURFspot

You can purchase discounted software for home use through the online shop [SURFspot.nl](http://SURFspot.nl), such as Microsoft packages, multimedia software and mathematical and statistical software (SPSS).

#### VU Sports Centre

The VU Sports Centre plays host to a variety of sports. Anyone can become a member, but as a VU Amsterdam student, you enjoy a discount. In addition, as a student, you can try out the sports centre for eight consecutive days for only € 10. This € 10 will be deducted from your membership fee if you decide to become a member. [Read more](#) about the VU Sports Centre.

### STUDENT ASSOCIATIONS

#### Faculty student council (FSR)

The FSR is a student representation body consisting of six students from various programmes at the Faculty of Behavioural and Human Movement Sciences. The FSR's purpose is to promote the interests of the students. This means that students can let their voices be



heard through the FSR and participate in decision-making regarding the faculty. To ensure this, the FSR is present at meetings of the faculty board. Moreover, input from students is considered very important. Based on this input, we can make the biggest difference to our students. Contact the FSR by sending an email to [fsr.fgb@vu.nl](mailto:fsr.fgb@vu.nl) or by leaving a message on the [Facebook page](#)

### VSPVU

The Association for Students Psychology and Pedagogy at the VU (VSPVU) is the study association of the studies Psychology, Pedagogical Sciences and University PABO at VU Amsterdam. The VSPVU offers study materials, including study books with membership discounts. In addition, the study association

organises many activities, from lectures and excursions to parties, and they are involved in the VU Introduction Days.

On the website [www.vspvu.com](http://www.vspvu.com) you can read more about the activities of the VSPVU and, if you want, become a member.

On the general Psychology Canvas site you can read more about additional associations that may be of interest to you as a student.

# PLATTEGROND VU CAMPUS EN VU MEDISCH CENTRUM



